

# MINUTES

## Howe Elementary PTA 2023-2024

*Date **May 1, 2024** | Meeting called to order at 7:00 pm by Amy Grella*

### In Attendance

<b>Name</b>	<b>Email</b>
Marissa Johnston	marissa.e.johnston@gmail.com
Emily Balestreire	emilybal79@gmail.com
Heather Moore	heathrmsmoore@gmail.com
Sally Berri Pratt	sally.berri@gmail.com
Jen Webler	jen.webler@gmail.com
Margeaux Everhart	margeaux_15@yahoo.com
Amy Grella	president@howepta.org
Lindi Pastorius	lindiashley@gmail.com
Liz Longo	elizabeth.a.longo@gmail.com
Alison McKown	justaddconfetti@gmail.com
Joanna Parekh	
Matthew Rizzutto	

### Approval of Minutes

The minutes from the April 2024 meeting were reviewed and approved.

All present voted in favor. ALL APPROVED

### PTA Officers Reports

**Treasurer's Report**, provided by Tim Kellner, read by Amy Grella

- opening balance \$19,106.24, checks clearing \$618.10, 4 deposits \$15,050.05, closing balance (as of 4/30/24): 33,538.54. No paypal transactions
- VOTING: Approved to spend \$636.77 for four new requests: (1) \$147.07 shipping for shelves for PTA shed from U-line, \$200 (not to exceed) for PTA shed storage bins, \$89.70 requested by Mr. Hain for ceramic tiles to continue 5th grade tile art installation; \$200.00 for a "last day of school" yard sign rental. Sally Pratt approved, Jen Webler second. ALL APPROVED.

**VP Report** - Matt Rizzutto –

- PSSA testing will finish up Friday, some makeups next week,
- **End of school year activities**, there are many planned including:
  - Mrs. Karbowski's May Mental Health Mondays
  - No Kindergarten on May 10 due to kindergarten orientation
  - Path survey in newsletter, spring benchmark assessments, international parent meeting,
  - Family reading, watch for night flyers,
  - Kindergarten registration is ongoing
  - Follow newsletter and Schoology calendar for dates and details

**President's Report – Amy Grella:**

- **Board and committee chair transitions** – if you are NOT returning, PLEASE begin to prepare your documentation to hand off to the next volunteer in your role. We will be following up with an email to committee chairs on how to get to the report, and we ask all reports to be done by May 15. That's 2 weeks from today.
- **New Officer Training and PTA Council Installation Event**, Who: All current and incoming PTA Executive Board Members., What: officer training and installation event; When: May 23, 12pm to 2pm, Where: Mt. Lebanon Recreation Center, 2nd floor. Entrance is up the hill towards the pool.
- **Just last night (4/30) - Fifth Grade Committee Members met with 4 PTA board members** to discuss and collaborate on improvements driven to improve the overall process to reduce the stress of committee members (around funding) and improved communication. Output: Budget changes which you'll see tonight, and some followup work around documentation and defining what spend goes where, which will help all committees.
- **THANK YOU VOLUNTEERS... YOU SWEETEN THE YEAR FOR HOWE!** slides shared for PTA sponsored events and activities, Lunch Clubs, Steam fair, Sunny Funny Fair, Spelling Bee, 5th grade committee, Howe's Garden and more

Other Officer Reports - none

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## Chair Reports/Recent Activities

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**Field Day** - Chair Heather Hathy submitted the following report: Field day is scheduled for Thursday May 30th. The sign-up genius for volunteers will appear in the next newsletter, no rain date is scheduled at this point.

**Garden** – Ashley Flavin submitted the following report: Tools, plants and dirt have been purchased. The group is meeting twice weekly in May - Wednesdays after school from 3:30-5:00 starting May 1 and on Thursday evenings 6-7:00pm. These are not drop-off activities; an adult should be present with children.

**Spirit Center** -Heather Hathy submitted the following report: Spirit Center was again successful and came to a close in April. There is a small volume of merchandise left over which will go towards next year's sales. Petty cash ~ \$50 was left for next year's registers, \$75 will be pulled from the funds to purchase gift cards for the student workers.

**Fifth Grade Activities** – provided by Lindi Pastorius, Margeaux Everhart and Sally Pratt, Last Kona Ice rescheduled for tomorrow (May 2), pool party June 7 at the Mt. Lebo Recreation Center outdoor pool, food truck after clap out on last day of school, working on memory books.

