

# PGES PTA Meeting Minutes

September 12, 2023

**Location:** PGE School Library and Google Meet

**Attendees:** Cari Santiago, Erin Coolahan, Kim Warner, Amanda McNeeley, Erica Reinhardt, Kelly Brittingham, Cassie Fick, Jessica Appel, Candice Matthews, Hillary Martell, Bryan Zillig, Katie Norton, Hope Hawks, Megan Frizzell, Kim McCray, Laura Frederick, Jami Bunis, Rachel Hamilton, Katie Meninger, Sierra Walker, Cheryl Paige, Gustave Defo, George Buddemeyer, Clyde Glover, Shelly Burroughs-Glover, Peter Smith, Melissa Macafe, Kelli Arbaugh, Robert Bennett, and Jessica Dolou

**Virtual Attendees:** Shar Beng, Francesca Giaziani, Jhaleh Rabie, Megan Zink Denham, Katie Adams, Morgan Kelly, Caitlin Duda, Mandlea Modeste

**Teacher and Staff Attendees:** Principal Lewis, Assistant Principal Edwards, Lauren DeMonbrun

Meeting was called to order at 6:35pm

## I. Welcome, Introductions, Guidelines

President Cari Santiago welcomed attendees and reviewed meeting guidelines.

- Goal to keep meetings to no more than one hour long.
- Continue the tradition of speaking with kindness
- Meetings have long agendas so we ask that any new business or interests that will need extensive discussion or research be brought to the PTA one week ahead of time so that it can be added to the agenda.
- Meetings will consist of committee reports (opportunity to report on what committees have been working on), unfinished business, new business, and open discussion.

## II. Approval of Minutes for General Meeting on 5/23/23

Kim McCray motioned to approve May 2023 minutes. Katie Meninger seconded. Attendees replied that they were in favor. No one responded nay.

## III. Treasurer's Report

- a. **Proposed budget** Hillary Martell, Treasurer, stated that the PTA decided to propose this year's budget in the first general meeting rather than at Back to School Night as it had been previously. The budget was displayed on screen for the attendees to view. It was also sent to PTA members via email on September 9, 2023.
  - i. Hillary explained that this is a category budget meaning the budget is divided into categories rather than specific line items. As a result, line items can change within the category. PTA members with questions about specific line-item budgeted amounts should email Hillary or PTA.
  - ii. Hillary noted that the PTA plans to raise funds at similar level to last year.
  - iii. We have an approximately \$6,000 carry over from the 22-23 school year.

- iv. PTA hopes to bring in \$30,000 and spend \$34,000.
  - 1. The \$4,000 deficit is covered by the \$6,000 carry over.
  - 2. The PTA plans to end the 23-24 school year with a \$1,700 carry over that will be used for beginning of the 24-25 school year initiatives.
- v. The question was asked if we could use carry over from year to year to support a bigger purchase like the electronic school sign.
  - 1. Hillary explained that the reason for the large carry over stems from the Covid years that did not allow for many PTA initiatives.
  - 2. Hillary also explained that the PTA should strive for a zero-balance budget.
- vi. Kim McCray motioned to approve the 23-24 budget. Robert Bennett seconded. Attendees replied that they were in favor. No one responded nay.

**b. September's Treasurer's Report**

- i. \$500 was spent on the Teacher and Staff Back to School Breakfast
- ii. \$952 was raised in membership fees.
- iii. \$1,300 was raised in spirit wear sales.
- iv. The PTA bank account has \$7,000 with outstanding deposits it will be approximately \$8,000 which is a great start to the year.
- v. Hillary reviewed the reimbursement procedure:
  - 1. Complete Reimbursement Form which can be found in the PTA mailbox in the office or attached.
  - 2. Staple original receipt or print receipt (if it was an online purchase) to the reimbursement form.
    - a. State PTA warned in a recent meeting that without an original receipt, the purchase is not reimbursable and should be considered a donation.
  - 3. Place form and receipt in the PTA mailbox in the main office.
  - 4. Please let Hillary know if your reimbursement is urgent.

