

MINUTES

Howe Elementary PTA 2022-2023

Date Sep 14, 2022 | Meeting called to order at 7:04 pm by Amy Grella

In Attendance

<u>In-Person Attendees</u>	Heather Hathy
Liz Longo	Katie Graybill
Alison McKown	Tim Kellner
Kari Maloney	Marissa Johnston
Jen Webler	Heather Moore
Jess Spitznagel	Maggie Peak
Michele Rowland	Aimee Danley
Kassie Wadsworth	Leah Haywiser
Betsy Miller	Emily Smoller
Amy George	Amy Grella
Kelse Ventura	Matt Rizzutto
Elena Getz	Steve DiTommaso
Greg Engle	
Chris Neal	
Stacy Cooley	

There were also four online attendees.

Approval of Minutes

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

PTA Officers Reports

Treasurer's Report – Tim Kellner

- Balance Update
 - First National Bank (FNB) –
 - Balance at the end of August was \$18,371
 - There were no expenses and no activity other than a small amount of interest
 - PayPal
 - Membership revenue received was \$1200 (\$1140 after Paypal fees)
- There were no expenses for August

- New Funding Requests
 - Laurie Watkins, the reading specialist, requests \$389.97 for 12 cases to store magnetic letters and other materials from the Foundations program. This is a reading program offered to K-2 students to teach phonics and is also used in reading support for K-3 students.
 - A motion to approve \$389.97 for 12 cases was made by Chris Neal and seconded by Marissa Johnston. All present voted in favor. *APPROVED*
 - Kristen Wilson, 4th grade teacher, requests PTA funds for a 4th grade 'Rivers of Steel' field trip, which aligns well with the current science curriculum. The total cost of this field trip is \$25 per student for N=68 students. Mrs. Wilson requests all or half the cost of each student.
 - The full cost would be almost half of the available funds for school enrichment for this school year.
 - The PTA discussed offering \$10 per child to assist with the cost (\$680 total). The Angel Fund could be used for any children with a further need beyond that.
 - A motion to approve \$680 for 4th grade field trip was made by Michele Rowland and seconded by Jen Webler. All present voted in favor. *APPROVED*
 - Volunteer Fire department donation request was sent to Julia ward howe pta
 - Have helped us out a lot with the Sunny Funny Fair dunk tank and school safety presentations.
 - Amy Grella will find out how much we have given in the past and will table this to a future meeting
 - The 5th grade committee is concerned that revenue from fundraising activities will not cover the 5th grade activities costs. The co-chairs ask if the \$500 dollars, that is typically "paid back" at the end of the year to seed the next year's committee activities, could be given instead of needing to be repaid. Or could a 5th grade t-shirt fund be created?
 - There was a discussion about this being a new/different line item in the budget where \$500 is set aside for 5th grade activities, instead of self-funding activities.
 - The PTA typically also assists with half of one Camp Guyasuta trip for the 5th grade. Last year, due to the surplus of funds brought in from the Sunny Funny Fair, one Camp Guyasuta trip was fully funded by the PTA and yearbooks were purchased for each 5th grader using PTA funds.
 - 5th grade will be doing a memory book again this year, so those yearbook funds will not be needed.
 - This discussion was tabled in order to get more details of the 5th grade activities budget together and also to determine how this should be handled in the budget moving forward (as a new line item or as a one- time new funding request).
 - The treasurer raised the concern about ensuring use of funds now to pay for these requests and still have leftover to fund other needs throughout the school year. There is about \$3800 available for school enrichment.
 - It was asked how much is our surplus from last year (due to record Sunny Funny Fair revenue)? It's about \$3700.
 - There was also a budget question about whether funds from the Cultural Arts line item could be used for new funding requests for field trips. Michele Rowland thought spending from the Cultural Arts fund would need to benefit all students in the school and not just one class. The board committed to verifying this line item in the budget. If that is the case, then \$2,000 may need to be moved from the Cultural Arts to School Enrichment activities line item.

- Updates
 - Mr. Rizzutto will work diligently to provide weekly newsletters on Fridays via both email blast and through Schoology.
 - There was a question from parents who have more than one child at Howe and were receiving a copy of all communications for each child. On Schoology you can update the settings.
 - The Schoology calendar is updated with events for October and you can stay up-to-date either through Schoology or the PTA newsletter.
 - Please reach out to Mr. Rizzutto if you have any questions

President Report – Amy Grella

- Open Committee Chairs
 - Howe’s Got Talent, our school talent, show needs a chair. After two years of being virtual, it is anticipated to be happening in person this year. Greg Engle volunteered to chair this event.
- Sharing recent ‘Thank you’ notes sent to the PTA
 - The PTA received a note with a \$100 donation from Bob and Celeste O’Connor. Bob is the Howe crossing guard at Broadmoor and Anawanda. They also donated Barbie Dolls for the Sunny Funny Fair baskets.
 - The faculty and staff from Howe sent a note to thank the PTA for the Welcome Back lunch.
 - Mrs. Lombardo sent along her own thank you for the back to school luncheon.
 - Great job to hospitality chairs Alison McKown and Kari Maloney for organizing a great event!
- New Funding Requests
 - See above in treasurer’s report section
- Amy Grella took this opportunity to mention that it is a consistent problem for the PTA officers and chairs to receive spam emails from the president asking them to meet and then get gift cards. Amy stated she will not ask you to do this. These emails are getting more sophisticated so please do keep an eye out for them and remember, if it doesn’t sound right, it probably isn’t.

