

Lincoln Elementary PTA Meeting

11/09/22 @ 6:30pm



I. **Call to Order:** Lorraine @ 6:31

II. **Approval of Minutes** (September)

[September- Lincoln PTA Minutes - Google Docs](#)

- Lorraine May motion to approve
- Kate Sweeney second
- Katie Mikita third

III. **Executive Board Member Reports**

- *1st VP - Erin Gentzel*
- *2nd VP- Heidi Ghildyal*
- *3rd VP- Katie Mikita*
- *4th VP- Dr. Kitsko*
 - Email regarding clarification on Remote Days from Dr. Irvin was sent out to all elementary families – mostly asynchronous at the elementary level
 - Today's (11/9) shelter in place lasted about 2 hours starting at the end of the lunch period due to police situation on Cochran/Greentree Rds
 - Debriefed with the staff on the overall situation and was positive
 - If an event would happen while kids are at the Beverly Shops or home for lunch, etc. the kids will be welcome back to the school if there is a "Shelter in Place" call, however if it is a strict ALICE Lockdown they will not be let back into the school and should go to a safe place on their own
 - Protocols could be communicated to Beverly Shops employees/owners
 - Feedback offered to coordinate LeboAlert messages with the communications going out from the school – today was a bit confusing that the Shelter in Place was lifted, however LeboAlerts were being sent saying that the suspect was not apprehended and to stay in doors
 - Other feedback or questions welcome
 - Working on a transition plan in place for Vocal Music when Ms. Lahm leaves on Friday 11/11
 - New teacher will start on 12/17 and school is trying to find a substitute in between 11/11 and 12/17
 - No 5th grade choral at the winter music concert due to transition
 - [PTA meeting Principal's Report 11/9/2022](#)

- *Recording Secretary- Jaime DeCecco*
- *Corresponding Secretary- Andrea Goeringer*
- *Historian- Anna Rutledge*
- *Treasurer- Kate Sweeney*
- *President- Lorraine May*
 - Will work with Mike Hiladio and Andrea to include weekly Schoology tips regarding logging in, communications, etc. in the PTA newsletter
 - Teachers to discuss 4th and 5th grade Agendas vs. using Schoology and whether or not if there will be more online work happening do the kids need all of the binders, etc.
 - Also based on what the Middle Schools are doing
- *Staff Representatives- Mrs. O'Shea and Mrs. Aaron*
 - Thank you for the snack cart!!

IV. Old Business

- **Bylaws and Standing Rules**
 - Vote to Approve Bylaws
 - Lorraine May motion to approve
 - Jess Ehrhardt second
 - Shelagh Milburn third
 - Vote to Approve Standing Rules
 - Lorraine May motion to approve
 - Andrea Goeringer second
 - Katie Mikita third
- **Amended 2022-2023 Budget**
 - Vote to Approve
 - Lorraine May motion to approve
 - Shelagh Milburn second
 - Jess Ehrhardt third
- **2021-2022 Audit Findings (Jen Curran, Jaime DeCecco, Laura Sowerby)**
 - Presentation
 - Expand the reimbursement form to include a receipt reconciliation when submitting several expenses at once
 - Request additional documentation (ie picture of check) for Read a Thon deposits
 - Ensure two signatures are on every check written
 - [LES Audit Letter - 2022.docx](#)
 - [LES Audit Procedures 2021-2022.docx](#)
 - Notes hardcopy of these procedures are signed and included in the final report submitted
 - Will vote to approve at January Meeting

- Calendar of Lincoln PTA Events
 - [2022-2023PTAEventsCalendar.pdf \(finalsite.net\)](#)

V. Committee Reports

Read-A-Thon - Christie Schoen and Shelagh Milburn

- Thank you so much to our Committee Chairs!!!
- Thank you to Dr. Kitsko and Mrs. Staub!
- \$26,000 Raised
- 197 Students met daily reading goal
- Funding usage ideas in the works

Cultural Arts (Cate Albu) and Field Trips-

- Thank you to Cate Albu and the Staff at Lincoln for presenting a great lineup of events this year! The Lincoln PTA is so happy to be able to fund all of the Assemblies and Field Trips for the students of Lincoln! :-)
- Assemblies- So far this year:
 - Cello Fury (October)
 - Jeff the Geode Guy (November)
 - Josh and Gab (November)
 - Possibly a program around indigenous people in late December
- Field Trips- So far this year:
 - 2nd Grade (Uptown Mt. Lebanon)
 - Kindergarten (Simmons Farm)
 - 5th Grade (Pittsburgh Zoo and PPG Aquarium)
- Will add additional funds to the committee budget if needed for other assemblies, in-class activities and programs

Membership - Annie Lahoda and Lorraine May

- Amazing Membership Numbers this year
- 176 Families, 252 Students, and 37 Staff Members
- Directory in the process of being printed and delivered soon!
- Special Thanks to Annie Lahoda for her amazing efforts year after year!

