

Lincoln Elementary PTA Board Meeting

09/13/2023 @6:30pm

I. Call to Order – 6:35p Call to Order Lorraine May

II. Review of May Meeting Minutes

[May General PTA Meeting - Google Docs](#)

Motion to Approve- Lorraine May

Second- Jaime DeCecco

Third- Anna Rutledge

III. Executive Board Member Reports

- 1st VP - Annie Lahoda
- 2nd VP- Katie Mikita
- 3rd VP- Andrea Goeringer
- 4th VP- Dr. Kitsko
 - [PTA meeting Principal's Report 9/13/2023](#)
- Recording Secretary- Jaime DeCecco
 - Committee Chair Reports
- Corresponding Secretary- Laura Drozynski
- Historian- Anna Rutledge
- Staff Representatives- Mrs. O'Shea and Mrs. Aaron
 - Thank you for Lebo Subs lunch for inservice days!
- Treasurer- Kate Sweeney
 - Updated Reimbursement Form
 - Updated Cash Form
- President- Lorraine May



IV. Old Business

RECAP OF AUGUST and SEPTEMBER EVENTS

- **Welcome Back Staff Luncheon** -Lorraine May
 - Thank you to Lebo Subs and LES Families for Cookie Donations
- **Kindergarten Events**- Shelagh Milburn and Lorraine May
 - Popsicle Playdate and Coffee and Kleenex
- **Meet and Greet/New Student Orientation**- Katie Mikita
- **School Supply Ordering**- Melissa Blanton
- **Back to School Picnic**- Lorraine May and Mary Ullman
 - We had an awesome turnout again! THANK YOU to Millies and Franktuary, DJ Mary, Helpers with Lincoln Snack Shack, Mike Hladio, Custodians and Dr. Kitsko!
- **ABC's of Lincoln PTA**- Katie Mikita and Jaime DeCecco
- **Homeroom Coordinators**- Anna Rutledge and Lorraine May

- **PTA Closet Cleanout** - Katie Mikita, Lorraine May, Kim Tranquilli
 - Central location of materials
 - Goal is for all committees to check PTA Room 1st for supplies before purchasing them.

V. Committee Reports

Membership- Annie Lahoda and Lorraine May

- **PTA Membership Drive**
 - Paper Membership Forms and Online Membership Forms
 - **Scoops Incentives Raffle** -
 - Week of September 18th-22nd
 - 1 winner per Grade picked daily (30 Total)
 - **Staff Membership Raffle** -
 - 2 winners picked Friday, September 22nd
 - **Class Incentive Contest**
 - Highest Amount of Memberships/Class will win Class Reward
 - Announced Monday, September 25th
 - **Lincoln Directory-** Annie Lahoda
 - **Dues \$15 Individual and \$30 Family/Suggested Donation**

Yearbook- Maggie Shiels and ???

- Would love many volunteers!
 - Need volunteers for each parent party to take pictures and be a photographer
 - Need volunteers to help yearbook layout on the website
 - lebolincolnyearbook@gmail.com – please email with cute kid pics from Lincoln kids so that they can be included in the yearbook!!!

Cultural Arts- Cate Albu

- Josh and Gab assembly coming October 4th – anti bullying, music, comedy

Community Outreach- Katie Mikita, Anna Rutledge, Lorraine May

- Halloween Costume Collection- Laura Palmieri **Starting 09/18**
- GotSneakers Shoe Collection- Andrea Goeringer **Starting 09/25**

International Families Night –Joy Givens and ??? **October 11th**

- Possible to move the date to November? Dr. Kitsko/Lorraine to help coordinate

Read-A-Thon- Shelagh Milburn and Christie Schoen and ??? **October 13th-23rd**

- Split the classes into two Teams - Kitsko vs Staub - to win a prize for reading the most minutes
- Largest fundraiser of the year – prior year PTA received about \$20k which all goes back to PTA activities and events!

Class Parties- Laura Drozynski and ??? **October 31st**

- New committee to coordinate and fund class party games/crafts by grade
- Volunteers needed to help with ideas and setting up games/crafts

- Donations of past games you may have, money to purchase new games/craft supplies, etc. are welcome!!

Skating Party- Katie Mikita and ???

