

Minutes of the South Fayette
PTA Executive Board Meeting
August 4, 2009



Gina Duncan	- President	Laura Helbling	- Treasurer
Brynne Allcorn	- Vice President 1	Tricia Ford	- Secretary
Kari Bair	- Vice President 2		

Gina Duncan called the meeting to order at 6:16 pm. The Pledge of Allegiance was said. Brynne Allcorn read an inspirational poem.

Minutes of the last Executive Board PTA meeting (Feb 18, 2009) were reviewed. They will stand as approved.

The following documents for 2009-2010 were distributed to all present: Agenda, Elementary PTA Events, SFEPTA Committee List, SFEPTA Goals, Standing Rules, Proposed budget, Sales and Use Tax Certificate of Exemption, PA Exemption Certificate, Executive Meeting Minutes February 18, 2009, SFE Online Forms.

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.

Previous Balance Checking	\$40,333.92
Savings	<u>\$14,758.34</u>
Total	\$55,092.26
Deposits 5/13/09-8/4/09	\$10,567.32
Expenses 5/13/09-8/4/09	\$15,442.78
Current Balance Checking FNC	\$35,458.46
Current Balance Savings FNC	<u>\$14,776.84</u>
Total	<u>\$50,235.30</u>

The Treasurer's Report was approved.

All members present were introduced and Gina distributed new lanyards to all new committee chairmen.

PRESIDENT'S REPORT:

Website:

Gina will be updating the website. Please cc Gina when asking for any information to be sent out by Roberta.

Forms:

PTA forms are available online on the PTA website. All present were given a list of the forms available.

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Committee Changes/Deletions/Additions

Binders have all been passed on to new committee chairs and that went smoothly. Gina explained the use of each of the forms that should be in each binder. In order to get reimbursed for money spent on a committee, a reimbursement form needs to be completed and forwarded to Laura Helbling. If your committee brings in money, a deposit form with the money should be promptly completed and forwarded to Laura Helbling. Gina explained how a proposal is made using the proposal form. Each committee binder should have forms to record volunteer hours. If your committee needs to order food from the South Fayette food service, a Catering Request form needs to be completed. When requesting copies, first check with Laurie Gray. If your committee is giving something to the school, i.e. art boxes etc. a donation form needs to be completed. Gina reminded everyone to be use the new PTA logo. She also explained that if you are buying something that is to be used by the PTA you may use the PA sales and use tax exemption form handed out at the meeting.

Only committees that had changes were discussed, including:

Accelerated Reader

We have an opportunity to change to a web-based program. The cost is \$4000.00 to start. The benefits are parents will be able to log on and get a list of their child's list of books instead of waiting for the school to print up reports. Also greener, no paper copies will be needed. All AR tests will be available under this program, so no more buying just what we want, any library book that has a test will be available to us. If we decide to change our mind down the road, we still own all the tests we already purchased.

Adopt-a-book

We want to sell all the books we currently have before buying new ones. Members felt that teachers need to better promote this program and make a bigger deal when the students receive his/her new book.

Art Fair

We are doing away with Art Fair due to lack of interest.

Campbell's Labels

We are doing away with Campbell's Labels due to lack of interest.

Certificates

Enthusiasm for buying certificates seems to have dropped off, so a decision was made to cancel buying both Shop-n-Save and Giant Eagle certificates at this time. If we feel there becomes a need for it, we can always resume it.

Family Game Night

There will not a Family Game Night due to lack of a committee chairman. No money has been set-aside for this committee. There was talk of alternating Family Game Night with Family Science Night. If a request is made to add this event, an adjustment can be made to the budget to allow it.

Family Reading Night

There will not be a craft for Family Reading Night.

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Family Science Night

Ideas are needed on how to increase participation in this event. The general feeling is we should not have to pay any organization in order to provide a show. They should be coming as a donation. Some also felt that due to the science show part, students did not get to spend enough time at the exhibits.

Fitness

This committee is being changed to Family Fitness Night. It will be an evening event where students will be able to do an assortment of physical activity. A decision was made to eliminate the fitness calendar.

Little Lions Ambassador

This position was cancelled due to lack of a chairman. Also, a decision was made to cancel New Family Tea.

Homeroom Reps

Due to a change in the school calendar and to avoid the confusion of the Holiday show with the parties, the Holiday parties will be on a full day of school and therefore no pizza will be needed this year. In order to cut costs, water is being eliminated from all parties. Students have water fountains. The no food also applies to the ice cream sundaes that were served at the Valentine and Halloween parties. Each child will be allowed to bring in their own special treat for each of the parties.

