***JPTA Parent Advisory Committee Meeting Minutes May 10, 2016***

Call to order – Sheeba T. Imran - Chairwoman

Tamara Alexander

+ 8 parents

1. **JAAM Fest** – April updated the early totals for the event. Guessing that we raised between $ 2-3K.

* The gifted program also raised about $200 for Battle of the Books Last year.
* It was noted that we need to have a better range of advertising next year.

1. **Parent Forum –** Update: Mr. Ahner has accepted the Head Administrator position. He will start in June.

1. **Staff Appreciation Week –** Mrs. Alexander says It was a successful week the teachers were very happy.
   * Thank you to all who contributed or volunteered!
   * Looking at possibility of coordinating the event next year with the Foundation.
2. **Handbook /Welcoming Packet / New Parent Coordination for 2016-2017 Stephanie Haan – Amato**
   * + Sheeba and Stephanie attended the Kinder Registrations and had handed out booklets and talked with parents about PAC.
     + Open house activities – Suggestions made to have a representative from each JPTA committee and grade Level there for new parents to learn about them. Ideas included a JPTA passport that kids can get stamped from room to room at JPTA so that they see all the teachers and groups represented.
     + Stephanie creating a database of volunteers.
3. **PAC Policy Changes: Concerns of wording in current policy.**

Suggested Changes: 1)From, PAC membership being appointed to PAC membership is open.

2) Officers will be elected / leadership elected.

1. **PAC Treasurer Questions: Can PAC have its own account for fundraising?**

* Sheeba is meeting with Gina May 19th, to talk about possibilities.
* Justifications for PAC needing an account: Family nights (with food sales), Babysitting nights (fundraising)
* April noted that JPTA has 2 accounts: Operations and Activities

1. **Monthly Parents Night (MPA) – Barbara Chamberlin**

* Check back in with Barbara on details on next year’s plans.
* Cancelling May’s Family night, too much going on next week.
* First Family Night will it coincide with the Open House on July 28? Possible date change.
* Mrs. Alexander will talk with teachers about dates/times to see what will work best.
* Synergy Demo at open house – in library?
* Ms. Alexander asked parents how often are they willing to come to JPTA for classroom events.
* There was talk of coordinating classroom activities with the Monthly Parent Night, so that parents can visit the classroom and then attend that night’s parent activity.

1. **Planning for Open House in July.** 
   * We need to finalize the date with the teachers, July 28th.
   * Coordinate plans with a meet the new head administrator event?
     1. Daytime event for the kids
     2. Nighttime event with parents
2. **JPTA Communication Concerns**

A kinder parent shared her concerns that communications between teachers and parents was lacking.

She had emailed the address in which the weekly newsletters come from and never got a response to questions. She feels there is a disconnect also between groups of parents and info that is being shared.

Mrs. Alexander expresses that she was sorry that this occurred and that it should not in the future. Parents have the right to he heard and addressed.

Mrs. Alexander mentions that in the teachers’ lounge there is a “parking lot” for ideas, and that it can be added to.

Polly suggests that Kinder parents have a mentor parent from a higher grade help them

There is an overwhelming need to a more centralized/singular way that information is shared with parents.

Ideas for better communication:

* Suggestion box for the front office
* Field trip calendar for each grade
* Email or text list for each grade
* Better utilizing the FB pages (getting one for 4th grade)
* Emails replying to the weekly updates should go to a person who will respond. April will check on where the current responses go.
* Finding a different resource rather than E-chalk
* Teachers should have a weekly newsletter
* Parent night with various speakers

Discussion of how to convey current issues with Mr. Ahner, and to also ask him if he has ideas of how to open communication lines.

Sheeba mentioned that it would be nice to have a PAC button on the homepage of the website.

1. **Sheeba is arranging a meeting with Mr. Ahner to introduce ourselves and welcome him to JPTA**
2. **How can we support teacher next year?**

* Stephanie suggested a supply drive
* We asked Mrs. Alexander to talk with teachers about a wish list.

1. **Sheeba will set-up a meeting with Mr. Ahner for PAC to introduce ourselves.** Date TBD
2. **Mrs. Alexander will talk with the staff to see what PAC can do for them in the coming year.**
3. **Next PAC meeting will be Wed, July 6th at 5:30pm.**