

PTA Meeting Minutes – Sept 3, 2019, 7:30 a.m.

Meeting Type: Executive PTA Meeting; Media Center

PTA Board and Committee Members present:

Tiffany Chenery	Stacey Waddell	Jamie Jackson
Andrew Jones	Leslie McKay	Danielle Slavin
Clair Marshall	Amy Circosta	Kristin Wolverton
Kristin Findley	Dana Zeszotarski	Leslie deHaven
Carroll Vuncannon	Lori Neither	Laura Moreschi
Jennifer Zezza	Sarah Mears	
Emily Payne	Kara Cypher	

Meeting Reports:

1. Welcome & Introductions: Tiffany Chenery, PTA President

- Welcome and call to order.
- Minutes: Carroll Vuncannon made a motion to approve the May 2019 minutes. Motion approved unanimously.
- Memberhub: As a PTA and parent body, we are still using Memberhub. Principal Zezza is sorting out the teacher's use of it with WCPSS policies, but as a school and PTA, we should continue to use it as the communications hub.
- Conflict of Interest Form: Each member of the PTA Board (Executive Board and all committee chairs) needs to sign one, as required by NC PTA. It indicates you will not financially benefit from your participation without proper disclosure. For example, if you own a balloon company and want to participate in Jamboree, that would need to be disclosed and considered by the PTA. It protects both everyone individually and the school, so we each need to understand and sign a form. Please direct any questions and return signed forms to Tiffany.

2. Principal's Report: Jennifer Zezza

- Great first week!
- Upcoming Thursday is the Principals' meeting, so there will be more to report after that.
- We are using a new cleaning company, so not all of the special annual cleaning tasks were completed over the summer as they usually would be. They will address these whenever workdays and other breaks allow.
- Joyner currently has an enrollment of 660 students total. Because of especially high enrollment in the grade, we added a fifth class in 4th grade as well as our first team teach situation in Kindergarten. Dream box, a computerized math program, is also starting this year; it will be dually used to aide with both acceleration and intervention.

- To Committee Chairs: Any time you are planning a program or event on campus, you need to fill out a form in the office notifying them of your intent and requesting the desired space. There's a Wake County form as well as an in-house form, and you may need to fill out one or both depending on if you're just adding a program to an already existing event (ie, Science Olympiad table at Open House) or creating an independent event that requires WCPSS approval as well (ie, Jamboree or Community Clean Up Days). The administration needs to know any time there's an organized program or event on campus. Completing the form also ensures that the right space is available and reserved for you and that any tables, chairs, etc will be ready for your use.

3. Communications: Kimberly Wheeler, reported in absentia by Tiffany Chenery

- Kimberly Wheeler will be putting together the weekly Newsflash email. She started this summer and is doing a great job.
- Please send any information you want included in it to her by the prior Saturday at 5pm so that she can work on it over the weekend and be ready for it to go out on Wednesdays. We try to send only one email communication each week from the PTA to avoid flooding inboxes and to maximize the possibility that people will read what we send. (The Principal and Foundation also send their own emails on different days.) Please use the Newsflash whenever you need to get information from your committees out to parents.
- Please be mindful that the Newsflash can be chock full of information, so try to keep your blurbs informative but concise.

4. Introductions/Roles

- All present introduced themselves and the roles they will be serving this year:
- Tiffany Chenery, PTA President
- Andrew Jones, PTA Vice President
- Jennifer Zezza, Principal
- Stacey Waddell, Spirit Nights
- Jamie Jackson, Advocacy
- Amy Circosta, Mini-grants
- Leslie McKay, Summer Reading and Co-chair of Jamboree
- Claire Marshall, Treasurer
- Sarah Mears, School Supplies
- Kristin Findley, Budget Chair
- Kara Cypher, Science Olympiad
- Emily Payne, Foundation Liaison
- Dana Zeszotarski, Teacher Appreciation and Room Parents
- Danielle Slavin, Grounds
- Kristin Wolverton, Summer Reading
- Lori Nieter, JAG Publishing

