



PTA Meeting Minutes

PTA: Fairview Elementary School

Date: Tuesday, Oct. 8, 2019 Time: 6:00 p.m.

I. Call Meeting to Order: PTA President Alexis Saponsky called the meeting to order at 6:04 p.m. with 38 members present. (See Attachment A.)

II. Approval of the Minutes: Motion to approve the PTA Meeting Minutes of Sept. 10, 2019. Liz Wojciechowski made a motion to approve the minutes of Sept. 10, 2019; motion seconded by Bonnie Lazar; all in favor; none opposed; motion carried.

III. Consent Agenda:

A. Raffle Baskets Wanted!

New to our Open House this year, the Fairview PTA will be holding a Basket Raffle, selling tickets for a chance to win some cool stuff! But we can't start this fun tradition without your help. We are looking for basket donations – already wrapped and assembled please – to make this fundraiser a success. Please consider donating one and/or pass the word to any local business owners you think might want to donate too.

Baskets can be of any theme and can contain anything expect alcohol. Use your imagination! Some ideas include beauty and spa, electronics, books, music, toys and games, fitness, lottery tickets, sports, holiday, and gift cards.

The baskets can be dropped off at Fairview on **Thursday, Nov. 7, from 5 to 7 p.m.**, or on the day of the Open House, **Tuesday, Nov. 12, from 9 to 11 a.m.**

Thanks in advance - We can't wait to see what kind of baskets our Fairview families will put together!

B. Sixth Grade Bake Sale

The 6th grade class will be hosting a bake sale during open house on **Tuesday, November 12**. This will help raise funds for the various events we host for the 6th graders throughout the year. Any 6th grade parents, or anybody else, that would like to donate baked goods can send them into school that day or drop them off anytime during the day. The bake sale table will be located right inside the front doors. Please contact us if you have any questions or if you can donate. Please donate goods pre-packaged (except cupcakes), also larger family take home items are big hits.

Amber Clymo aclymorxd@gmail.com and Janelle Gutkowski jgutkowski129@yahoo.com

C. PTA President Saponsky: Motion to Approve the Consent Agenda. Nicole Kobusky made a motion to approve the consent agenda, seconded by Jeannie Benninger.

IV. Reports of Officers

- A. Principal's Report: Kevin Seyer – Mr. Seyer noted that we are at 26 student days or 14.4 percent into the school year. September was a busy month for the PTA. The attendance at the Back to School Bash was outstanding, Seyer said, and he thanked the PTA board members for their hard work. Events like



the bash are a way for Fairview to put its best foot forward, bringing together the community, and showing students that school is something to celebrate, he said.

Two more community events this year will allow the community to gather – the chorus singing at a Penguins game and at a Railriders game. The events will be paired with Fairview fundraisers where a portion of ticket sales go to the PTA. A similar event will be held on Oct. 24, where Friendly's customers from the school can get a portion of their bill donated.

Seyer went on to congratulate everyone for bringing in the most Race for Education labels ever. The Race is this Friday, Oct. 11. He also mentioned the Haunted Nature Trail coming up, as well as no school on Oct. 14, and in November before the next meeting, Open House and American Education Week.

- B. Head Teacher's Report: Raelene Macking – Mrs. Macking thanked everyone for coming and noted that October is a busy month for students with Halloween activities being the focus. Mrs. Funk thanks everyone who donated Legos to her classroom, Macking said. The school's first OnTrack assembly of the year will be on Oct. 18 and she explained that it's a positive behavior program where students are rewarded for having good character.
- C. President's Report: Alexis Saponsky – President Saponsky stated that PTA memberships are accepted all year long and, to participate or volunteer for activities, parents must be PTA members with up-to-date PATCH clearances. She thanked everyone who helped with Race preparations and said she hopes this year is the most profitable to date.
- D. 1st Vice President's Report: Megan Kennedy – Vice President Kennedy said she will be the contact person for the Basket Raffle collection (See Consent Agenda) and asked that those who want to donate a basket to contact her, to ensure there isn't an overlapping of themes. At the recent homeroom parents meeting, she said, classrooms had coordinated to make baskets for each grade. Saponsky asked Mrs. Macking if she could ask the teachers to donate baskets as well. Kennedy went on that she is open to ideas for after-school activities and those who volunteer to lead can choose the dates, times, and other details.
- E. 2nd Vice President's Report: Jamie Halpin. – Vice President Halpin explained she is in charge of a Montage Mountain fundraiser. Anyone who purchases a 2020 waterpark membership for \$69 through the school will get \$10 donated to the PTA. The \$69 memberships are the lowest price going to be offered, even lower than on Black Friday, she said. Also, anyone who purchases gift cards for any value \$25 or over, to be used at any Montage event, will get 10% of the card value donated to Fairview. The deadline for ordering the memberships and gift cards from Fairview is Nov. 15.