**Healthy Minds Committee** – update provided by Amy Grella on behalf of Lori Haller, from grant money \$300 spent for April 17th training and childcare. The balance will be used to buy supplies. Things PTA can use at all events like: signs for quiet please, sensory area signs, a pop-up sensory tent, bubble machine, bubbles, extension cord, lights, and supplies to create 8 sensory bags - which will have noise-canceling headphones & fidgets. These bags will be available to check-out (and returned after) school-wide events. Supplies for Mrs. Karbowski like a sand table, weighted blankets, re-stocking sensory bins in all classrooms, and books. These items should arrive in time to display at the Healthy Minds Fair in the cafeteria which will be held during the open house on May 15th. **Kindergarten Orientation**—update from Emily Balestreire - Extra snacks from K orientation will be left for staff volunteering for Family Reading Night. New PTA Sign to display at events is being made. Will be used for K orientation snack table.

**Teacher Appreciation** – update from Alison Mckown – Teacher Appreciation week is right around the corner during the week of May 6-10. A flier was created to highlight the fun beach/tropical themed events planned for staff that week. Thanks to all parents who purchased and donated supplies for the teacher room re-stock, raffle baskets, and coverage for recess (to give each teacher a 30 minute break).

**Other Updates and Items:** 4 committee chair openings are remaining: Arts in Education (Reflections), Newsletter, Sunny Funny Fair, and Yearbook) If there are any suggestions of people who can help, please reach out to Amy Grella or a PTA board member.

**Ideas posed to set-up a PTA table, or have people on-hand to promote PTA** to get membership and interest at kindergarten orientation, family reading night, and open house.

**SFF lending library to get started ASAP** with other elementary school PTAs to try to share and borrow games (this is already in place for Washington, who will be borrowing some of our games for their end-of-year carnival in May.

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### Unfinished Business

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Open chair positions and Transitions

**Reminder:** End of year Committee reports need to be filled in by May 15th. If another format is easier for your specific committee, that is fine. We just need the best information to pass along the next committee chairs.

Do we need to add a line item for a Veteran's Day celebration?

Sally Pratt offered to chair Family Fun Night for next year.

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### New Business

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**The draft of the 2024-2025 budget** was presented. [HERE IS A LINK TO THE FILE SHARED.](#)

Thanks to Tim Kellner for doing a great job compiling the info to have ready to present. As presented, there is an increase in expenses of \$5,524, driven by 4 new line items (garden, maker's space, library supplies, donation to MRTSA, 5th grade t-shirts) , 5 committee-requested and cost increases (lunch clubs, 5th grade Meadowcroft trip #1, Hospitality, Membership toolkit, Music education fund). The increased expenses were off-set by one cost savings (permanent art collection - changed vendor for cost savings) and eliminating two items (removed OLWEUS and Family Fun Night spending). The additional expense increases should be covered by a higher anticipated carryover which will be finalized after the fiscal year closes June 30, and increasing revenue target for the read-a-thon from 3,000 to 3,920.

Some other changes in the budget around the 5th grade activities. Members of the executive board met with 5th grade activity committee reps to improve the overall process. A key take-away was the stress/burden of the front-end expenses for t-shirts due to timing. Shirts are ordered at the very start of the year so they can be ready for the first 5th grade field trip. We agreed to move t-shirts to a separate line item in the PTA budget, so moving forward, PTA (not 5th grade activities directly) will fund the shirts. We also added a "5th grade general expenses" line for -\$3,000. This will cover pool party, memory book, end of year gifts, and teacher gifts. Two new revenue lines were added for Election day bake sale and Kona Ice trucks to offset these general expenses. There are still line items for the new 5th grade committee to create additional budget expenses and additional revenue beyond that to their discretion.

**NEW Budget request/question posed by Jen Webler regarding Read-a-thon**, request to double the budget from \$1,000 to \$2,000-will be discussed to be added before the budget is voted on in September.

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## Announcements

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- May 6-10: Staff Appreciation Week
- May 10: Kindergarten Orientation
- May 15: 2:15pm dismissal for Howe Open House; Healthy Mind fair that night
- May 22: Family reading Night
- May 30: Field Day
- Jun 7: Last Day of School / 5th Grade Clap Out

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## Next Meeting

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This was the last meeting for the year! Next year's meeting schedule will be communicated once it is finalized.