

Lincoln Elementary PTA Meeting Agenda
November 17th, 2021 @ 8:45am

Attendees: *Samantha Smith, Laura Young, Joanna Whitlock Streets, Sarah O'Shea, Anna Rutledge, Heidi Ghildyal, Erin Gentzel, Lorraine May, Jaime DeCecco, Katie Makita, Rudy Muenster, Erin Davies, Courtney Deemer, Ron Kitsko, Caitlin Brown*

- I. Call to Order: 8:48am
- II. Approval of Minutes: approved
- III. Executive Committee Reports
 - a. President, Erin Gentzel
 - i. Thank Sam and Laura for a fantastic Read a thon
 - ii. Proactively thank the Frosty Shop team
 - iii. Thank Joanna for fundraising, we have already raised a lot of money and really appreciate her support
 - b. First Vice President, Lorraine May
 - i. Frosty shop volunteers are still needed for Friday. We welcome all to come and help for as little or as long as you like. Contact Lorraine with questions.
 - ii. Hat and Mitten Tree drive: if you are shopping over the next few weeks, we encourage you to pick up some items, there will be trees displayed where the kids can add them. They really need children sizes, so this is preferred – but we will welcome all sizes.
 - iii. Thank you to Katie Mikita for election day skating day for the kids!
 - c. Second Vice President, Heidi Ghildyal
 - i. Makerspace moved up the 2nd floor, teachers have done a great job. Thank you
 - d. Third Vice President, Katie Mikita
 - i. Nothing to report
 - e. Fourth Vice President, Dr. Ron Kitsko
 - i. Getting ready to transition to winter. If we have any issues with illness or Covid, we notify the homeroom families of the person who tested positive, not the whole school. We do update the dashboard. This is a change from last year. Questions, please let us know
 - ii. We had a great turnout for the covid clinic last Friday. There is a second day scheduled for December 3rd. Asynchronous learning day, but still working out the details. There will not be live instruction that day, due to the flow of children. We will post information as soon as it's ready.
 - iii. Frosty shop is coming up, really looking forward to it. If you want to shop, please check in with the office and mask up.
 - iv. We are working to do a recording for winter concerts, not ready for in person yet. They will record in the next few weeks, and then we will post and share.
 - v. Thanksgiving break is coming. Early dismissal on Wednesday, there will be grab and go meals if they want. Afternoon kindergarten is not in session.

- vi. With winter break in December: last day is 23rd of December. It will be a half day, early dismissal. Lunch available for grab and go. Afternoon kindergarten not in session. We will flip flop kindergarten in the spring to even it out.
- vii. Question about winter weather days off. We continue to talk about this, but no decisions have been made. One of the challenges is device access.
- f. Corresponding Secretary, Erin Rutter
 - i. Nothing to report
- g. Recording Secretary, Courtney Deemer
 - i. Nothing to report
- h. Treasurer, Rudi Muenster
 - i. Thru November 7th, we have ending balance of \$12,412.50
 - ii. We have \$3,330.65 in venmo account
 - iii. Paypal balance of \$6.37
 - iv. Uncleared checks: 364.00
 - v. These numbers do not account for read a thon or expenses (other than expenses submitted by erin rutter)
 - vi. Reminder to teachers – take advantage of staff stipends. We have only had 7 teachers submit reimbursement – urge the teachers to take advantage of this
 - vii. Dr Kitsko will follow up with Rudi on 3rd grade field trip – scheduled for 15th of December
 - viii. If you require reimbursement with advanced payment, please get us weeks in advance
- i. Historian, Anna Rutledge
 - i. Nothing to report

IV. Teacher Representatives, Sarah O’Shea and Caitlin Brown

- a. Nothing to report

V. Lincoln Committee Reports

- a. Readathon 2021, Sam Smith & Laura Young
 1. Overall we are really happy with the program, the online platform worked out great. Total donations were >\$23,000, 18% above our goal. 88% participation. 69% of participants also donated, the average was \$34. Highest pledge amount was a kindergartener with >\$1,000. 2nd place was \$600. Ran 10 days. We recommend the same time on the calendar for next year.
 2. Picked up some good ideas if we have to do virtual next year
 3. We put together a video, and the actors and volunteers did a great job :)
 4. Celebrated at the end with a live google meet
 5. If we aren’t doing assemblies next year, we should send a link to families so they can watch. We should make sure we prepare to have the live feed on the child & classrooms that win to show their excitement.
 6. If we have assemblies next year, still doing family live stream may be nice