- Leslie deHaven & Laura Moreschi, Book Fair

5. Financial Updates and Procedures: Clair Marshall

- The PTA approved a budget for this 2019-2020 school year at the last General 2018-2019 PTA Meeting in the spring. So, the budget Clair is sharing is an approved working budget for this current year.
- The budget was passed around at the meeting but is also available for review on Memberhub. If you have a question about your committee's budget, you can email Clair as well.
- We do have a chance now, going into the General PTA Meeting during the back to school Open House night, to amend the budget for this year if any committees realize their needs are different. Please review your committee's budget and let Clair and Kristin know ASAP if you need to request more money so that they have a chance to announce new changes and put them to a vote for approval at that meeting.
- Financial Board Roles: This year, Clair is the Treasurer and writes all the checks going out for payments and reimbursements; Kristin is the Budget Chair and handles all money coming in to the PTA. Kristin and Clair swapped roles again this year to keep checks and balances in place; this switch is part of financial best practices, helps them to protect themselves, and is in accordance with NCPTA compliance rules.
- Outgoing Payments: If you need to request a payment (for a vendor or personal reimbursement), please fill out a Check Request form, and Clair will get the check to you. The forms live in a folder on the PTA door (and are available on Memberhub). Whenever possible, it's preferable to pay vendors directly (both to eliminate parents using personal funds and so that the school can eliminate or recoup the sales tax portion of the expense). Please always attach your invoice or receipt to the form.
- If you're using Amazon, we both have an Amazon Smile account to benefit the school and a Prime account which we can use to purchase items directly with quick free delivery. Please make a wishlist and send it to Clair for purchase.
- Our philosophy is that the money that comes in should be getting right back out to the teachers, school, and programs to fund all the great things going on! Each committee has a budget, so don't hesitate to request a check when you need it.
- Incoming Funds: Any time your committee has money coming in, you should always have two people separately counting the funds and do the count in the PTA office with the door open. The money should be kept in the cash box in the PTA office, which should be logged out and back in for deposit whenever you use it. Please also record the funds you've raised and money counted on the Funds Received Form. Let Kristin know ahead of time when there's going to be cash coming in so that she can plan to get the money back out and deposited into the bank. We don't want cash just sitting in the PTA office.

- The procedures are in place to protect everyone and keep the flow of funds transparent.
- We raise a lot of money but we do a lot with it!

6. Other Business: Committee Reports:

Science Olympiad: Kara Cypher

- Science Experiment Night: In the past, the program has had great kid participation, but it's been to get parents involved. People seem intimidated by the commitment and often don't realize how easy it actually is. We currently have enough kids who have expressed interest for (at least) two teams, but only enough parent volunteers for one team. We are working on having an Experiment Table open for the parents to see at Open House night in a few weeks so that they can better understand how easy the program makes it for the coaches and how simple the commitment to coach really is.
- Principal Zezza commented that the idea sounds great and shared the reminder that they just need to fill out an event form in the office.

School Supplies: Sarah Mears

- Sarah has led the program for ordering school supplies for the past few years. She communicates with the teachers in the spring about their class needs and supply lists, then negotiates with the supply company to ensure that Joyner is getting the best prices. Families have the ability to place orders over the summer, then the company delivers them to the school. In the week leading up to Meet the Teacher, Sarah had some great volunteers (with Andrew Jones's help) come out to distribute the supplies to their classrooms. There were no errors in orders matching deliveries this year! Sarah does hope to get organized with teachers earlier this coming spring so that she can then send the ordering information out to parents earlier, with the hope that more parents will remember to order before they head off for the summer.

Jamboree: Tiffany Chenery and Leslie McKay

- Tiffany shared that with her shift to be PTA President and Anna Misenheimer's family's move to another school, Leslie McKay has graciously agreed to help organize the Jamboree. Tiffany and Juli Openshaw (both former chairs) will be advising her and helping as needed, and we are hoping to find another co-chair as well. We may end up with a real team effort this year, but it will all work out and again be a great event!

Mini-Grants: Amy Circosta

- Amy is leading the mini-grants program for the teachers again this year. She'd love to put together a committee of about three people to decide on the grant proposals so that there are more people reviewing the asks and choosing which ones to fund. Last year, all the requests were able to be funded, which was wonderful but

also unusual and likely an anomaly. Most requests are for items that can be ordered from Amazon and make their way into classrooms quickly.

Advocacy: Jamie Jackson

- Jamie noted that the Wake County advocacy committee has become much more efficient and is now consistently pretty active, so they feed us helpful information that Jamie passes along to Joyner. It's great because their content is all pre-approved and ready to distribute to the schools.
- Jamie also was able to use some of the Advocacy Committee's budget last year to make some permanent purchases of materials for the quiet zone that Joyner can use annually whenever there are events (ie, Jamboree) that need a quiet space. We just need a place to store these materials. Tiffany suggested the sheds out back, but Principal Zezza is concerned about their condition after a major leak last year. Clair also suggested that the sheds should be cleaned out and edited for what's in them before we add more new materials, but all agreed the space should be made available to use.
- Jamie also increased her ask in the budget this year so that we can send someone to an Equity training. Principal Zezza noted that the whole staff would be going to an equity training locally this year, but Jamie could coordinate with Cheryl Davis about how best to use her allocated funding to supplement similar professional development opportunities.

Spirit Nights: Stacey Waddell

- The first Spirit Night of the year is coming up at United Skates; it usually has the biggest turnout. In order to have more of a separation from Jamboree, Stacey moved the date up earlier than in the past. They are otherwise closing the rink for the night, so only Joyner supporters can attend. They'll also give away both birthday party certificates to randomly chosen participants and a pizza party to the class with the highest attendance.
- Stacey is also planning to do a Biscuitville After Dark event again this year. It's a corporate-wide event that they only offer one night a year, so we are waiting to hear from Biscuitville about what the date will be. We are already on their list of selected schools who will be included. It's always fun to go somewhere for dinner that's not usually open at night!
- Other dinner Spirit Nights will come throughout the year as well; let Stacey know if you have suggestions.