Saponsky added that Fairview PTA volunteer T-shirts are still for sale for \$12 each. Most of the first order has been sold with seven extra-large sizes left and, if people are interested, more will be ordered.

- F. Treasurer's Report: Doug Long – Treasurer Long went over the financial reports. (See Attachment B.) Membership dues are starting to come in and a lost check for class pictures, for \$791, was just received. Field trip bus expenses from last spring appear on the recent reports as those are billed later.



Kristen Long added that the Fairview Spiritwear fundraiser was successful with 215 pieces ordered, making \$776 in profit. The orders will be ready in mid-October and sent home with students.

- G. Recording Secretary's Report: Nicole Barr – Secretary Barr stated that the newsletter is out with lots of information. Paper copies were sent home and it can be found online. Anyone with information to go in next month's edition is asked to email it to Barr, at kismet023@hotmail.com, by the 25th of this month.
- H. Corresponding Secretary's Report: Tiffann Myers – Secretary Myers noted the first Reading is Fundamental book giveaway will be on Race Day, Oct. 11, and students will each be bringing home a free book.

V. Reports of Committees

- A. Race for Education: Kelly van den Berg – Dunk Day went well, van den Berg said, and she thanked Mr. Seyer for participating. Checks from the Race mailers are coming in. \$3,480 has been accounted for with another \$6,000 counted tonight. With the goal set for \$35,000, van den Berg said we are off to a good start and added that donations can be sent in at any time throughout the year. Students will receive T-shirts on Race Day and they should wear long-sleeve shirts to school and sneakers. Anyone wishing to volunteer on Race Day is asked to do so by Oct. 9 through signup.com. The Race will include a photo station, snacks, music, and face painting and the children will do laps around the school. Volunteers will be divided among stations and placed around the school so that the students can be seen at all times.
- B. Haunted Nature Trail: Nicole Barr – A meeting was held on Oct. 1 to explain trail information to fifth- and sixth-grade parents and there was a big turnout, Barr said. So far, four skits have been received and a few trail guides have signed up with Oct. 15 being the deadline. A dress rehearsal will be held on Oct. 23 and volunteers are needed for the night of the trail, Oct. 25. Instead of collecting for the Backpack Program, which is well stocked this year, the trail will go back to charging a small fee for admission - \$2 per person and \$5 per family.
- C. Haunted Trail Concessions: Jamie Halpin – The trail always has a huge concession stand with a variety of foods, Halpin said. Donations are needed for food, drink, and paper products and a sign-up sheet will be provided at the end of the meeting. Volunteers are also needed to work the concession stand that night. Saponsky added that the stand usually makes \$1,000. What isn't sold will be donated.
- D. Reflections: Kristy Piccolotti – Saponsky noted that Reflections forms went home and can also be found online. The final deadline is Oct. 25 and entries will also be collected at the school on Oct. 21 and 22, from 8:30 to 9 a.m.
- E. Third-grade Feast: Jeannie Benninger – The third graders will have an annual Thanksgiving Feast Nov. 12 where they will dress like pilgrims and Indians and sing. Donations for the Catherine McAuley House will be collected from the whole school. Food for the feast will be collected from third-grade parents who are also needed to put on the production. Information will be sent home soon.
- F. American Education Week: Tina McGovern – After some discussion, it was decided Fairview will hold its American Education Week in accordance with Open House week, as it usually does, even though the National event is the week after. Fairview's will be Nov. 12 to 15 and volunteers are needed to read to the students.