Class Parties and Yearbook Photographers - Lorraine May

- Thank you to all Volunteers who made Halloween Parties a smashing success!
- Family Survey- Streamlining Party Preparation and Activities
 - Will reach out to teachers and families inquire feasibility and interest
- HRC- assigns 3 Party Volunteers
- Yearbook Committee - assigns 1 Yearbook Photographers Volunteer

Book Fair – Cate Albu

- November 15th- 18th
- Volunteers Needed
- [Scholastic book fair: Fall Scholastic Book Fair 2022 \(signupgenius.com\)](https://signupgenius.com)

Frosty Shop- Lorraine May

- Shopping- Friday, December 2, 2022 (8:30am-3:30pm)
- Setup - Thursday, December 1st- after school
- Signup for Shift times
 - [Frosty Shop 2022 Volunteers - Google Docs](#)
 - Donations Requested:
 - Gently used Legos, Matchbox Cars, Beads
 - Halloween Candy
 - Still welcoming Volunteers to craft, create, assemble and more!
 - Fan Room Supplies available. Reimbursement for supplies/materials

Community Outreach- Katie Mikita, Anna Rutledge, Lorraine May, Julie Wagner

- Pennies for Puerto Rico - \$1,015.50 raised by Lincoln Elementary Students
 - Between all of the fundraising activities that occurred at our MTLSD elementary schools during Hispanic Heritage Month, **\$7500 was donated** to World Central Kitchen, in support of its relief efforts for communities in Puerto Rico. Thanks to all who supported this worthy cause!
- Socktober - 314 pairs of Socks Collected!
 - Socks were delivered to Sisters Place, a non-profit organization that provides opportunities for families and individuals to overcome poverty and homelessness through empowerment, housing, wellness, personal and professional advancement services.
- November -
 - THANK YOU Notes to Beverly Shops
 - Stockings for Soldiers
 - Led by Mrs. Majestic and Lincoln Staff
 - Kickoff at Veteran's Day Assembly this Friday
 - Collecting Items until November 30th
 - More information coming in Schoology
 - Beverly Bright Night Partnership
 - Coat Drive and Hat/Mitten Trees
 - Starting collection on December 1st
 - Coats, Hats and Mittens will be donated to MTLFD/MRTSA/MLPD overall collection efforts

- Halloween Costume Collection
 - Ongoing- will store in the PTA Room. Drop off to Collection Bins in Lobby during the month of November OR contact Laura Palmieri throughout the year to arrange donation dropoff JLPFamily11@gmail.com
 - Can give to teachers to use for anyone that needs a costume
- Committee to meet with 5th grade classes during their Lebo Time (11:30a) to discuss other community outreach programs they would like to drive this year

Stock the Lounge/Snack Trolley - Katie Mikita, Lorraine May, Erin Gentzel

- Used donations from families to have our 1st Snack Trolley in October
- Turkey Snack Trolley - mid November

International Families – Jen Curran and Joy Givens

- International Families Night - February 22, 2023

Fifth Grade Farewell

- Erin Gentzel has reserved the Bower Hill Swim Club for June 7th.
- All committees are set and Erin Gentzel will check in with them closer to May. Fundraising is going well! Thank you to Joanna Streets for her continued efforts!

Garden Committee – Jeanne Marie Hannan

Lunchtime Clubs - LOOKING FOR VOLUNTEER TO CHAIR

- February 6th- March 3rd

Spelling Bee - Erin Gentzel

- Thursday February 9, 2023

Science Fair - Shelly Burr

- Thursday, March 2, 2023
- ***Looking for help to co-chair or volunteer***

Talent Show - Kristin Bartone

- Friday, March 24, 2023
- ***Looking for help to co-chair or volunteer***

VI. New Business

- **Good Luck to Ms. Lahm!**
 - Thank you for all that you have done for our students over the past few years and for all of the extra help with the 2021 Talent Show!
 - We Will Miss You!

VII. Upcoming Events

- **Veteran's Day Program-** November 11th
- **Report Cards Issued-** November 14th
- **Book Fair** – November 14 (setup),15, 16, 17, 18 - Lincoln Library
- **Chipotle Night** - November 16th from 4pm-8pm
 - Continue supporting our 5th Graders with dinner at CHIPOTLE on **11/16/2022 between 4pm and 8pm!** When ordering in person please show the flyer at the register for your purchase to be included in our fundraiser. If ordering through the CHIPOTLE app or online please include the promotional code: 4CJV3LE (Flyer included in Dr. Kitsko's and PTA's Newsletters.)
- **Stockings for Soldiers-** November 14th- 30th
 - Details to come next week
- **Thanksgiving Break**
 - November 23rd (12pm **Early Dismissal**)
 - November 24th- 27th
- **Beverly Bright Night-** Thursday, December 1st
 - Kickoff to Coats Drive and Hat and Mitten Trees!
 - Donation Boxes located next to the Tree on the corner of Beverly and Overlook!
 - Items will be donated to MTLFD/MRTSA/MLPD overall collection efforts
- **Frosty Shop-** Friday, December 2nd - Lincoln Gymnasium (8:30-3:30)
- **Winter Holiday Parties-**
 - December 22nd (2:45 pm for PM Kindergarten)
 - December 23rd (10:45am for 1-5 and AM Kindergarten)

VIII. Adjournment

- Lorraine motion to adjourn @ 7:26pm
- Shelagh Milburn second
- Jaime DeCecco third