Teacher Appreciation: Dana Zeszotarski

- Dana is leading the Room Parents and teacher appreciation efforts again this year. In the past, we've always done Teacher Appreciation Days on Early Release days, but with the change in the calendar, those don't exist anymore. The new plan is that the PTA will appreciate our teachers on the second Friday of every month.

The PTA will do something every month, with families having the option to make or give something on promoted days on alternate months. The PTA always gives something, so parents should feel welcome to just send a note or have kids make a card; an actual gift is not necessary, especially every time.

- Some of the teachers don't ask for Room Parent volunteers until Open House night. Once all of the classes have appointed Room Parents, Dana will send more information about teacher appreciation out to the classes.
- Dana will try to send the schedule out early in the year so that parents can plan ahead; it can be hard to put something together last minute (and some room parents send out information more reliably than others). The suggestion was made that we also should put the days on the PTA calendar on Memberhub and at the bottom of the newsflashes; Andrew is happy to help Dana with that.

Grounds: Danielle Slavin

- Danielle explained that the work of the grounds committee largely falls into three separate categories: ongoing campus cleanup, small campus improvements, and large capital improvements, working across a five to ten year plan.
- *Ongoing CleanUp:* Over the summer, Danielle had a crew come in who removed weeds, dead shrubs, prickly plants, poisonous berries, and debris. They also mulched and did general ground maintenance, especially cleaning around the stone circle classroom space.
- *Short Term Improvements:* Recently, we had art installations painted by artist and JYJ parent Denise Hughes on various play spaces around campus, especially under the overhang and on the rear Kindergarten play space behind Ms. Piner's room, which we are trying to make into a quiet sensory retreat space for kids.
- A major focus of both the ongoing maintenance and short term improvement projects is to open up the available outdoor classroom spaces as much as possible to increase use and enjoyment by students and teachers; they are working on determining feasibility and pricing for several smaller ideas as well.
- After hosting our first Community Clean Up Day in a few years last spring, we are hoping not only to make it an annual event but also to have another one this fall. For these days, Danielle focuses on kid-friendly projects to spruce up the campus, and this fall she is hoping to include planting some bulbs for daffodils and bluebells (working with the JYJ colors!).
- *Large Capital Improvements:* The big project to re-surface the rear hill and field spaces by the playgrounds in more student-friendly grass that is still fire-lane approved continues to move forward in it's planning stages. Danielle is currently getting pricing for doing the second field at the same time as the first phase (hill) as well as waiting on official county approval for the project. All of the money from the JYJ 5K last spring will go to this project, as will future fundraising efforts. The actual fire lane renovation has to be done over the summer because of the scale and scope of the work involved, regulations about the work force, and the time needed after the work is completed for the AirPave product to sit as well

last the Bermuda grass to grow before kids are running around on it. If we can achieve our fundraising goals effectively, we could hopefully complete both phases one and two (hill and field play space below it) at the same time. This project requires lots of behind the scenes work to get it going, but that work is all underway!

Birthdays: Meredith Swindell

- Meredith is leading the birthday packets team this year. All students in the school get a packet for their birthdays including happy birthday wishes, a pencil, and some candy from the PTA. She will also be advising and helping out behind the scenes as needed after completing her time as PTA President last year.

Summer Reading: Kristin Wolverton

- Kristin reported that the Summer Reading celebration will be next Friday at noon. Every student who turns in a reading log for the summer gets to attend.

JAG Publishing: Lori Neiter

- Lori explained that the JAG committee publishes student's annual biography works, the Writers' Wall of Fame, and occasionally special projects for individual teachers. Lori needs more volunteers to help. There is a lot of work that goes into the projects, but much of the work can be done at home — typing things or cutting laminate. Lori would love to be able to expand the program to do more integrated classroom work with teachers, but currently, she doesn't have the bandwidth to take on anything additional without more volunteers. She also only has a few more years as a parent at Joyner and then will need to hand the program off to someone else, so she'd love to start training other volunteers to be involved. Any assistance is always appreciated.
- Tiffany encouraged her to continue to call for volunteers in the weekly Newsflash.

Book Fair: Laura Moreschi

- Laura is organizing the Book Fair again; Leslie deHaven is co-chairing with her because it's Laura's last year. Since Thanksgiving falls so late this year and all the books must be delivered to Joyner on Friday before the event, the Book Fair will be later than usual, the week of December 9-13. We will make it work!
- Laura noted that she is also on the Board Advisory Council representing Joyner as a school, but the Council has not had any meetings yet this year.

Foundation Report: Emily Payne

- Emily noted that the Foundation will have its first board meeting next Monday.
- The Spring Auction will again be their biggest fundraiser.
- They are not doing the Dance-a-thon this year and are instead replacing it with an in-school event (likely during recess) on November 14. The goal is to create an

indoor Field Day and to enable the whole student body to participate, which wasn't possible with the evening event.

- The summer Durham Bulls game was lots of fun and had a strong turnout. Courtney Watkinson did a great job organizing that, and while they are still figuring out how much they raised, they know it was more than the year before!

Tiffany confirmed there is no other new business. No motions were made.

Meeting adjourned at 8:17am.

Next Meeting: The next meeting will be a General Meeting at the Open House night on Thursday, September 26 at 5:45pm.