November 7th

- 2-3:30pm at Mt. Lebanon Ice Rink

Book Fair – Cate Albu

Frosty Shop- Kim Tranquilli and Lorraine May

December 1st

- Donations still needed via drop off at 106 Marlin Dr. E or via Amazon Wishlist
 - Add Amazon Wishlist to the Lincoln Ledger
- Spread the word! More Make It Events in the PTA Room over the next few weeks and also Take Home Projects that can be delivered to your house!

Fifth Grade Committee - Christie Schoen

- Spiritwear- Annie Lahoda
- Pool Party and Clap Out- Megan Kupchella and Becky Loughney
- Field Day- Christie Frederick
- Outreach-
- Memory Book - Shelagh Milburn
- *Have a 4th Grade parent included in the committee for continuity knowledge for next year*

Corporate Rewards, Fundraising and 5th Grade Fundraising- Joanna Streets

- September Events
 - Primanti Bros. -
 - Philly Pretzel Factory - 09/13
 - Kona Ice 09/27
- October Events
 - Urban Air- 10/06 3pm-7pm
 - Chipotle Night- 10/09
- November Events
 - Madsen Donuts- 11/03
 - Blooming Dahlia - TBD

Family Bingo Night- Lorraine May

January 18th

- Tickets, Bingo Games, Raffle Baskets, Reverse Auctions, Snack Shack
- Committee Members Needed! Please let us know if you are able to help!

Lunchtime Clubs- Chair Needed

February 5th - March 1st

Spelling Bee - Holly Minczeski

February 8th

Lincoln Weeks of Service Jaime DeCecco

February 12th- 16th

- Jaime DeCecco requesting volunteers and ideas!

Science Fair - Shelly Burr and ??? **February 28th**

- Shelly Burr will be running the Science Fair for the last year! She would love to have a co-chair to learn this year in preparation for chairing the event next year.

Talent Show - Kristin Bartone, Erin Rutter, Joy Givens **March 15th**

- Committee Chairs are asking for volunteers early!

Kids of Steel- Mary Ullman **April 1st - May 5th**

Garden Committee and Earth Day - Heidi Ghildyal and Jeanne Marie Hannan **April 22nd**

Staff Appreciation- Lorraine May and Katie Mikita **May 6th- May 10th**

Ice Cream Social- **Chairs Needed** **May 21st**

Grand Finale – Lorraine May **June 5th**

Matt's Maker Space- Andrea Goeringer and Katie Mikita

Inclusivity Committee- Chairs Needed!

Audit Committee- Jaime DeCecco, Laura Sowerby, Britt Staley

- See below

VI. New Business

- **2022-2023 LES PTA Audit**
 - Report completed by Jaime DeCecco, Laura Sowerby and Britt Staley on 9/4/2023 and handed back over to the PTA Treasurer on 9/6/23
 - Recommendations
 - Additional documentation for cash withdrawals when used as “starter cash” for the Snack Shop and Frosty Shop cash box
 - Ensure disbursement dollars agree to the disbursement request (ie if covering adults in a field trip or PTA Council dues)
 - All bank statements and financial records reconciled and all transactions reviewed were deemed reasonable.
 - Audit Report on the Website for review and to approve at the next PTA Meeting
- **2023-2024 LES PTA Budget**
 - 2023-24 budget was presented and copies distributed
 - Budget will be posted to the Website for review and approve at the next PTA Meeting
- **2023 General Meeting Dates** - All Meetings begin at 6:30pm and are held in Cafeteria
 - September 13th, November 8th, January 10th, March 13th, April 10th, May 8th

VII. Upcoming Events

9/13/2023	Lincoln ABC's of the PTA	6:00 pm
9/13/2023	Homeroom Parent Training	6:00 pm
9/13/2023	Lincoln PTA meeting	6:30 pm
10/11/2023	International Potluck Meal Night	6:00-8:00 pm
10/13/2023- 10/23/2023	Read-a-thon Kicks Off Assembly	
10/27/2023	LES Read-a-thon Awards Assembly	
10/31/2023	Halloween Parade and Party	10:30am 2:30pm
11/7/2023	Skating Party	
11/8/2023	Lincoln PTA Meeting	6:30pm
11/14/2023- 11/17/2023	Book Fair	
12/1/2023	Frosty Shop	All-day

VIII. Adjourn

Motion to Adjourn at 7:40pm Lorraine May

Second- Annie LaHoda

Third- Katie Mikita