- G. Open House: Alexis Saponsky – Discussed in the Consent Agenda.
- H. Spirit Days: Shannon Falcheck – The first Spirit Day at Fairview will be on Race Day and the students will wear their Race T-shirts. A class participation contest won't be taken for this race day since everyone is involved. The next Spirit Day will be Nov. 15 – wear your favorite team jersey or shirt and then on Dec. 19 – holiday wear to coincide with the class parties.
- I. Homeroom Parents: Lynne Rinehimer – A homeroom parent meeting was held last week to plan for the Halloween party, to be held on Oct. 31 right after the 1:45 p.m. parade. Every person chosen to attend a party or a field trip should be notified by Oct. 9.
- J. FV @ Friendly's: Dianne Sayre – A fundraiser will be held at Friendly's Restaurant on Oct. 24 from 4 to 8 p.m. where part of a customer's bill will go to the PTA.
- K. Montage Tickets: Jamie Halpin – Discussed in Section IV. E.
- L. Box Tops: Janelle Gutkowski – Paper box tops have still been turned in. The new app is also being used. The committee is deciding how to credit classrooms for app purchases. Some parents at the meeting said they received an email receipt after using the app that could be printed while others said they did not.
- M. Skateaway: Doug Long – Fairview's first Skate Night fundraiser will be on Nov. 4 from 6 to 8:30 p.m. Admission is \$5 plus \$2 for skate rental, if needed. Skateaway closes to the public once a month for Fairview nights, usually on a Monday. The December event will be on Dec. 9. Long said last year there were great turnouts that resulted in a few free Skate Nights at the end of the year and he encouraged all to attend.
- N. Other: Bonnie Lazar inquired about the PTA hosting a Bus Driver Appreciation Day in October again. Mr. Seyer suggested it be held during American Education Week.

VI. New Business: Discussion and Vote on Adopting PTA Bylaws – President Saponsky noted at the beginning of the meeting that copies of the Fairview PTA Bylaws were placed on each table for members to review. With the current bylaws expiring, new ones must be adopted, she explained, but no changes were made to the previous bylaws. Saponsky asked if anyone had questions and no one did.

Liz Wojciechowski then made a motion to accept the new bylaws and Lynne Rinehimer seconded the motion. Asked all in favor, all in attendance raised their hands; asked opposed, no one raised a hand; motion unanimously carried.

VII. Announcements:

- **REMINDER: PATCH Clearances** are good for five years and many are now expiring. You **MUST** have a clearance on file with the school to volunteer at PTA functions. The PATCH clearance is completed electronically at epatch.state.pa.us. Please make two copies of your clearance, one for you to keep and one for the school. Send the copy for the school in an envelope to the office.



- **Amazon Smile** – Don't forget that Amazon will donate .5% of your purchases to the Fairview PTA. Just use smile.amazon.com instead of amazon.com to make your purchases and select Fairview PTA as your recipient organization.
- **Newsletter and Calendar** items are due to Nicole Barr by the 25th of each month. Please send info to kismet023@hotmail.com.
- **Fairview on Facebook** – Like our page to get up-to-date info: “Fairview Elementary PTA”

10/11 – Race for Education and Spirit Day “Race Shirts”
 10/14 – No School, Columbus Day
 10/21 and 10/22 – Reflections Drop Offs, 8:30 to 9 a.m.

 10/23 – Haunted Trail Dress Rehearsal, 6 p.m.
 10/24 – Fairview at Friendly’s, 4 to 8 p.m.
 10/25 – Final Reflections Entry Deadline
 10/25 – Haunted Nature Trail, 5:30 to 7:30 p.m.
 10/31 – Halloween Parade and Class Parties, 1:45 p.m.

