

PTA Meeting Agenda September 4, 2024

In Attendance: Megan Thomas, Tami Coppler, Brian O'Malley-Gamrat, Sam Walsh, Renee Larzelere, Melissa Mentz, Carolyn Kemp, Melisa Leventry, Lori Love, Lisa Trail, Michozo Kish, Olesea Sizemore, Cara Heisler, John Adamson, Tim Coppler, Tamara Kemmler
Edith Adamson

Online Attendees: Brianne Matteo and Taryn Hosmer

Meeting called to order at 7:01 PM by PTA President, Megan Thomas

Welcome and Introductions

PTA focus

Our focus is to encourage and support a positive school environment with our students, staff, families and community as we strive to advocate for programs and policies that nurture students and education. We do this by volunteering our time while sponsoring and funding programs that enhance the educational and social experiences of all Crafton students.

President's Report

- Executive Board 24-25: Megan Thomas - President, Brian O'Malley-Gamrat - Vice President, Tami Coppler - Treasurer, Samantha Walsh - Secretary
- Vote to approve minutes from the May 2024 meeting. – [Motion by Laurie Love and seconded by Melisa Leventry](#)
- We were asked to identify initiatives for the 24-25 school year. We've developed the following:
 1. Encourage the participation of Crafton families by joining the PTA, attending events, volunteering, and providing feedback.
 2. Promote and support the educational needs of Crafton students by giving financial support and/or tangible support.
 3. Fundraise/advocate for programs that focus on improving our student physical and mental health.
- Executive Board took feedback from the spring survey and -
 1. Meet with Dr. Kreider, Dr. Taylor, and Ms. Parish to review concerns related to drop off/pick up safety, updating interior sections (cafeteria, auditorium, gym, bathroom), and updating outdoor spaces.
 2. Agreed to decrease food fundraisers, increase funding for student assemblies/parties/events, continue to fund field trips, add a large fundraiser
 3. Develop a long term goal (divided into phrases), for the PTA to help with improvements to Crafton Elementary - "Project Playground".
 - [Q: are you changing up some of the fundraisers?](#)
 - [A: Yes, we will review proposed fundraising and then take feedback at open PTA forum on 9/16](#)
- We will review proposed fundraisers/events for 24-25. If you still have an idea you want the PTA to consider adding, please attend and share your thoughts at our September 16 open forum meeting at 6pm - Crafton Elementary Library.
- Volunteer paperwork - reach out to Rachel Byerly at volunteer@carlynton.k12.pa.us to see what you need to submit to volunteer this school year.
 - [Volunteer paperwork can be cumbersome, if parents have specific questions regarding their clearances they should reach out to Rachel Whoolery with the district](#)
 - [Q: Do you know of any ongoing issues with the child abuse form?](#)
 - [A: Haven't heard that, but website is not responsive and doesn't work properly for the forms so parents may want to try accessing the forms on a desktop.](#)

- Q: What kind of things do you need volunteers for?
- A: Holiday parties, scholastic book fairs, jingle bell junction, Fun day, classroom readers, chalk the walk, talent show, family reading nights, monthly teacher/staff appreciation (PTA will reimburse up to \$50), cleanup of supplies closet.
- Q: What are the clearances required?
- A: Visit school website for specific requirements.
- Visit www.signupgenius.com and search for craftonelementarypta@gmail.com to see opportunities all year - upcoming need is for volunteers including in school classroom readers, Family Reading Night, Scholastic Book Fair, and teacher/staff monthly appreciation.
- If you are not receiving our emails - please email us to be added.
- Contact Mrs. Sirianni for Birthday Book Club.
 - Purchase a book around your child's birthday and Mrs. Sirianni will present them the book during their birthday week. Buy via the amazon link. Megan will send out the link.
- FREESTORE donation bin located at the main entrance - donations accepted all year.
 - Q: When and where do we bring those?
 - A: Anytime school is open, place in the deck box in the entry to school. You can add name/address there as well to receive a thank you note.
 - Carnegie gives out roughly 100 bags per week to students to take home for weekend meals.
 - Free fridge across from Boy/Girls club that can be donated to as well
 - Reach out to Miss Parish or Mr. Alexander if you want your child to be added to the list to receive the bagged donations.
 - Q: What kind of foods should be donated?
 - A: Pretty much any non-perishable item, avoid glass items
- Carlynton Foundation - Annual Golf outing Sept 7. Information on golf sponsors and golf participants will be emailed out.
 - Non-profit that fundraises throughout the year
 - Megan will email out information because they are still looking for sponsors and golfers
 - The mini grants that covered field trip transportation last year were covered by the Carlynton foundation
- Share photos
- Box tops: Sign up for box tops and log your box tops to raise money for PTA, checks are paid out to us twice a year

