

PTA Meeting Agenda

May 6, 2026 - 7pm at Crafton Elementary School Library

In Attendance: Megan Thomas, Edith Adamson, Tami Coppler, Sam Walsh, Carolyn Kemp, Michele Kish, Tamara Kemmler, Melisa Leventry, Olesea Sizemore

On Zoom: Melissa Mentz

Meeting called to order at 7:05PM

Welcome and Call to Order

– Crafton 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 - Megan Thomas

- Motion to approve April Meeting Minutes
 - First – Olesea Sizemore
 - Second – Carolyn Kemp
- General updates regarding last month's events in school, family events, and fundraisers
 - Multi-Cultural night
 - Chalk the Walk
 - Talent Show
 - Earth day cleanup
 - For next year rakes and brooms would be helpful
 - Maybe request Busy Beaver to donate supplies
 - Could use School District equipment
 - Hoagie fundraiser
 - Cougar Crawl Sign Making
- Fun day shirt size orders due today
 - There was a request to allow volunteers to purchase shirts
 - Could we allocate any of our PTA funds to buy volunteer shirts? Yes PTA can cover these and we will reach out to the volunteers through sign-up genius for shirt sizes
 - Q: Are the kids getting the shirts ahead of time?
 - A: Let's give the t-shirts to the teachers to hand out ON Fun Day.

Field Trip Feedback:

- Overall feedback from parents was positive
 - Chaperones had some negative feedback about the shows at the zoo and aviary and itinerary
 - Board is supposed to reach out to the chaperones for feedback, PLEASE provide it.
- Photos needed from family night (March 5) by Friday
- Review monthly calendar for May/June updates (see attached)

- Pizza Hut Dine to Donate
- Refreshments for Chorus Concert next week (Wednesday the 13th)
- Cougar Crawl is May 15th
- Re-make Learning Night at the High school May 19th in the gym (District sponsored)
- Swim Night on May 29th (Crafton Elem students and their families)
- Fun Day is June 2nd (June 3rd rain day)
- Bylaws will need updated with next board following the updated template from PA PTA
 - They still have not updated to reflect the addition of the Principal language and updated dues so the next board will have to approve and vote
- 2026-2027 PTA Executive Board
 - Nomination Committee Recommendations:
 - President: Missy Berkhouse
 - Vice President: Melisa Leventry
 - Treasurer: Carolyn Kemp
 - Secretary: Samantha Walsh
 - Call for additional nominations from the floor (must have submitted written consent & be PTA member)
 - No additional nominees, so all four nominations are approved for 2026-2027 school year
 - New board goes into effect July 1st 2026
 - Voice vote during meeting if only 1 candidate for each position
 - E-vote to be sent out if more than 1 candidate for each position
- Share recent event photos

Vice President's Report - Edith Adamson

Treasurer's Report (see attached) - Tami Coppler

- Budget overview and updates

Principal's Report - Dr. Roberto

6th Grade Committee Reports - Courtney Bonnet & Courtney Lawton

Coordinator Updates

- Cougar Crawl - May 15 - Sam Walsh
- Fun Day June 2 - Erin Zimmerman & Kendle Davis
 - Have the teachers received the sign in sheet?

Swim Night:

- Right now swim night is listed as a fundraiser, but we don't think we need to keep it a fundraiser because we don't necessarily need the money. However, we can't have too many people coming.
- We will turn into a suggested donation but no required entry fee

Parent Feedback / Open Discussion

- Opportunity for questions, suggestions, or concerns

- Q: There was money allocated for PTA training in our 2025-2026 budget. Can we vote to approve funds be allocated for the new board coming in?

May 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Talent Show High School @ 7PM 	2
3	4	5	6 PTA DAY PJ Day - \$2 Donation PTA Meeting @ 7PM	7	8	9
10	11 	12 Dine to Donate 2-8PM Pizza Hut 7 Poplar St Pittsburgh PA 15205	13 Chorus Concert Crafton @ 7PM 	14	15 Cougar Crawl Wear Sneakers 	16
17	18	19 Remake Learning Night High School @ 6-8PM 	20	21 	22 	23
24/31	25 	26 June/July/August Birthday Shout Due \$5 	27	28	29 Swim Night High School 6-8PM \$5 per person 	30

Dates to Remember: June 2 – Fun Day (June 3 - Rain Make Up Day) and June 5 – Last Day of School & PTA Kona Ice Celebration

May 2026 Treasurer's Report

PTA Account

Account balance as of 5/1/26: \$17,781.10

- Checks uncashed: \$2,073.27
- Cash withdrawn for Talent show cash box: \$900

April Profits (\$3,829.07)

- Penny Wars: \$2072
 - Penny Wars total fundraiser profit: \$2290
 - This was more than last year, so we recommend, for next year, doing just one week and continue the zeffy because this brought in around \$500
- April birthday shout outs: \$55
- Parent Donation: \$20
- Millie's Ice Cream Giveback (Spring Reading Night): \$176.49
- Fig Tree Jan Giveback: \$230