11/4 – Skateaway FV Night, 6 to 8:30 p.m.
 11/8 and 11/11 – No School
 11/7, 5 to 7 p.m., and 11/12, 9 to 11 a.m. – Basket Donations Drop Offs
 11/12 – Open House and Third Grade Feast
 11/12 to 15 – American Education Week
 11/15 – Montage Mountain Ticket Order Deadline
 11/19 – PTA Meeting, 6 p.m. * Note Special Date
 11/28 to Dec. 2 – Thanksgiving Break, No School

12/3 – 1 p.m. Early Dismissal, Conferences to Follow
 12/9 – Skateaway FV Night, 6 to 8:30 p.m.
 12/11 – Chorus Concert, 7 p.m.
 12/13 – Holiday Night at FV

12/18 – Chorus@Penguins Game/FV Fundraiser 6pm
 12/19 – Class Holiday Parties
 12/20 – Early Dismissal, 1 p.m.
 12/23 to 1/1 – Winter Break, No School

VIII. Adjournment by PTA President. President Saponsky made a motion to adjourn the meeting at 6:51 p.m.

X – Nicole Barr, recording secretary

The foregoing minutes were approved on _____



(Attachment A:

SIGN IN - FV PTA 10-8-19

NICOLE BARR
 LYNE RICHIMER
 Bonnie Lazar
 Jolanta Rupo
 Irish Iradue
 Holly Kopus
 Ling Wong
 Doug Long
 Janelle Gutkowski
 Gerardo Giordano
 Nicole Gallardo
 Heather Davis
 Jessica Danko
 Kelly Pitter
 Bailey Minet
 Jack Minet
 Heather Davies
 Cindy Elliott
 Priscilla Cooney
 Jeannie Behminger
 Alessa Dapoz
 Jacque Michelny
 Robyn Hoban
 KATIE - MARTIN
 Jamie Halpin
 Dawn Kuniegl
 Colleen Blau
 Melissa Michael
 Nicole Kobusky
 Megan Kennedy
 Tina McGovern

Meghan Gagorik
 Crislyn Barbas
 Amber Clymo
 Shannon Falcheck
 Celeste Snyder
 Heather Collieran
 Lori Barram



(Attachment B:

10:07 PM
10/04/19
Accrual Basis

Fairview Elementary PTA, Inc.
Profit & Loss Budget vs. Actual
July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Book Fair		5,000.00	-5,000.00
Class Pictures	791.00	750.00	41.00
Corporate Fundraising	39.55	7,750.00	-7,710.45
Haunted Nature Trail		1,000.00	-1,000.00
Interest Earned	0.63		0.63
Membership Dues	643.00	600.00	43.00
Race for Education		35,000.00	-35,000.00
School Shirts	423.00	500.00	-77.00
Total Income	1,897.18	50,600.00	-48,702.82
Gross Profit	1,897.18	50,600.00	-48,702.82
Expense			
3rd Grade Feast		100.00	-100.00
6th Grade Y-E Activities		4,000.00	-4,000.00
Admin - Postage, Office Supply	67.44	300.00	-232.56
Back to School Bash	1,084.14	1,200.00	-115.86
Box Top Expenses		300.00	-300.00
Bulletin Boards	19.08	50.00	-30.92
Create-A-Book (5th grade)		400.00	-400.00
Donation - Senior Lock In		100.00	-100.00
Enrichment Programs		6,000.00	-6,000.00
Fairview Spirit		150.00	-150.00
Field Trips	9,615.64	15,000.00	-5,384.36
Fun Days		3,000.00	-3,000.00
Holiday Shop		200.00	-200.00
Insurance		250.00	-250.00
K-6 Class Funds	75.00	1,000.00	-925.00
Kinderarten Total		500.00	-500.00
On Track		2,000.00	-2,000.00
On Track Giveaways		1,500.00	-1,500.00
Other Miscellaneous Expenses	1,094.67		1,094.67
Paper		500.00	-500.00
Photocopier - maint/supplies		300.00	-300.00
Professional Tax Prep		400.00	-400.00
R-I-F		2,500.00	-2,500.00
Race Expenses	1,981.03	6,400.00	-4,418.97
Reflections		750.00	-750.00
Sam's Club Membership		100.00	-100.00
School Play		200.00	-200.00
Spelling Bee	165.00	600.00	-435.00
Staff Appreciation	406.41	1,400.00	-993.59
Talent Show	120.52	250.00	-129.48
WeatherBug		650.00	-650.00
Yearbook	-90.00	500.00	-590.00
Total Expense	14,538.93	50,600.00	-36,061.07
Net Ordinary Income	-12,641.75		-12,641.75
Other Income/Expense			
Other Income			
FV Backpack Meal Program	-308.41		-308.41
Total Other Income	-308.41		-308.41
Net Other Income	-308.41		-308.41
Net Income	-12,950.16		-12,950.16



