

**Lincoln Elementary PTA Meeting Agenda  
September 15th, 2021 @ 7pm**

- I. Call to Order 7:05pm
- II. Approval of Minutes - no questions or corrections: they stand approved
- III. Executive Committee Reports
  - a. President, Erin Gentzel - No
  - b. First Vice President, Lorraine May
  - c. Second Vice President, Heidi Ghildyal - [Maker space has moved rooms and will be revamped](#)
  - d. Third Vice President, Katie Mikita
  - e. Fourth Vice President, Dr. Ron Kitsko
  - f. Corresponding Secretary, Erin Rutter
  - g. Recording Secretary, Courtney Deemer
  - h. Treasurer, Rudi Muenster
  - i. Historian, Anna Rutledge
- IV. Teacher Representatives, Sarah O'Shea and Caitlin Brown
- V. Lincoln Committee Reports
  - [Raised some extra money through the snacks etc, corporate rewards/fundraising sent out, frosty shop-need help and volunteers](#)
  - [Over 250 students have a parent as a member of the PTA. Doing incentives like Scoops gift cards and grade level competitions](#)
  - a. Garden Maintenance, Jeanne-Marie Burdette
    - [still weeding/watering, sign up to get involved and help](#)
  - b. Yearbook, Erin Davies
    - [if interested, we need a rep from each class to be the pinpoint to collect pictures and upload onto the yearbook website](#)
  - c. School Supplies, Erin Gentzel
    - [done as a courtesy to parents to help alleviate getting them in advance. All supplies should be in by now, but if there are any things missing, please reach out](#)
  - d. Readathon 2021, Sam Smith
    - [Track the kids for 10 days and encourage them to read as much as they can and participate. Kick it off with a pep rally to get kids excited along with bulletin boards. Now we do it through a readathon company which is more](#)

accessible for friends/families to be involved. This year, our theme is the Amazing Reading Race. October 15-25 We earn more money if we refer to other schools - we get 4% of their proceeds

**e. Membership directory, Annie Lahoda**

-there is a contest to decorate the cover of the family directory

\*-Hoping to do IO, Mediterra, Zorros, Chipotle fundraisers. Hoping to do 1/month

F. International Family Committee - hoping to do the potluck for January

**VI. Old Business**

**a. Present and Approve 2020-2021 Audit**

Jen Curran - Along with Laura Sowerby and Laura Young prepare the audit

-Jen read through the audit report and will have available on the website

Motioned - Erin Davies; Second - Kim Kepler - All in favor

**b. Approve Bylaws and Standing Rules**

-Bylaws and standing rules

Motioned - Jen Curran; Second - Rudi Meunster - All in favor

**c. Present and Approve Amended 2021-2022 Budget**

-Rudi - Had to amend the budget for 2 reasons:

1. Did not carry along as much from last year to this
2. Took opportunity to simplify our budget process and where things had to be accounted to. Scoured through other schools and how the budgets were laid out and have since consolidated a little.

\*Summary of changes will be uploaded onto the website

-Added fundraising line item

-Cash balance from prior year - reduced from 18,202 to 16,044.36

-Family Picnic - consolidated 2 line items;

- Fall fundraiser - change

- 5th Grade farewell - consolidate into 2 line items expense/income; increase expense and income by \$300

-Membership - Reduced expenses by \$350

\*Eliminated the following expenses: Awards/recognition \$30; committee expenses \$30; Luncheon \$180; Training and conventions \$60