**IV. Principal's Report**

- a. Principal Lewis received a quote for the digital marquee from a BCPS approved vendor. The quote was for \$39,916.80 without the cost to run the electric to the sign.
- b. Principal Lewis spoke about the new boundary relief study of which PGES is a part.
  - i. They are looking at zoning to prevent overcrowding.
  - ii. There will be meetings about the study on 11/15 and 11/16.
  - iii. There will be a Board of Education meeting on 3/16/24.
  - iv. More information can be found [here](#).

## **V. Teachers Update**

Ms. DeMonbrun thanked the PTA for the wonderful breakfast during the first week of school, loved seeing the PTA at Back to School night, appreciated the PTA board coming to meet with teachers and staff twice and attending a staff meeting.

## **VI. Student Support Network (SSN)**

The Student Support Network is a BCPS non-profit which provides help for students and families in need of supplies, meals, etc.

- a. PGES is 1 of 21 schools participating in the SSN.
- b. Examples of SSN initiatives last year included meal distribution at holidays, providing school supplies to students, and providing clothing to students when messes occur at school.
- c. If families are in need, they should reach out to Ms. Kubala and will remain anonymous.

## **VII. Committee Reports**

- a. Reading Incentive/Bookmark – Amanda McNeeley
  - i. There is a new bookmark this year which includes a riddle. The ribbon has also been removed.
  - ii. The first bookmark will go out to students on 10/2.
  - iii. Please send any suggestions for prizes to Amanda.
- b. Family Events – Kelly Brittingham and Erica Reinhardt
  - i. Planning for school dances, Earth Day event, summer picnic
  - ii. Need volunteers
  - iii. Please send other ideas.
    1. Board game night was suggested.
      - a. That event will happen in October and is sponsored by the school.
    2. Katie Meninger relayed Megan F.'s idea for a Trunk or Treat event.
      - a. Who could sponsor?
        - i. Dentists or orthodontists
- c. Student Appreciation – Jessica Appel
  - i. We will focus on assemblies and supporting the Prepared Panda Initiative.
    1. Steel drum band, a play, and laser light show are some ideas.
    2. Prepared Panda is a new initiative to help students take responsibility for being prepared and to alleviate issues in the classroom and main office.
      - a. A flier will go out to all students describing the Prepared Panda program in which students who are prepared to learn every day will be awarded a certificate at the end of the quarter from their teacher. Students who are

consistently prepared over the year will receive an incentive from the PTA.

- d. Spirit Wear – Kelly Brittingham reporting for Katie Kowal
  - i. Katie investigated the cost of hoodies from Fully Promoted
    - 1. The cost was \$36/each so the committee is considering a pre-sale so that they know the interest.
    - 2. The committee is considering other vendors.
    - 3. Kelly mentioned that Harford Hills recently ordered hoodies. She will check with them to find out where they had them made.
    - 4. Katie Norton suggested a website called [Bonfire](#) where you send your image to the company and families can pick what they want it printed on directly from the company.
  - ii. The committee is considering getting PGES magnets made and selling for a few dollars.
    - 1. PGES families could play the magnet flipping game where if you see a magnet on someone's car, you flip it upside down so that they know that you've been there.
  - iii. Kelly asked if anyone would be interested in purchasing an iron on sticker to apply themselves to a shirt or other item.
    - 1. There was little interest from the group.
- e. Teacher/Staff Appreciation – Katie Meninger & Katie Quinn
  - i. Katie M. reported that the committee put together a Back to School breakfast.
  - ii. Rachel will begin the Kindness Cart soon.
    - 1. The kindness cart is pushed throughout the school carrying drinks and snacks for the teachers and staff to enjoy.
  - iii. The committee would love some volunteers to help.
  - iv. The committee plans to host a winter breakfast for teachers and staff.
  - v. Cari suggested even small acts of kindness like having your student write a thank you note to their teacher.
- f. Advocacy – Morgan Kelly
  - i. Morgan was no longer in the Google Meet.
  - ii. Jessica Dolou and others explained that Morgan is a special education teacher who advocates for inclusion and support of all students. She often thinks of the needs of students that the PTA might not have considered.
  - iii. Hillary mentioned that the Occupational Therapist at the school has inquired about the PTA purchasing a sensory device. It is about \$600.
    - 1. Cari explained that we will see how our fundraising for the year goes before we fulfill requests.

g. Yearbook – Katie Adams

We are on the books for another 60-page yearbook.

