

MINUTES

Howe Elementary PTA 2022-2023

Date Oct 12, 2022 | Meeting called to order at 7:05 pm by Amy Grella

In Attendance

<u>In-Person Attendees</u>	Liz Longo
Aimee Danley	Joanna Parekh
Amy Grella	Jen Webler
Tim Kellner	Katie Graybill
Maggie Peak	Stacy Cooley
Marissa Johnston	Heather Hathy
Matthew Rizzutto	<u>Online (Zoom) Attendees</u>
Heather Moore	Elena Getz
Michele Rowland	Pete Sakovich
Sarah Untch	Betsy Miller

Approval of Minutes

The minutes from the September 14, 2022 meeting were reviewed and approved. A motion to approve minutes was made by Heather Moore and seconded by Michele Rowland. All present voted in favor. APPROVED

PTA Officers Reports

Treasurer's Report – Tim Kellner

- Balance Update
 - First National Bank (FNB) – opening balance in September was \$18,371.24
 - September Activity
 - 6 deposits totaling \$1637.43
 - 10 checks totaling \$3149.14
 - 2 cash withdrawals total \$340 to fund the cash boxes for the Sunny Funny Fair
 - Closing balance for Sep was \$16,519.53
 - PayPal – opening balance in September was \$1140.72
 - Net receipts of \$4,172.82
 - Gross receipts of \$4,325.00 minus PayPal fees of \$152.18
 - Revenue from:
 - PTA Membership net receipts - \$1006.68 (after PayPal fees of \$53.32)

- Sunny Funny Fair Presale net receipts - \$3166.14 (after PayPal fees of \$98.86)
 - Closing balance for PayPal account - \$5313.54
 - New Funding Requests
 - None

VP Report – Mr. Rizzutto

- The Sunny Funny Fair was a fantastic and very special event. Thank you to everyone involved, parents and students both had a blast. Mr. Rizzutto mentioned how he smelled like whipped cream all night from the pie in the face board.
- Mt. Lebanon first responders have been visiting Howe:
 - The fire department has been working with K-3 grade
 - The police came on Sep 16 and talked about safety issues
- Oct 19 is school picture make up day from 10-2
- Universal free breakfasts started on Tuesday of this week and are free to all. About 20 students have been participating each day at Howe so far. This opportunity is held at every building in district and the menu is online at:
 - [https://www.mtisd.org/uploaded/Food_Service_Menus/FREE_BREAKFAST_MENU_2022_-_2023_\(2\).pdf](https://www.mtisd.org/uploaded/Food_Service_Menus/FREE_BREAKFAST_MENU_2022_-_2023_(2).pdf)
 - The school doors open at 8:25 am and students can go straight to the cafeteria to get breakfast
 - Students do not need to be preregistered to partake in breakfast
- Arrival and dismissal schedules are changing on Monday Oct 16. Grades 3-5 will now enter/exit the building through the main door (A1) and grades K-2 will enter/exit the building through the D14 door.
- Mr. Rizzutto will continue to keep families updated using eblast and Schoology

President Report – Amy Grella

- PTA Council Updates
 - Dr. Irvin presented on recent district DEI work and new ELA resources
 - Link to recording of both presentations:
 - <https://www.youtube.com/watch?v=UeAWV1qiZA&list=PL2Lgvh7YyccoRq1ET1MVKEEXl6WgCm0y0&index=3>
 - District is creating two separate dashboards, one for environmental sustainability practices and the other for DEI. This will help track progress on both fronts.
 - Dr. Irvin announced her retirement effective the end of June 2023.
 - All schools have implemented the free breakfast program for all students. This is an initiative from the PA state governor's office. The school board representatives were very complimentary to the schools for implementing this so quickly and effectively.
 - Halloween festivities:
 - The municipalities' Pumpkin Patch Parade will be Saturday, October 29th. Due to construction on Washington Rd, they are asking families to make sure that kids are supervised. The site will be made as safe as possible, but children should still not be in that area. (Note: At the time of updating these notes, Tue Oct 18, the Pumpkin Patch Parade has been canceled due to the construction on Washington Rd). It was replaced by a Trunks, Tents, and Treats event on Oct 29 from 10 am-12 pm in the Commissioner's parking lot above Main Park on Cedar Blvd.
 - Halloween at the public library has two special events:
 - Monday, Oct 24 7pm - Scary tales in library courtyard for kids in grades 1st and up.