Chair Reports/Recent Activities

Sunny Funny Fair

- The costs of everything have gone up significantly. This was to be expected, but the amount of increase is still shocking. For example, prizes were \$300 more than expected.
- A flyer is going out with volunteering and donation information on the front and information about raffle baskets on the back. Each class in the school will make a basket along an assigned theme (themes can be found on the flyer) that will be raffled off the day of the Sunny Funny Fair. The homeroom coordinator will collect basket items and a crafty parent volunteer will organize them into a basket (reach out to Heather Moore or Emily Smoller). Donations of food, sodas, Gatorade, water, etc are needed. These can be dropped off at the school the Thursday or Friday before the fair. Volunteers are also needed to make prize lanyards is another volunteer opportunity. The dunk tank will be back this year and Mr. Rizzutto volunteered to be in the dunk tank! Other teachers will hopefully volunteer and we have had first responders in the past. An idea was mentioned to make the dunk tank an additional fundraiser separate from the game ticket costs.
- One game has teacher’s pictures on it and the committee needs pictures of Mr. Rizzutto and Mrs. Boast. The wheel may also not have Mrs. Genes.
- There is the clown sign to advertise the SFF. Heather Moore asked when should we put it out. Mr. Rizzutto said two weeks before the SFF was good.

- Some prizes that were planned to use were leftover readathon prizes, some buttons from Mrs. Mader. Any donated items would be appreciated!
- It has been very challenging to get food donations from local businesses. No one was giving anything, some were almost rude, but Nick's Pizza donated 8 large pizzas, put a sign up in the restaurant, offered to get hotdogs from their restaurant supply store and cook them.

5th Grade Committee

- The goal of this committee is to give special treatment to the 5th grade in their last year at Howe. There is a lot of fundraising to fund these activities/items, which include t-shirts, memory books, two trips to Camp Guyasuta (one of which the PTA helps to pay for and last year funded the full cost), a pool party, a gift back to Howe, and \$500 for the 5th grade activities account the following year. The total cost is around \$4500.
- Planned fundraisers are: donations (for example for the 5th grade t-shirts), Totopo night (Oct 17), Kona Ice (2-3 times total), a bulb sale (info coming this week), stickers, and food items (Madsen's Donuts, Chipotle, and Grandpa Joe's).
 - Another idea was a 50/50 raffle at the Sunny Funny Fair. This may need a gambling license and to reach out to PTA council.

Howe Wear

- In contact with Commonwealth Press, so the process is starting. Stephanie Kellner is the chair.

Spirit Center

- No update, needs a chair.

Membership Committee

- You must be a member to raise a concern or vote at meetings. Here is the link to membership toolkit in order to become a member: <https://howepta.membershiptoolkit.com/>

Presentation of the 2022/23 Proposed Budget

- The general model is that the PTA should be spending its money year after year, but we have a lot carried over this year. We are starting with a net cash balance of \$11,124 after pending checks have cleared, this includes things like \$500 for the 5th grade activities and \$4500 to start the next year. The School Enrichment fund basically balances the budget, and this can fund things that are generally needed. The 5th grade committee may need a change to the budget since things are costing more than they may be able to fundraise. Any updates will be made and the budget will sit for 30 days (can be found at: <https://howe.mtlsd.org/pta/budgets>) and be voted on at the next meeting.

Unfinished Business

n/a

New Business

- Financial Audit Committee is looking for 2-3 volunteers
- Standing Rules also need to be reviewed this year
 - Volunteers needed
 - Might be able to be done remotely or via zoom
- Meadowcroft Field Trip for 5th graders on May 12th will replace "Howe We Got Here".

Announcements

- Sep 19-23 – “Start with Hello” week
 - Mrs Karbowski’s organized spirit week to promote unity and inclusion`5
- Sep 20 – Picture Day
- Oct 01 – Sunny Funny Fair (11 am – 3 pm)
- Oct 05 – No school – Yom Kippur
- Oct 07 – Noon dismissal – ACT 80 day – PM Kindergarten in session
- Oct 10 – No school – In-service

Next Meeting

Oct 12, 2022 at 7 pm.

A motion to adjourn was made by Jen Webler at 8:19 pm and seconded by Leah Haywiser. All present voted in favor. APPROVED.