

# MINUTES

## Howe Elementary PTA 2022-2023

Date Feb 8, 2023 | Meeting called to order at 7:02 pm by Amy Grella

### In Attendance

<b>Aimee Danley</b>	<b>Emily Balestreire</b>
<b>Maggie Peak</b>	<b>Greg Engle</b>
<b>Kassie Wadsworth</b>	<b>Marissa Johnston</b>
<b>Sarah Untah</b>	<b>Tim Kellner</b>
<b>Jen Webler</b>	<b>Heather Moore</b>
<b>Liz Longo</b>	<b>Michele Rowland</b>
<b>Joanna Pavekh</b>	<b>Amy Grella</b>
<b>Heather Hathy</b>	<b>Sally Pratt</b>
<b>Leah Haywiser</b>	<b>Betsy Miller</b>

### Approval of Minutes

The minutes from the November meeting were reviewed and approved. A motion to approve minutes was made by Liz Longo and seconded by Heather Hathy. All present voted in favor. APPROVED

### PTA Officers Reports

#### Treasurer's Report – Tim Kellner

- Balance Update for December
  - First National Bank (FNB)
    - December beginning balance was \$26,761.35
    - 4 Deposits totaling \$12,329.95 (including NPTA Grants \$2500x2 and Howe's About a Gift \$7,297.85)
    - Checks - 7 checks cleared totalling \$7,836.59
    - December Ending Balance was \$31,151.21
  - PayPal
    - n/a
- Balance Update for January
  - First National Bank (FNB)
    - January beginning balance was \$31,151.21
    - Deposits totaling \$1,708.53 (SFF Refund \$800)
    - Checks - 4 checks cleared totalling \$1030.31
    - December Ending Balance was \$31,829.98
  - PayPal
    - n/a
- Expenses

- New Funding Requests
  - 2/24 - Josh&Gab Assembly \$600
  - 5/12 - 5th Grade Meadowcroft Field Trip (not to exceed \$800)
  - 5/19 - 5th Grade Camp Guyasuta Field Trip (not to exceed \$2000)
  - Feb/March Read-a-Thon - \$445 and cost of medals (not to exceed \$1000) all with in budget
  - Request from Ms. Shields \$200 for book (Hatchett - in connection w/ Wolf Conservation virtual field trip)
    - A motion to approve all new funding requests and totals above was made by Aimee Danley and seconded by Kassie Wadsworth. All present voted in favor. *APPROVED*

Comments: From Heather Hathy - where does funding come from for Camp Guyasuta - discussion occurred and Heather and Tim agreed to go over 5th grade budget off line. Comments: From Amy Grella - According to bylaws even budgeted amounts need to be voted/approved. Meadowcroft was \$10/person last year. Read-a-Thon money comes out of budget, other items above come out of Enrichment Fund

### **VP Report – Mr. Rizzutto**

- Could not attend this evening, he sincerely apologized and appreciated attendance.
- Report Read by Amy Grella: Upcoming Events: CJ Therapy Dog @ Howe School 2nd Grade Visits 2/9/23; 2/16/23 STEAM Fair 6:00-8:00 PM; 2/10/23 Kindergarten Aviary Presentation in the Auditorium; 2/24 Josh and Gab Live Performance Kindness and Bullying Prevention (2 sessions will be hold to accommodate all in the auditorium); Howe is location for this year’s Arbor Day/Tree City USA ceremony on 4/28 - coordinated by municipality in cooperation w/ the school district to honor Mt. Lebanon’s status as a Tree City USA - celebrate with children and plant a tree at Howe

### **President Report – Amy Grella**

- Google Office Suite for free given non-profit status. Using to set up emails for each committee to keep historically. Goal w/ incoming committee chairs to pass along to the new chairs and keep informaiton from year to year organized. A big undertaking by the Board.

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## **Chair Reports/Recent Activities**

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### Spelling Bee

- Report presented by Jo Pavekh. We learned so much, we had a really good setup, lots of communication with Scriptts National People clarifying how things should be. 4th Grade Winner was Rohan Pavekh; 5th Grade Winner was Alex Petrie. There was a spell-off to see who would represent Howe at regionals and it was Alex P. He will take an online test to go to Regionals at RMU. Going forward, we have ideas how to make it better and smoother. Amy G. was a big help (announcer), Mr. Rizzuto and a parent of a 3rd grader (w/ no kids in the competition) were the judges. We have ideas and an email account with photos and all documents ready to pass along to next person who does it. 21 kids participated and we came in way under budget.

### Howe’s Got Talent

- Report presented by Greg Engle. HGT will be March 24th, its been virtual in the past so this is a new adventure for us all. Will set up the announcement details. Would love to be able to use the Google Suite to communicate. I’ve been in touch with Heather H. to incorporate the help of 5th graders. Who should I contact about questions regarding budgeting, etc. (Contact Tim Kellner) We are looking for

volunteers. Budget is \$100. Space will be an issue so we will need to group acts together e.g. little kids together, etc. Plan to have some structure of 3 acts.

- Question Leah H. can we use the Mellon Auditorium? Discussion ensued if this could be at Mellon and Greg/Amy G. will be in contact w/ Mr. Rizutto
- Also will reach out to have 5th graders help with the program and art for the program.