- i. Katie has reached out and coordinated the dates for the book.
- ii. She will work with Ms. Fitzgerald to find a piece of 5<sup>th</sup> grade artwork for the front cover.
- iii. Katie mentioned that there will still be a coupon for faculty and staff.
- iv. The fifth grade will be gifted yearbooks again this year.
- v. Katie asked that if anyone has experience with graphics or design, she could use the help.
- vi. If you have pictures for the yearbook please send them to [pinegrovepta@gmail.com](mailto:pinegrovepta@gmail.com)

h. Fundraising – Katie Norton

The fundraising committee is hoping to raise \$20,000 this year. For all fundraisers, spread the word to your neighbors, families, communities, etc. The more people the better.

- i. Fall Fundraiser – [Raise Craze](#) which is a cash donation fundraiser where we keep 90% of the donations.
  1. The Raise Craze will have a kindness theme which encourages acts of kindness, generosity, and gratitude in exchange for a donation to PGES. Students can also register to perform acts of kindness without raising any money.
  2. The kickoff will be on 10/13 at a school assembly. It will run through 11/3, and there will be a closing assembly on 11/10.
  3. There will be lots of communication about the fundraiser and students will go home with a sticker asking an adult to help them register via QR code.
  4. There will be incentives for fundraising like those of past years.
  5. The goal for this fundraiser is \$17,000.

ii. Coin Drive

There will be a coin drive in classrooms the week of Oct. 23-Oct. 27.  
There will also be incentives.

iii. Sponsorships

There is information about various sponsorship packages on the PTA website [here](#).

1. It is easy to sell sponsorships to places that you frequent.
2. It is great publicity for businesses. We will include their sponsorship on the website, at events, etc.

iv. Parkville Lanes

There will be spirit days at Parkville Lanes on Sunday, September 17 and October 22<sup>nd</sup> 12-6pm.

1. Bowling is \$15/person for 2 hours of bowling + shoes.
  2. PGES PTA will receive \$3/person or \$5/person if they're wearing a PGES shirt.
- v. Beachmont Corn Maze
1. Friday November 3<sup>rd</sup> 6-9pm
  2. Beachmont will donate \$2/person to the PGES PTA.
  3. Attendees must show the flyer and pay in person, not online before.
- vi. Savers Thrift Store
1. Savers will buy donations that the PTA collects per pound.
  2. Soft goods are 20 cents/lb, housewares 10 cents/lb, books are 5 cents/lb.
  3. Flyers and contractor bags will be sent home announcing the fundraiser and asking folks to drop off at school on November 11th.
    - a. We will need trucks and man power to haul it to Savers.
  4. Requests to make this a successful fundraiser:
    - a. Ask stores to donate a box of bags – Home Depot, Lowes, etc.
    - b. Does anyone have access to a box truck?
- VIII. Unfinished Business -  
So far, the PTA has organized teacher appreciation breakfast, Back to School Night, Sneak a Peek, Pre-K/Kindergarten playdates.
- IX. New Business (Upcoming events) - Cari Santiago
- a. The Fun Run will be on October 19<sup>th</sup> – Kim Warner is organizing.
    - i. Ms. Porciello has plans to tie in acts of kindness and the fundraiser to the Fun Run.
    - ii. Mr. Pugh will DJ
    - iii. If you'd like to watch, let the PTA know so that we can facilitate visitor passes.
    - iv. We are looking for a volunteer to kick off the run dressed as the Panda mascot.
- X. Open Discussion
- a. Free State PTA strongly discourages the PTAs purchasing items that could be considered capital purchases or county improvement. An example could be the digital marquee sign.

The next meeting will be October 3<sup>rd</sup> at 6:30pm. Committees are free to meet at 6:00pm.

Meeting is adjourned at 7:37pm.

