

Minutes of the South Fayette  
Elementary PTA Meeting  
November 20, 2008



**Gina Duncan - President**  
**Mary Ann Sabo - Vice President 1**  
**Kari Bair - Vice President 2**

**Laura Helbling - Treasurer**  
**Traci Miller - Secretary**

Gina Duncan called the meeting to order at 6:35 pm. The Pledge of Allegiance was said. An inspirational poem was read by Mary Ann Sabo. All members present were introduced.

Minutes of the last regular PTA meeting were reviewed. They will stand as approved.

Gina mentioned an article on the Artist in Residence program from *South Fayette & Neighbors* magazine. She then read an email from a parent of a second grader regarding the Artist in Residence program. These items were circulated along with a thank you note from the teachers for the faculty dinner provided by the PTA during Parent-Teacher Conferences. The dinner was appreciated and enjoyed by everyone.

**TREASURER'S REPORT**

Detailed financial statements containing the balance sheet, profit and loss budget vs. actual report, and check detail report were distributed at the meeting and are on file for review.

Previous Balance Checking	\$52,048.56
Previous Balance Savings	\$14,677.38
Deposits	\$ 7,550.74
Expenses	<u>\$17,535.39</u>
Current Checking Balance	\$42,063.91
Current Savings Balance	<u>\$14,677.38</u>
Total	<u>\$56,741.29</u>

While the book fair expenses have been paid, the fundraiser expenses have not been paid.

**PRESIDENT'S REPORT**

**PDF FILES**

Gina requested that anyone sending files for attachments please use a \*.pdf format as opposed to an excel or word format. Gina can convert a spreadsheet or word file to the \*.pdf format if anyone needs help with that. Email the file to Gina, and she will usually be able to send it back in the new format quickly. At times, she may need more notice. Denise said that the school can also convert the files.

**VICE PRESIDENTS' REPORTS**

**VOLUNTEER HOURS**

Please submit any volunteer hours that you have.

**COMMITTEE REPORTS - UPCOMING EVENTS**

**HR REPS**

All the preparations have been made for the holiday parties. The PTA is providing pizza and water. The children can bring their own dessert for themselves. The PTA should not have a few desserts on hand in

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case children forget to bring one. Parents should enter through the front doors for this party to avoid long lines at check-in. Only parents are invited to the holiday performance due to space limitations.

**FUNDRAISER**

Distribution of the fundraiser items went well. Thank you to everyone who helped out. The incentive assembly will be on Tuesday. The classes are divided into AM and PM sections. Twelve children will be on stage at a time as three teams of four. The AM assembly will have 67 children participating with 60 participating during the PM assembly. This assembly will be for students only.

**REFLECTIONS**

There were 56 entries in 7 of the 8 categories including three musical compositions. They were displayed during Parent-Teacher Conferences. The whole process worked well. Five judges were used. The results will be announced this week.

**ARTIST IN RESIDENCE**

The second grade residency has just finished up. There were workshops on shadow puppets for all the classes, and puppet-making and performing for the core groups. Third grade is starting the mosaics that will be displayed in the new Children's Hospital. Children's is helping with the artist fee.

**HOLIDAY MART**

The truck will make this delivery on 12/1 (Monday) including tables and registers. Set-up and shopping will be on Tuesday. Denise recommended that someone call Roberta or Becky to make sure someone will be available to unlock the doors. So far, there have not been many volunteers to sign up. Shopping is through 12/10 with Tear-Down on the same day. Each child gets a free \$1 coupon to spend, and there will be a raffle for each class.

***COMMITTEE REPORTS - PAST EVENTS***

**FAMILY SCIENCE NIGHT**

There is no report on this event so far. Attendees thought it was nice. The program may have been a little too long. Maybe it's best to keep it to around 20 minutes.

***COMMITTEE REPORTS - ONGOING EVENTS***

**CUBS CORNER**

This is going well. The order forms are helping. These shopping days may be added back to the school calendar as some students aren't being reminded in class. Denise said that the December calendar can still be updated. Some merchandise will be set up during Holiday Mart. Parent-Teacher Conference sales were \$2500.

**BOX TOPS**

The October mailing was \$1700. There is currently a contest running from 11/3 through 12/4. There will be a drawing for two winners for \$20 North Park Clubhouse gift cards. The 5,000 goal has already been met.

**CAMPBELL'S LABELS**

These will be mailed out soon. The UPC code is all that is required, not the entire label.

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**YEARBOOK**

This committee is meeting each week. The order forms have gone out. Volunteers are always needed. Please check the SFEPTA website for the meeting days and times.

**MEMBERSHIP**

The membership goal has been met. There are currently 713 members. This committee has applied for the appropriate membership awards (10% membership increase and early bird).

**INDOOR RECESS**

These boxes of supplies are being delivered this week. This committee will ask the indoor recess monitors to remind the children to help keep the supplies neat. Denise is going to check in to the issue of some third grade classes being limited to four children using the supplies at a time. It was recommended to provide a list of items that get used up quickly to parents if they asked for suggestions for donations. Please remember to submit any necessary gift forms in a timely fashion for principal approval so they can then be passed on to Dr. Hippert and the school board.

**PAW PRINT**

The deadlines for this year need set, and this committee also needs a chairperson.

**MARKET DAY**

This committee provided the food for the faculty dinner during Parent-Teacher Conferences. There is a cookie dough contest currently going on. The website will be updated with the information.

**ACCELERATED READER**

The participating students will be posted on the website soon.

**ADOPT-A-BOOK**

Thirty-five books were adopted during Parent-Teacher Conferences. The specials teachers sold the books during the conferences. So far, 55 of 150 books have been adopted. It was recommended that maybe Mrs. Petrick could present the books during library class with perhaps a special announcement as well.

**HEALTH & WELLNESS**

The October Fitness Calendars are finished. The next meeting to count the calendar hours is 12/10 at 9am. Please try to have your children participate in the calendars.

**READING DEN**

We are in the second week of exchanging these books. There are a lot of volunteers to help.

**NEW BUSINESS**

**INDOOR RECESS BUDGET INCREASE**

This committee is requesting a budget increase of \$150 to purchase additional bins to hold the supplies and due to the enrollment increase. Mary Ann Sabo moved to increase the budget. This motion passed unanimously.

**REFLECTIONS BUDGET INCREASE**

This committee is requesting a budget increase of \$200 due to the large increase in entries this year (56 vs. 20 from last year). Denise Beverina Moore moved to accept the increase. This motion passed unanimously.

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***MISCELLANEOUS***

Distribution for the annual Food and Gift Drive for South Fayette families and children will be on 12/13. The Food Drive begins on 12/1. Denise Beverina Moore reminds everyone that this is a nice way to reach out to help others.

Marcy Walasik sends her appreciation for all of the help her family has received.

Theresa Burroughs was the winner of tonight's drawing.

Gina Duncan adjourned the meeting at 7:42 PM.

There were 14 people in attendance. Thanks to everyone who attended!

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Traci Miller  
Secretary

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Date Approved