### Lunch Clubs

- Report read by Amy G. Lunch clubs have kicked off successfully. Cassandra has done a lot of work to work around the 20 minute lunch periods. Some learning curves, teacher info and reminding kids. Parent volunteers leave at 1PM so classes can start. Sign ups for 2nd session should be coming out. Could not have done it without the help of Mrs. Hagins helping to navigate it all.
- Question Sally P. a few parents have had some discussion if a kid forgot or wants to drop out can they and can we rotate other kids in who may want to do the club? Can you please find out if there is an option to rotate kids out and let other kids join?

### STEAM Fair Update

- Report presented by Aimee D. and Kassie W. 47 teams signed up to participate (w/ over 70 kids). We had a lot of table donations and tri-folds. About half of the families picked up posters over the weekend or sent home through homerooms. Have been fielding occasional questions. Date 2/16. Drop off and set up time early. Some experts will be participating. Evening will end in auditorium w/ science center presentation (Who Wants to Be an Engineer). Certificates will be handed out to kids. Mrs. Shields, Mrs. Wilson and Mr. Rizutto have been awesome and so helpful.

### Read-A-Thon

- Report presented by Leah H. 99 pledges has been set up. There will be Zoom story times again. Jen Webler would like to have 7-7:30 and then add 7:30-8 for a chapter book for the older kids. Paperwork will go out the week before. It will be in the newsletter. Discussion ensued regarding the prizes in the PTA closet and using them (leftover from last year).

### Odyssey

- Report presented by Leah H. Howe has 2 teams, competition is March 4th, hope they do well. T-shirts for sale (but sales have closed)

### 5th Grade Activities

- Report presented by Heather H. Budget update (will talk to Tim after meeting). \$1600 Madsen we made \$162. Topoto was a little disappointing \$250 (less than years past). Pool party and Memory books still need to be paid for. We would need another \$780 to cover camp and remaining activities. Another Topoto and two more Kona Ice fundraisers. What is budgeted from PTA for Camp Guyasuta? Memory books are in the works - sent an email out to 5th Grade Parents. Not doing superlatives this year. Will do favorite things. Pool party June 1st; Camp Guyasuta May 19th.
- Question from Sally P. was Bower Hill pool chosen for financial reasons? HH, yes.

### Spirit Center

- Report presented by Heather H. Spirit Center is going well. Help from Nikki M. (library clerk). It's a lot of work. Moved it to Thursdays. 5th Graders have to stay in the auditorium to work and can't do lunch clubs. Money and receipts are handed over to Tim. Actively looking for a co-chair. It's an interesting role because you are training 5th graders. Cash registers owned by PTA (register 3 is broken) gave to a

5th grade parent to try to fix. Can we get another register? Response from Amy G. yes, please price out and submit and we will look into.

### Kindergarten Orientation

- Emily B. checked in w/ Mrs. Hagins and will look to begin set-up in April

### Yearbook

- Report presented Heather M. site is live and so far 68 books have been ordered. We will not be ordering lots of extras this year, only ordering the pre-sale amount. Contract states you need to order a specific amount (but cannot recall at the moment). Get your order and your pictures in. There will be 2 collage pages per grade. More space to work w/ since the 5th grade memory book is separate. 5th Graders will be give the opportunity to create the front and back cover, they are working w/ Mr. Hain and the teachers. 5th graders will vote. Will be taking group pictures again (GOTR, Girl Scouts, Odyssey, etc.). Please let Heather M. know if there are other groups she's not thinking of.
- Comment Sally P. she has a friend that is really good at taking pictures. Also comment from Sally P. can the opportunity to upload pictures from events be advertised sooner in the year.
- Any ideas/thoughts, please let committee know.

### Scholastic Book Fair

- Report presented by Jen Webler - we have a \$9000 balance to spend. Working with Mr. Rizutto to decided how to spend. \$200 will expire at the end of the year.

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### Unfinished Business

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Last Meeting - Nominating Committee was established. They presented their report with the slate for next year. Liz Longo presented (thank you to all on the board). Greg Engle volunteered on his own to become recording secretary. Copy of slate was presented to Amy G. (Comment from Amy G: in reviewing the bylaws regarding positions and in accordance w/ PA PTA we must now open the floor for any floor nominations.) Floor nominations were opened fro President, 1st VP, 2nd VP, Treasurer, Recording and Corresponding Secretaries and Historian; no nominations were made and the nominations were closed. [See attached report for Nominations for all Positions]. Since positions are uncontested a verbal election will occur at next month's meeting after nominations sit for 30 days.

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### New Business

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- n/a
- Question from Sally P. Was there a spirit wear update? Tim K. gave a quick update that there is an upcoming sale.

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### Announcements

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- 2/10 - Noon dismissal - ACT 80 day; PM Kindergarten in session
- 2/14 - Valentine's Day Classroom Parties
- 2/16 Howe's STEAM Fair
- 2/24 Howe's Read-a-Thon kick off (10 days coincide w/ Read Across America)
- 3/15 PTA Meeting at 7PM

- 3/24 Howe's Got Talent

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## Next Meeting

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March 15th, 2023 at 7 pm.

A motion to adjourn was made by Sally Pratt at ? pm and seconded by Marissa Johnston. All present voted in favor. APPROVED.