Treasurer's Report

Proposed Budget 2024-2025

FUNDRAISERS

Miscellaneous	Income	\$0.00
Box Tops	Income	\$350.00
PTA Days	Income	\$700.00
Spirit Wear Sale Fall	Income	\$500.00
Hoagie Sale Fall	Income	\$800.00
Jingle Bell Junction	Income	\$2,300.00
Sarris Candy	Income	\$500.00

Fall Family Reading Night	Income	\$400.00
Fall Book Fair (proceeds to library)	Income	\$0.00
Square 1 Art Fall	Income	\$500.00
Spring Family Reading Night	Income	\$400.00
Spring Book Fair (proceeds to library)	Income	\$0.00
Penny Wars	Income	\$3,000.00
Birthday Shout Outs	Income	\$300.00
Tote Bag Sales	Income	\$300.00
Parent Donations	Income	\$500.00
Gift of Time	Income	\$1,400.00
Meet the Teacher Night	Income	\$100.00
Giveback Days	Income	\$700.00
Jazzercise Class Package	Income	\$500.00
Jazzercise Adult/Child Class	Income	\$200.00
Halloween Bingo Event	Income	\$200.00
Family Swim Party	Income	\$300.00
Top Golf Adult Event	Income	\$300.00
Hoagie Sale Spring	Income	\$500

EXPENSES

Kindergarten Field Trip	Field Trip	\$600.00
1st Grade Field Trip	Field Trip	\$600.00
2nd Grade Field Trip	Field Trip	\$600.00
3rd Grade Field Trip	Field Trip	\$600.00
4th Grade Field Trip	Field Trip	\$600.00
5th Grade Field Trip	Field Trip	\$600.00
6th Grade Field Trip	Field Trip	\$1,500.00
Special Education Field Trip	Field Trip	\$600.00
Field Trip Transportation	Field Trip	\$1,000.00

PTA Recognition Gifts	Program	\$400.00
Holiday Parties & Classroom Snacks	Program	\$2,550.00
Bulletin Board	Program	\$100.00
Kindergarten T-Shirts	Program	\$550.00
Staff Appreciation Gifts	Program	\$1,200.00
Read Across America Week	Program	\$150.00
Red Ribbon Week	Program	\$100.00
Fun Day	Program	\$1,000.00
Meet the Teacher Night	Program	\$150.00
Fall Family Reading Night	Program	\$150.00
Spring Family Reading Night	Program	\$150.00
School Supplies for Students/Teachers in Need	Program	\$200.00
Treasure Box Prizes	Program	\$300.00
Insurance & Gambling License	Overhead	\$365.00
Babysitting (meetings)	Overhead	\$200.00
Bank Fees/Checks	Overhead	\$50.00
Miscellaneous	Overhead	\$375.00

- Most of these fundraisers are flexible and not set in stone
- Treasurer maps out what did well previously and what we project the income to be for those fundraisers this school year
- We need to include things as expenses even when we think they will be paid for by other means
- If an expense is approved, we will form committees
- If it is above \$75 we need to vote as a group that it's okay to use those funds for that expense
- Special ed field trip was added this year as a new expense
- PTA recognition gifts: retirements, fundraising incentives, teacher requests
- This year we plan to cover holiday parties 100% (expenses plus snacks) Last school year we covered the Valentine's party only. We are going to budget a significant amount of money to cover the parties to ensure ALL classes are able to participate.
- Read Across America specials (gift cards, popcorn, etc.)
- Family Reading Nights we buy food/crafts/etc.
- Q: Income versus Expense?
- A: Income is money coming IN to the PTA and Expense is money going OUT

7/1/2024 Fiscal Year PTA Starting Account Balance: \$11,098.76

- Disclosure: Tami is responsible for everything that goes in/out. We have a teacher that volunteers once a month that cross references all receipts/bank statements to ensure no discrepancy. Every year we review everything to ensure no red flags for audit purposes.