\*Move district calendar expense to general expense bucket

\*reduce the following expenses: District calendar \$100 to \$50

\*Move State and national dues to general expense bucket

-Teacher appreciation week: renamed and increased from \$2,000 to \$2,500

-Yearbook - consolidated expenses (Angel + Production) into single line item

No questions on the income side

## Expenses

1. Angel Fund - eliminate line items and move \$200 to helping hands
2. Clearances - eliminate line item
3. Combine the following into a new line item called (Kindergarten Events) - Budget is the same
4. Field Trips reduced from 6,500 to 5,842.36 - hoping to make up for this in our Readathon to ensure that there are funds for the trips
5. My School Anywhere - rename to membership toolkit: went from 200 to 450
6. Parents as partners - eliminate line item
  - a. Should we try to do? O'Shea said it went by the wayside with retirements and covid and people would be open to it. Could possibly be added to it. O'shea to send an email with details on the program to Rudi or Erin
7. PTA Calendar Handouts - Eliminate line item
8. SPring Staff Appreciation - Moved to Staff Appreciation
9. Welcome Back Teachers - moved to staff appreciation
  - \*Needs to be voted on tonight, sit and be posted for 30 days and will be adopted in next month's meeting
  - Motion: Erin Davies Second: Erin Rutter
  - Motion approved, will sit and then be adopted

## VII. New Business

No new business

## VIII. Announcements & Upcoming Events

From Kitsko:

- Practice for notifications for positive COVID cases has changed; We would notify the classroom, entire staff (without naming room/student), families will be referred to the dashboard system to keep up to date. There is some lag time, but it is up to date between confirmation and when we receive results. Proximity is how students are positioned in classrooms. As long as students are 3ft apart and masked, they are not considered close contact. If teacher cannot account for proper masking and there is possible unmasking/less than 3 feet for 15 mins or more, they are considered a close contact and need to quarantine.
- If quarantining, will there be livestreaming? Yes - All have streaming capabilities (including encores) but families do not have to. Families will hear from Dr. Kitsko. Students that are awaiting test results, we need notification from a dr that test is not necessary.
- Only students who are identified as a close contact will need to quarantine. Siblings do not, provided they do not have or develop symptoms

-We ask that if you are in a situation that you are livestreaming and hear/see students in classroom, please keep confidentiality in mind

## IX. Adjournment

Motion to Adjourn:

8:08 Kristy Schoen Second: Rudi Meunster

### **Additional Lincoln PTA News:**

**Fundraising and Corporate Rewards** - *Box Tops for Education and Amazon Smile*. Please make sure to check out the ways that you can help our school to fundraise. A flyer should have come home with students this week with steps on how to set up these programs for you to use!

**Family Picnic** - It was so wonderful to see everyone at the Family Picnic! A special thank you to Annie Lahoda for planning such a fun event. Also, special thanks to those who purchased items from the Snack Shack. Over \$200 was raised for PTA programs!

**Kindergarten Events**- Thank you to everyone who helped make our Kindergarten families feel welcome to Lincoln at Popsicle Playdate, Coffee and Kleenex and Kindergarten Orientation! Special thanks to Shelagh Milburn and Lorraine May for chairing these events.

**New Family Buddies**- We hope that all of our new families are enjoying Lincoln! A special thanks to Katie Mikita and Heidi Ghildyal for helping coordinate our Buddy Program. Please reach out if there is anything else we can help with! [lincolnawesomeabespta@gmail.com](mailto:lincolnawesomeabespta@gmail.com)

**Lincoln Gardens**- Make sure to take a walk around Lincoln and check out all of the beautiful additions to the grounds of Lincoln! A special thank you to Jeanne-Marie Hannan and her committee for all of their hard work!

**Frosty Shop** - Friday, November 19th

Volunteers are still needed to assemble simple projects and work on other crafts. Please contact Becky Loughney and/or Lorraine May if you are able to help!  
[lincolnawesomeabespta@gmail.com](mailto:lincolnawesomeabespta@gmail.com)

*UPCOMING EVENTS-*

- **Mural Dedication for Mr. Hall** September 23rd, 2021 at 3:45pm at Lincoln.
- **Lincoln Skating Party** November 2, 2021 (Election Day) from 1:00pm-3:00pm  
\*time changed to 12-1:50
- **Book Fair** November 16, 17, 18, 2021
- **Next PTA Meeting** November 17, 2021 at 8:45am at Lincoln.