7. Instead of announcements – did a PowerPoint / spreadsheet each day. This gives the people running the program more time to do it at 3pm, and breaks it up from morning announcements.
8. Need to make sure kids know team color, we should do a team color day for points
9. We maxed out at 2hrs per day – driven mostly by website.
10. Changed it to end time of 9pm (it gave the chairs to not wait until midnight to work on it)
11. We spent under budget, but have a few more things we need to do. We suggest raising it to \$1,400 next year. With the ROI, we think this is justified.
12. We have been shifting from minutes and just getting kids to participate. The money comes from the website, so participation is key (had more prizes for participation to drive this)
13. Classroom winner – check is cut to the teacher.
14. We tried to get the gifts to be more diversified, not just book related. The kids liked Grandpa Joes
15. In the past, we had a wish list for big ticket items, so it was suggested we should build a list. Canopies outside, new technology, etc. Erin said she welcomes the ideas, please feel free to share.
16. We referred a lot of schools to read a thon; we get money back, so encourage friends nationwide to sign up. We have a referral code you can use. Can put it in the newsletter.
17. Rudi – I think we get the check this week. We will get 80% the first check, the 2nd one will be 2 weeks later.
18. Thank you to all the volunteers!!
19. Teacher feedback
 - a. Love the online platform
 - b. Slideshow worked out great, the kids looked forward to it every day, highest engagement we have seen
 - c. Loved seeing Mr Kitsko and Mrs Staub

b. Frosty Shop

1. Thank you for all the candy donations
2. Only thing different, the Frosty shop paper does not have the items on the back. Just put simple hobbies on the sheet and who they are buying for, and helpers can assist the children. Cash and check, payable to Lincoln PTA.

c. Lunchtime club, Anna Rutledge

1. Looking for volunteers. 3 different time slots, 25min sessions. So far we have 6 volunteers, but mostly 4th grade. Jan 10th is the first session – Feb 4th. Second session is Feb 14th – March 11th. Please reach out to Anna for interest, sign up sheet will be out after Thanksgiving. Assignments will come out after winter break

d. Fundraising, Joanna Whitlock Streets

1. Tonight is chipotle night
2. We have several activities coming up (longer summary below)
3. We are going to send in January a reminder for box tops and amazon smile.
 - a. Suggestion to do a flyer for the teachers to hand out – Lorraine said she can handle after Frosty Shop
 - b. Suggestion to focus on 1 – amazon is easier.
- e. Other items
 1. Odyssey: 2-3 kids reach out asking about it. If we could do one last push for this, that would help (email Erin Rutter and Dr Kitsko). It is not too late to join.
 2. Talent Show: Jefferson Musical moved its date (same weekend as our talent show – last weekend of March). Suggest we move the date. Lorraine said we are looking at the calendar now to move some things around, so we can work on this.

I. Old Business

1. Membership Directory
 1. Should be coming out soon. Thank you to Annie for her help.
2. Yearbook
 1. If there are events going on, even virtual – please share the pictures.
 - i. Suggestion – can a teacher take photos? Miss Brown will ask.

II. New Business

1. Present and Vote on Nominating Committee: Jamie DeCecco, Molly Connors, Shelagh Milburn
 1. Laura Young motioned first, Sam Smith motioned second. Approved

III. Announcements & Upcoming Events

- a. Chipotle night tonight
- b. Frosty shop is Friday
- c. Hat and Mitten Tree
- d. After today, Erin needs to resign and Lorraine will automatically be appointed. Erin and Lorraine will switch positions.

IV. Adjournment: 9:52am

VI.