PTA Expenses June 2024-August 2024:

- Kindergarten Summer Playdate Popsicles: \$14.97
- Small games of chance application: \$125
- Tote Bags (Teacher appreciation & selling as fundraiser): \$637.50
- AIM Insurance: \$240
- Fig Tree Coupons (Back to School teacher/staff gift): \$240
- Treasure Chest Gifts: \$133.73
- Back to School Teacher Lunch: \$300
- Valentines Day Mini Golf Deposit: \$100
- Student School Supply: \$7.49
- Back to School Staff Lounge Snacks: \$79.50
- Meet the Teacher Night Photo Booth: \$150

PTA Money Profited June 2024-August 2024:

- Primanti Giveback Day: \$151.30
- Bday Shoutouts: \$25
- Kona Ice Giveback: \$90

September 2024 PTA starting account balance: \$9,048.22

- \$300 check for back to school teacher lunch has not been cashed yet*

Talent Show Account Balance: \$458

- Last year we voted to separate the talent show money into its own account
- Worked with dollar bank and now have a savings account in our existing PTA account and this is where the \$458 currently sits.
- Q: Is it 50% of total profits or 50% of the door profits that goes into the Talent Show Account?
- A: We need to check minutes (March or April). We will pull minutes to ensure what exactly was approved then we might have to re-vote if it's different.

Project Playground Proposal

- Working with Ms. Parish & Dr. Taylor to create long term goals for improving small & large playgrounds
 - This will be done using a phased approach
- \$5400 starting budget
 - \$ from 2023-2024 PTA fundraising
- Potential Ideas:
 - Ground cleanup
 - Install equipment obtained by Mr. Ficorilli via grant in Small Playground
 - Install shaded area in large playground
 - Install benches & tables under shaded area in large playground
 - Install GaGa ball pits in small & large playgrounds
- Currently working on timeline & getting vendor prices
- Will plan to vote on budget allocation at Oct 2024 PTA Meeting
 - Will create Project Playground specific fundraisers as needed to reach our goals
 - Ms. Parish recommended meeting with Mr. Pater, right now not at the top of the list due to some other higher priority must haves
 - Maybe try and do it for spring due to upcoming winter usage of outdoor equipment being low.
 - Q: Are we looking to complete that THIS year?
 - A: Probably NOT but we want to try and spend that \$5400 if we can and it makes sense. We need to be strategic when we're looking at these spaces to ensure they make sense long term.
 - Q: What is the small playground equipment that's already been obtained?

- A: Mr. Ficorilli obtained grant that paid for equipment like a walking trail with “exercise equipment”.

Principal’s Report - Ms. Parish Committee Report

- 9/6 is the PBIS kick off assembly in house
- New counselor has put together a game for all to play
- 9/13 Josh and Gab Assembly
- Clearances should be in ASAP
 - Q: If we are approved how does the school know that?
 - A: Holly has a list that she receives from Rachel. PTA is required to tell Holly who the volunteers are and we verify with Rachel who those people are to ensure they have their clearances obtained and approved. Information on district website.
 - Q: Do you have to be in the PTA to volunteer?
 - A: NO, just need clearances
- Transportation:
 - Tomorrow, the buses will begin extending their stop signs to stop traffic on the front street
 - Q: Is there any in house security/police?
 - A: One Crafton officer walks through every day.
 - 6th Grade - Jen Blevins
 - Car wash on 9/21 in Busy Beaver (suggested donation) – maybe send students out with buckets to just accept donations, cash only
 - Trying to raise around \$4k total for all their 6th grade specific needs
 - More fundraisers TBD
 - Would love to have more 6th grade parent volunteers
 - Talent Show - Brian O’Malley and co-chairs Edith Adamson and Molly (Apr 11)
 - Tentative date of 4/11/25
- PTA wants to start getting more parents involved in “committees” to spearhead our fundraisers. This allows them to have a bigger voice at the PTA meetings (progress, needs, timelines, etc.)