- Thursday, Oct 27 6:30-8pm - Trick or treat for stories. Story stations outside the library for children ages 3-7 and their families.
 - Howe classroom parties on Monday, Oct. 31st
- We need 3 PTA members to serve on the nominating committee
 - Volunteers are being looked for now (month of October) and are nominated in November to this committee
 - Heather Hathy, who was on the committee last year, said that serving on this committee does not take a lot of time. The position requires more networking and being the contact for people to reach out to if they are interested.
 - Liz Longo and Joanna Parekh volunteered
 - Nominees identified by the committee are presented at the February meeting and approved in March
- Presentation and approval of 2021-22 financial audit report
 - Steve DiTomasso was meticulous with keeping records and all records were reconciled to within \$0.22
 - One receipt didn't make it into the book, but has been found and accounted for
 - One reimbursement was missing a receipt, but there was a note saying the a hard copy of the receipt was filed with the reimbursement request
 - Recommendations that came out of the audit
 - With cash at events, we need to do a better job of dual counting the money before turning it into the treasurer for deposit. The treasurer should not be a counter.
 - The records for the period ending 06/2022 were in very good order
 - A motion to approve the financial audit report was made by Jen Webler and seconded by Stacy Cooley. All present voted in favor. *APPROVED*
- Heather Moore mentioned that she would like help with the yearbook planning and execution
 - She especially would love help on the creative side of things
 - Joanna Parekh volunteered to co-chair the yearbook with Heather

Chair Reports/Recent Activities

5th Grade Committee

- Report given by Heather Hathy
 - Fundraisers that have happened or are being planned are:
 - Kona Ice
 - 5th grade t-shirts ordered and some parents donated toward this
 - Totopo fundraiser (Monday Oct 17), take out and dine in, alcohol included, make sure to mention the ad
 - Bake sale on election day, parents sign up and donate time,
 - Michele reminded committee to be mindful that no political info is associated with the sale
 - Fun activities planned:
 - Pajama day
 - Pool party is booked and DJ for Jun 1 (Thursday)
- \$800 in donation money was submitted, in addition to Kona Ice money
- Only outgoing funds were for t-shirts \$746.50

Spirit Center

- Report given by Heather Hathy
- Spirit Center is a 5th grade run store that occurs once per week and each grade can shop during their lunch period. Kids use goosey/kindness coins (each coin is worth \$0.25) or money they bring from home to purchase items. Items for sale range from about \$0.25 to \$2.00. 5th graders do all the jobs of running a store, including inventory, pricing, running cash registers, and helping the kids shop.
- 33 5th graders signed up to participate. The first sale is Oct 25.
- This is not a fundraiser, it's a great opportunity for 5th graders to learn how to run a business and an opportunity for all kids to use the kindness coins they earn. The hope for the store is to break even, though in the best years it has brought in around \$100 or \$150 beyond that.

Howe Spirit Wear

- Deadline is Saturday Oct 15 for this. Commonwealth press is making the merch, which will have a Nov 7 delivery. There are also plans for a spring sale.
- Please note that the t-shirts do run small.

Membership Committee

- As of Oct 10, there were 154 PTA members
- Please note that for some members, the directory info is toggled off and has to be fixed on Membership toolkit. Please reach out if you are having this problem.

Family Fun Night

- Family fun night will be Nov 4. It will be a movie night in the auditorium and there will be snacks and drinks for sale. The movie has not yet been chosen.
- In the past, licensing has been an issue. This year, it is a one-time event license and cost \$50.
- Leftover donations from the Sunny Funny Fair will be used for this event.