- Spring Reading Night Donation: \$100
- Jazzercise Class: \$100
- Peppi's Hoagies Spring Sale: \$244
- Talent Show: \$150
- Box Tops \$145.40
- Sarris Candy Fundraiser: \$452.35
- Chipotle Giveback Day: \$53.83
- May birthday shout outs: \$30

April Expenses (\$1,554.38)

- School Supplies for Teachers in Need: \$52.13
- Talent Show: \$135.98
- Monthly Staff Appreciation: \$50
- Bulletin Board: \$16.27
- 6th Grade Field Trip: \$1300

6th Grade Account Balance as of 5/1/2026: \$2,615.24

- Expenses:
 - \$762.38 (Graduation Luncheon)
 - \$292.88 (Field Trip Lunch check not yet cashed)
 - \$1,648.85 (Field Trip T-Shirts & Graduation Sweatshirts, check not yet cashed)

PTA Expenses 2025-2026 Review To Date

Expense Name	Expense	Budget Amt	Actual Amt	Over/Under	
K-5 Field Trip	Field Trip	\$4,500.00		\$4,500.00	\$15 per student
Jingle Bell Junction	Program	\$2,500.00	\$2,220.21	\$279.79	
Heinz History Center Field Trip Transportation	Field Trip	\$650.00		\$650.00	Originally approved for \$2100. Per March 2026 vote, moved \$1450 to pay for sun shade
Holiday Parties & Classroom Snacks	Program	\$1,950.00		\$1,950.00	
Fun Day T-Shirts	Program	\$1,800.00		\$1,800.00	
Staff Appreciation Gifts	Program	\$1,800.00		\$1,800.00	Back to school gifts, monthly appreciation (\$50/month reimbursement), Fall & Spring staff lunch
6th Grade Field Trip	Program	\$1,500.00	\$1,300.00	\$200.00	
K-6 Regular Field Trip Transportation	Field Trip	\$1,500.00		\$1,500.00	
Fun Day	Program	\$1,000.00		\$1,000.00	
Talent Show	Program	\$900.00		\$900.00	
School Supplies for Teachers in Need	Program	\$800.00		\$800.00	\$30 available to each teacher until gone
Kindergarten T-Shirts	Program	\$700.00	\$508.75	\$191.25	
Reptile Show	Program	\$300.00		\$300.00	Originally approved for \$600. Nov 2025 PTA vote to allocate \$300 to Free Store
PTA Recognition Gifts	Program	\$450.00		\$450.00	ex highest sellers of fundraisers, PJ drive pizza, Souper Bowl Winner Pizza, Retirement gifts, Playground popsicles, summer snow cones, new years coloring contest winners, Scavenger hunt
Special Education Field Trip	Field Trip	\$450.00	\$0.00	\$450.00	\$15 per student
In School Program Support	Program	\$400.00		\$400.00	ex PTA buys leftover giving tree items, tuition for after school programs
Insurance & Gambling License	Overhead	\$400.00	\$365.00	\$35.00	
Miscellaneous	Overhead	\$375.00		\$375.00	
6th Grade Wall Tiles	Program	\$350.00	\$464.68	-\$114.68	
3rd Grade Symphony Field Trip Transportation	Field Trip	\$300.00	\$0.00	\$300.00	
End of Year Kona Ice for Students	Program	\$300.00		\$300.00	
Treasure Box Prizes	Program	\$300.00	\$292.62	\$7.38	
Bingo	Program	\$250.00	\$189.42	\$60.58	
Babysitting (meetings)	Overhead	\$200.00		\$200.00	
Fall Family Reading Night	Program	\$200.00	\$201.93	-\$1.93	
Movie Night	Program	\$200.00	\$115.20	\$84.80	
PTA Trainings	Overhead	\$200.00		\$200.00	
Spring Family Reading Night	Program	\$200.00	\$159.47	\$40.53	
Walk a Thon	Program	\$200.00		\$200.00	
Meet the Teacher Night	Program	\$150.00		\$150.00	
Read Across America Week	Program	\$150.00		\$150.00	
Swim Night	Program	\$120.00		\$120.00	
Bulletin Board	Program	\$100.00		\$100.00	
Garden Club K-6 Program Support	Program	\$100.00		\$100.00	
Red Ribbon Week	Program	\$100.00		\$100.00	
School Supplies for Students in Need	Program	\$100.00		\$100.00	
Back to School Night	Program	\$50.00	\$11.98	\$38.02	
Bank Fees/Checks	Overhead	\$50.00		\$50.00	
Chalk The Walk	Program	\$45.00	\$45.60	-\$0.60	
Voted Item - Free Store Donation	Program	\$300.00	\$300.00	\$300.00	
Voted Item - Sun Shade Allocation	Program	\$1,450.00	\$1,450.00	\$1,450.00	