Coordinators - We’re looking to have volunteers lead our bigger events/fundraisers this school year and provide members with an update monthly.

- Family Fun Night (Fall and Spring) - Melisa Levinty (Sept 25 & Mar 6),
- Scholastics (Fall and Spring) - Cara Heisler (Sept 25 & 26 - Mar 6 & 7)
 - Q: Is the book fair also available during the corresponding evening events?
 - A: Yes
 - Q: Do we need clearances for events in the evening?
 - A: Highly recommended
 - Would like 6 volunteers for setup if possible (this is the night BEFORE the book fair)
- Fun Day - John Adamson (May 20, Rain Day May 21)
- Walk- A-Thon - Sam Walsh and Ashley Schaffer (May 1)
 - New Asst. Superintendent has experience with this
 - Looking for input on this and helpers
- Box Tops - looking for a coordinator who can support the PTA with Box Tops by answering member questions, sharing bonus offers on FaceBook and updating members on monthly earnings.
 - Looking for 1 or 2 people that can help with this
 - John Adamson volunteered
- Jingle Bell Junction - looking for a coordinator to help with setting up and facilitating the in-school portion (Dec 10 & 11). Megan Thomas will handle purchases.
- Holiday Parties - looking for a group of 3-5 that can help plan school wide parties for Halloween (Oct 31), Winter (Dec 17), and Valentine’s Day (2/14).
 - For Halloween we have a local DJ coming in and will provide the students with glow sticks, and we would like to provide games as well

- For Winter party, no ideas just yet so open to suggestions
- For Valentine's Party we will bring in Mini golf again
- Yoga class with Miss Parish fundraiser – will try in October to see how this goes. If it is well received, we will continue quarterly (6:30 PM tentative time)

Save the Date - Monthly flier for September went home

September 4 - 20 Accepting Raffle Basket Donations for Family Reading Night

*We could also use bins/baskets for raffle items

September 10 Dining with a Purpose - 10% of sales to the PTA Fitfiene & Ice Cream 7am-8pm

September 13 Guilt Free Fundraiser will be sent home - Donations Accepted All Year

September 16 - 6:00pm PTA Open Forum Meeting - discuss new fundraising/event ideas

September 16 - 30 Hoagie Fundraiser

September 17 - 7:00pm School Board Meeting

September 24 In-School Mystery Readers

September 24 October Birthday Shout Outs Due

September 24 - 6:00pm Community Forum with Dr. Kreider

September 25 - 6:30pm Family Reading Night

September 25-26 In-School Scholastic Book Fair

September 27 District Wide 2 Hour Delay

October 2 Green & Gold Day \$2 Donation, PTA Membership Drive Ends, PTA Meeting - 7:00pm

Q: For monthly PTA days, how do we get the money to the PTA?

A: Put the money in your green send home folder and label envelope. If you want to send \$15 up front to cover every month you can do that as well.

Parent Feedback/ Open Discussion

- **Raffle baskets:** not specific to classroom like previous years, can send anything that was on the suggested flier that was sent home. Bring it to homeroom and teacher will get them to the PTA.
- Suggestion to look into an adults only fundraiser:
 - Top Golf Spirit Night (\$20 a person)
 - Welcome to suggestions and please come 9/16
 - Stop and Shop night – maybe do this around the holidays
 - Potential Idea from Brianne: New karate studio on Noblestown Road – parent spoke to instructor about hosting a kids night out (would probably do a Saturday night). This could include a class and pizza – Parent to share email to look into this.

Meeting Adjourned at 8:15 PM