Book Fair

- Report given by Jen Webler
- The Scholastic Book Fair will be held on Nov 17 and 18, with set up the evening of Nov 16. On Nov 17, students can come shop and parents can shop on Nov 18 during parent conferences. Clean up from the fair will be the evening of Nov 18.
- eWallet is available for student shopping. You can add money to a student's eWallet and any leftover funds can be used at Scholastic. The community can also donate to an eWallet.
- There is a balance of 5000 Scholastic dollars and this is Mr. Rizzutto's to spend with input from teachers
 - Liz Longo shared that Mrs. Rindels is a good contact if there are any questions as she has already worked with Scholastic
 - In the past, books were purchased for 3rd, 4th, and 5th grades (for ex, copies of Stuart Little for the 3rd grade)

Odyssey of the Mind

- No Update

Howe's About a Gift

- Report given by Katie Graybill
- Howe's About a Gift will be held Thursday 12/1 and Friday 12/2
- This has been a Howe tradition for decades, in fact, Katie's mom used to chair it. It used to be all handmade items. In 2019, Katie approached Dr. Murray about adding some handmade items back in and the multigenerational aspect really sold her on the idea.

- Many of the items for sale come from Penguin Patch. These are novelty items. These items brought in \$6416 and cost \$5774. Howe gets 10% of all proceeds and this resulting in \$641.60 in revenue.
- Handmade items brought in \$972 and cost \$182.76 to make, for a profit of \$789.24
- Total profits were \$1430.84
- Handmade items at this sale typically range from \$0.10 to \$11.00 and penguin patch items \$0.50-\$5.
- Katie would love to move this event back to the gym instead of the auditorium, since the auditorium is a difficult space to display items and move people through.
 - One idea from the meeting was to somehow make “table tops” to place over the chairs to increase table space.
- Volunteers are needed:
 - to create or assemble handmade items, to host or attend a crafting event, or to volunteer at the sale
 - there are also craft kits to try if anyone wants one volunteer to work the sale
 - help at the sale is important, particularly with the littler kids to make sure they shop for their list
 - It was asked if 5th graders could volunteer to help with smaller kids? This seems like it could be a possibility, but may be too tight to do in the auditorium venue for this year.

Sunny Funny Fair

- Report given by Heather Moore
- Thank you to everyone that came despite the bad weather. The dunk tank had to be canceled due to the cold (and rain), which required a pivot. There were also some new things that were planned and couldn't occur due to the weather. Pie in the Face was created, and built late into the night, in fact this still had wet paint the day of the SFF.
- The planned goal was to bring in \$8000 and this year's fair brought in \$9600.
- There was so much support from parents and teachers, thanks especially to Elena, Jenny, Catherine, Lori, and Emily.
- Please send any ideas for next year's fair or any pictures from this year's fair to Heather Moore

Unfinished Business

- Approval of the proposed 2022-23 PTA Budget presented last month
 - Updates to the budget from last meeting:
 - 5th grade committee budget added
 - Extra money (~\$2000) that had been put in cultural arts, but was moved back to school enrichment. This is in line with the normal process that all excess goes into the School Enrichment line item to balance the budget.
 - Added a missing line item for Howe's About a Gift, which was caught during the audit
 - A motion to approve the budget was made by Michele Rowland and seconded by Marissa Johnston. All present voted in favor. *APPROVED*
- It was asked how to get funds added to a given event, for example, readathon prizes
 - New funding requests should come before the board
 - For the readathon prizes idea, ask at a regular meeting for a one time request or, if it needs to more of a permanent change, ask in spring to increase the line item during budgeting.
 - The budget is conservative, and the school enrichment funds can supplement any line items

New Business

- None

Announcements

- Oct 17 – Totopo 5th grade fundraiser
- Oct 31 – Halloween Parade and classroom parties
- Nov 04 – Howe Family Fun Night
- Nov 08 – No school – Classroom management
- Nov 17 & 18 – Scholastic Book Fair
- Nov 18 – No school (K-5 only) – Family Conferences

Next PTA Meeting

November 16, 2022 at 7 pm

A motion to adjourn was made by Katie Graybill at 8:15 pm and seconded by Tim Kellner. All present voted in favor. APPROVED.