MISCELLANEOUS:

Karen Bushmire mentioned the idea of having SF Night at PNC Park. Tickets would cost \$20.00 and SFEPTA would get \$5.00 if 100 people buy tickets.

Gina Duncan mentioned that in order to cut costs, subscriptions to *Our Children* and *Pennsylvania PTA* would be limited to each of the 5 board members (president, VP1, VP2, treasurer and secretary), 1 copy would go to the Elementary office and 1 to the SF superintendent.

Brynne Allcorn asked if money could be put back into the leadership-training budget in order to encourage more to go to PTA summer leadership training and to the PA PTA convention in April. After some discussion, it was decided that the issue should be brought up at the September meeting where it can be voted in by the general membership.

VICE PRESIDENTS' REPORTS:

Volunteer Hours

As a charitable organization, volunteer hours must be tracked since the organization's value lies within its volunteer time. This information must be stored for the tax-exempt status as well. All volunteer hours need to be forwarded to Kari Bair.

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COMMITTEE REPORTS:

UPCOMING EVENTS:

Staff Appreciation

Bus driver luncheon is coming up on Monday August 17. There are 58 people expected for this luncheon. Laura Helbling and Brynne Allcorn will be arranging it. Michelle Van Bibber is the new staff appreciation committee chair and will be responsible for the Teacher's breakfast and lunch.

Membership

New membership campaign ideas were discussed. Ideas like 3 For Me, or 2-Hour Power. Instead of gift baskets, an idea was to use some of the Giant Eagle gift certificates the PTA already has. Suggestions were made to have teachers more involved by having them send out emails asking for parents to join. The thought was parents might pay more attention to an email coming from their child's teacher. Another idea was have a small skit done during the morning announcements to boost membership numbers.

Fundraiser

Gina will once again be helping with the Fundraiser. Jen Swider will be the chairman. Great American will once again be used. We have a new rep that has been doing this for a long time and is looking forward to working with SFEPTA. They are working on prize ideas. The main prize will once again be the Brain Show. A Thursday kick-off was suggested in order to take advantage of the weekend. A prize for selling over 30 items will be a Chuck-E-Cheeses limo ride. There will be a moneybox for all contestants leaving the stage. There will also be \$20.00 bills in some of the water bottles as prizes for the 2nd level of prizes. A 1st level prize idea might be "Popsicles with Laurie Gray".

Artist in Residence

Questions were raised about the Pittsburgh Center for the Arts providing their portion of the funding for this program. It will depend on Governor Rendell's budget, which has as of this meeting date not been passed. We may have to make some changes like only having one grade doing AR in the future.

First Grade Lunch

The video explaining lunch will be done earlier so that the students do not miss recess on their first day. Natalie Kugler will be sending out a request for parent volunteers.

PAST EVENTS:

Summer Reading

Was successful and no problems to report.

Track and Field Day

Track and Field day was a huge success. No problems. Everyone agreed that the water bottles were a great hit.

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Yearbook

Everyone was very pleased with the how the Yearbook turned out.

ONGOING EVENTS:

Membership

A membership table will once again be available at Meet the Teacher.

Cubs Corner

Store still does not have a home. They will continue to use the stage. Improvements will be made for transitioning students to and from recess and store. Cubs Corner will be purchasing from Sami's instead of Reliable. A change will be to use more order only sales.

Market Day

Leigh Anne Lasker and Sarah Emanuel are the new chairmen for Market Day. Cerena will stay on to help them make the transition.

School Pride

The theme for 2009-2010 will be Wild about SF.

NEW BUSINESS

Goals

1. **Increase Volunteer Base**
2. **Improve Communication**
3. **Adjust Committees/Events to better reflect needs of the school**

Goals were discussed, voted on and unanimously approved.

Meet the Teacher

Meet the teacher will be on Thursday August 20th. This year there will be a Para educator on the buses that take the children on a campus tour.

Standing Rules

Standing Rules are being changed to add back in 2-day time meeting times. The reason for the change is because last year there was no significant improvement in attendance by changing all the meeting times to evenings.

In attendance were: Laurie G., Gina D., Laura H., Brynne A., Amie C., Kelly F., Kristin S., Jen S., Sandy H., Michelle U., Melissa P., Debbie N., Dana B., Jami T., Debi K., Michelle V., Cerena B., Karen B., Laura B., Karen B., Elaine W., Erica B., Donna M., Sarah E., Leigh Anne L., Kristin P. Thanks to everyone who attended!

Next Executive PTA meeting - February 17, 2010 at 5:45 PM

Tricia Ford/by Brynne Allcorn
Secretary

Date Approved