10:10 PM

10/04/19

Accrual Basis

Fairview Elementary PTA, Inc.
Transaction Detail by Account
September 2019

Type	Date	Num	Name	Memo	Cir	Split	Amount
Interest Earned							
Deposit	09/30/2019			Interest		Citizens Bank ...	0.17
Total Interest Earned							0.17
Membership Dues							
Deposit	09/19/2019			Deposit		Citizens Bank	2,105.00
Check	09/20/2019	4397	PA PTA	2019-2020 (2...		Citizens Bank	-1,435.00
Check	09/25/2019			Bounced che...		Citizens Bank	-27.00
Total Membership Dues							643.00
School Shirts							
Deposit	09/28/2019			PTA Volunte...		Citizens Bank	423.00
Total School Shirts							423.00
Admin - Postage, Office Supply							
Check	09/22/2019		Deluxe Bus Products	deposit silps		Citizens Bank	-67.44
Total Admin - Postage, Office Supply							-67.44
Back to School Bash							
Check	09/12/2019	4393	Doug Long	Start-up Cha...		Citizens Bank	-100.00
Check	09/13/2019	4394	Josh Turner	DJ		Citizens Bank	-250.00
Check	09/13/2019	4395	Moonwalk Guy	Bounce House		Citizens Bank	-517.28
Check	09/13/2019	4396	Nicole Barr	Ice Cream an...		Citizens Bank	-316.86
Deposit	09/14/2019			Start up Cha...		Citizens Bank	100.00
Total Back to School Bash							-1,084.14
Bulletin Boards							
Check	09/10/2019	4391	Karin Wilkinson	Pictures Bul...		Citizens Bank	-19.08
Total Bulletin Boards							-19.08
Field Trips							
Check	09/24/2019	4398	SWB Railriders	Deposit - Saf...		Citizens Bank	-50.00
Total Field Trips							-50.00
Other Miscellaneous Expenses							
Deposit	09/26/2019			DVD Kinderg...		Citizens Bank	25.00
Total Other Miscellaneous Expenses							25.00
Race Expenses							
Check	09/10/2019	4390	Kelly van den Berg	Address Lab...		Citizens Bank	-220.97
Total Race Expenses							-220.97
Staff Appreciation							
Check	09/10/2019	4392	Bonnie Lazar	Teachers Ba...		Citizens Bank	-300.41
Total Staff Appreciation							-300.41
TOTAL							-650.87



10:10 PM

10/04/19

Accrual Basis

Fairview Elementary PTA, Inc.
Transaction Detail by Account
 September 2019

<u>Balance</u>
0.17
<u>0.17</u>
2,105.00
670.00
<u>643.00</u>
643.00
<u>423.00</u>
423.00
<u>-67.44</u>
-67.44
-100.00
-350.00
-867.28
-1,184.14
<u>-1,084.14</u>
-1,084.14
<u>-19.08</u>
-19.08
<u>-50.00</u>
-50.00
<u>25.00</u>
25.00
<u>-220.97</u>
-220.97
<u>-300.41</u>
-300.41
<u>-650.87</u>



10:05 PM
 10/04/19
 Accrual Basis

Fairview Elementary PTA, Inc.
Balance Sheet
 As of October 4, 2019

	<u>Oct 4, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Citizens Bank	6,831.01
Citizens Bank - Money Market	8,430.24
FV Backpack Meal Program Fund	997.07
Nature Trail Fund	1,703.53
Restricted fund reconciliation	<u>-2,700.60</u>
Total Checking/Savings	<u>15,261.25</u>
Total Current Assets	<u>15,261.25</u>
TOTAL ASSETS	<u><u>15,261.25</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	28,211.41
Net Income	<u>-12,950.16</u>
Total Equity	<u>15,261.25</u>
TOTAL LIABILITIES & EQUITY	<u><u>15,261.25</u></u>