Babysitting - Monthly Meeting (\$200)		
Month	Name	Amount
<i>September</i>	N/A	\$0.00
<i>October</i>	Adamson	\$20.00
<i>November</i>	N/A	\$0.00
<i>December</i>	N/A	\$0.00
<i>January</i>	N/A	\$0.00
<i>February</i>	N/A	\$0.00
<i>March</i>	N/A	\$0
<i>April</i>	N/A	\$0.00
<i>May</i>		
	Total	\$20.00
PTA Recognition Gifts (\$450)		
Items	Date	Amount
Summer Snow Cone Supplies	7/13	57.16
Custodian Retirement Gifts	11/8	\$100.00
Plastic Paws 100th day of school	11/30	\$7.99
New Years Coloring Contest	12/10	\$70.00
Cafeteria Retirement Gift	12/22	\$50.00
Sarris Top Sellers	1/17	\$60
		\$345.15 Total

Staff Appreciateion Gifts (\$1,800)			
Item	Date	Price	
Teacher Back to School Snacks	7/31	\$62.15	
Teacher Welcome Breakfast	8/21	97.34	
Teacher Back to School Coffee	8/22	297.00	
Jan Monthly Teacher Appreciation	1/8	\$39.01	
April Monthly Teacher Appreciation	4/21	\$50.00	
		\$545.50	Total

School Supplies for Teachers in Need (\$800)			
Item	Date	Price	
Mrs. Alex	9/24	\$30.00	
Ms. Ward	11/7	\$29.59	
Frist Grade	12/5	\$67.81	
Ms. Ward	2/8	\$30.00	
Lisa Chandler	3/17	\$30.00	
Haely Mollica	4/3	\$30.00	
Katie Spin	4/3	\$22.13	
		\$239.53	Total

School Supplies for Sudents in need (\$100)			
Item	Date	Total	
Clipboards	11/30/2025	\$17.24	
	Total	\$17.24	

Field Trips			
Grade	Date	Total	Comments
Kindergarten			
Kindergarten Bus			
First Grade	12/1	\$150.00	Deposit
First Grade Bus			
Second Grade		\$0.00	
Second Grade Bus		\$0.00	
Third Grade	3/9	\$252	
Third Grade Bus			
Fourth Grade	3/18	\$322.00	
Fourth Grade Bus			
Fifth Grade			
Fifth Grade Bus			
Sixth Grade	4/28	\$1,300.00	
Sixth Grade Bus			
Symphony Bus		\$0.00	
Special Ed Trip		\$0.00	
Special Ed Bus		\$0.00	
		\$2,024.00	Total

Holiday Parties & Classroom Snacks (\$1,950)			
Name	Date	Price	
Halloween Juice	10/4	\$95.84	
Halloween Snacks	11/18	\$200.00	
Holiday Party Games	12/8	\$36.40	
Holiday Party Bubble House	12/3	\$375.00	
Holiday Party Treat	12/14	\$224.00	
Valentines Day Supplies Amazon	1/4	\$173.66	
Valentines Photo Booth	1/18	\$500.00	
Party Storage Bins	2/3	\$21.40	
Valentines Party Snack	3/9	\$200	
		\$1,826.30	Total

Bulletin Board (\$100)			
Name	Date	Price	
Edith Adamson	8/21	\$33.15	
Olesea Sizemore	2/8	11.77	
Megan Thomas	3/17	\$15.96	
Melisa Leventry	4/21	\$16.27	
		\$77.15	Total

Bank Fees (\$50)			
Name	Date	Price	
Givebacks	10/13	\$2.00	PTA membership transaction fee
		\$2.00	Total

In School Program Support (\$400)			
Name	Date	Price	
Mad Science	11/21	40.00	
Giving Tree	12/6	\$101.56	
Hygeine Products	12/8	\$158.19	
		\$299.75	Total

Talent Show (\$900)			
Name	Date	Price	
Amazon - Popcorn Maker	1/18	139.98	
Olesea Sizemore Decorations	4/8	\$72.84	
Olesea Sizemore	4/30	\$63.14	
		\$275.96	Total

Miscellaneous (\$375)			
Name	Date	Price	
Skate Night Glow Items	11/4	\$37.01	
		\$37.01	Total

Final comments from Tami:

- We will have a surplus in our account at the beginning of the 2026-2027 school year. We will review with the new board to ensure they understand what we recommend they budget for going into the new school year.
- There is no minimum or maximum that should be carried over but we should budget for all funds available.
- Whatever is decided then every paid member needs to vote on it.
- Q: Can we restock some of the items in the PTA closet? Yes we can use some of the *Students in Need* or *Teachers in Need* budget since those were mostly unused
 - We might need to advertise the PTA closet supplies availability more next year
 - We have pencils and notebooks in abundance
 - Can we communicate this to the teachers ahead of time about what we can provide so they don't need to add it to the list for parents?
 - Maybe add a line on the budget for "mid-year restock"
 - Tami will add to the vote that she sends out to allocate certain amount for classroom supplies