UPCOMING EVENTS

November 17th	5th Grade Farewell Fundraiser--Chipotle Night
November 19th	LES Frosty Shop
December 6th-10th	Hat and Mitten Tree
December 22nd	Winter Holiday Parties (PM Kindergarten)
December 23rd	Winter Holiday Parties (AM Kindergarten/1-5)

Additional Lincoln PTA News:

Read-A-Thon

The LES Read-A-Thon was an amazing success! A special shout out to Sam Smith and Laura Young for coordinating the event, Shelagh Milburn for moving the Big Lincoln's every day, Andrea Groeinger and Sarah Thase for creating a fabulous Read-A-Thon display, and Erin Rutter for obtaining the gift cards for daily prizes! Also, a special thanks to Mrs. Staub and Dr. Kitsko for having so much fun with the Read-A-Thon and for getting students so excited to read!

Book Fair

Mrs. Staub sincerely thanks all of the Lincoln families and staff members who supported our book fair with purchases! Thank you to Dr. Cate Albu for coordinating and scheduling the volunteers and to all of the adults who gave their time and energy to set up, run the fair, assist shoppers and tear down the fair!

Our gross sales for the fair were just under \$10,000. We earned Scholastic Dollars for profits and we were able to purchase 142 new books for classroom libraries and the Lincoln Library collection right from the book fair inventory! We were also able to purchase angel fund books for 18 students with Scholastic Dollars. Additional Scholastic Dollars earned at the fair will go towards additional book purchases and possibly a virtual author visit later this school year!

Thanks and applause to our wonderful volunteers who made our Scholastic Book Fair a success!

Many thanks to Erin Rutter, Andria Hahn, Erin Davies, Joy Givens, Mary Ullman, Jennifer Curran, Nicole Messaros, Jaime DeCecco, Momoko Kitani, Anna Rutledge, Karianna Jory, Laura Panko, Christie Frederick, Mike Berger, Rebecca Loughney, Kim Kappeler, Laura Strauss, Mike Evan, Anna Rutledge, Shelagh Milburn, Lindsay Glover, Amy Zierath, Catherine Sullivan, Rebecca Closson, Lorraine May, Jillian Lusk, Melanie Vignovich, Coleen Hahn, Melissa Rosenwald, Natalie Leone, Molly Connors, Kate Vitek, Maggie Shiels, Catherine Konstantinos, Jenny Butler, Katie Mikita, Chrissy Wells, Crystal Morgan, Melinda Bobish, Brian Davies, Jackie Smith, Jenna Shock,

Aaron Raymond, Jennifer M Kelly, Nicole Portman, Katrina Blackhall, Laura Sowerby, Dalia Naskovic, Amie Donahue, Jen Brandenstein, Margaret Behnke, Jennifer Kelly, Laura Anderst, Cate Albu, and Britt Staley.

Frosty Shop Friday, November 19th

Volunteers are still needed to work during Frosty Shop on Friday, November 19th. Volunteers will help students shop, personalize items, work as cashiers, pack up items for students to take home safely and help to replenish items. We greatly appreciate any time that you have to help so please contact Lorraine May if you are able to help! lincolnawesomeabespta@gmail.com

Hat and Mitten Tree December 6th- 10th

The Lincoln PTA will be partnering with SHIM to collect hats and mittens for children in need of some extra winter gear! We are asking for donations of hats and/or mittens from Lincoln Families. There will be trees located inside Lincoln where students will be able to place the hat and mittens they have purchased. Thank you so much for your support!

Fifth Grade Farewell & Corporate Fundraising Update (Joanna Whitlock Streets)

- Kona Ice raised \$156 (10/15/21)
- Election Day bake sale raised \$100 (11/02/21)
- Spirit Wear raised more than \$1,000
- Box Tops for Education has raised \$264.30 as of 11/15/21

- **January 2022:** request reminder for parents to join Box Tops / Amazon smile
- **February 2022:** Family night with local restaurant - date and location TBD
- **March 2022:** Mediterra baked goods sale (confirmed with restaurant, date to be given in Jan 2022)
- **April 2022:** Kona Ice - considering 4/28/22
- **May 2022:** Chipotle family night (eligible after 5/17/22, considering 5/20/22)