

LINCOLN SCHOOL

HSA meeting minutes

Wednesday, September 15th 1:30 PM- Virtual

Co-Presidents: Mary Ellen Meehan and Meghan LaForgia

Co-Vice President: Taryn Lagonigro and Kari Dotter

Treasurer: AnnMarie Nieradka

Recording Secretary: Jessica Sullivan

ATTENDEES

Mary Ellen Meehan, Meghan LaForgia, Taryn Lagonigro, AnnMarie Nieradka, Jessica Sullivan, Mr. Adam Geher, Vickie Jengo, Vicky Sasso, Lauren Pezold, Nikol Puco, Todd Cory, Debbie Steinhauer, Alecia Scelsa, Kristina Blake, Mallory Tucker, Meredith Sztuk, Kate Fay, Lauren Groman

AGENDA

1. Welcome our new board and members
 - Mary Ellen Meehan & Meghan LaForgia- Co-Presidents
 - Kari Dotter & Taryn Lagonigro- Co-VPs
 - Jessica Sullivan- Secretary
 - AnnMarie Nieradka- Treasurer
2. Principal's Note and School Report - Mr. Adam Geher (Appendix A attached)
3. Treasurer's Report - AnnMarie Nieradka

RECENT NOTES

- Thank you to K Committee and Beautification Committee
- Successful Teacher Welcome Lunch
- Singh Family
- New A/V equipment installed
- Budget for 9/30

UPCOMING EVENTS

- Back to School Night (virtual) 9/30
- HSA Meeting Schedule for 2021/2022 school year was distributed
- School Picture Day 10/7 and 10/8
- Fall Apparel Sale
- Fall Festival 10/9
- Web update to Rob Macri

NEW BUSINESS

- Class Parents
 - \$20 collection in November to go to teachers only for holiday and year-end gifts (gift cards only)
 - HSA taking care of all aides and special ed teacher for holiday and year-end
 - HSA takes care of all teachers, aides, and special ed teachers for Teacher Appreciation Day
- CWC Education Foundation Monopoly Board
- Lincoln By-Law Review to be voted on in October meeting

FUNDRAISERS

- Half Day Bagels - \$25 for 9 days
- School Picture Day
- Fall Apparel
- HSA Membership - 3 tiers and promo items
 - Gold - \$25 magnet
 - Silver - \$50 water resistant blanket
 - Platinum - \$75 umbrella

FALL FESTIVAL UPDATE

- Saturday 10/9 ONLY (no rain date)
- Adjusted hours 12-4 PM
- Admission \$25 per family

- Vendor/Activity Status
 - Playlist sound system - Confirmed
 - Live Performances by Modern Music Academy (14+ band - Escape Velocity) - confirmed
 - Merchandise - Lincoln Socks - In progress
 - Cookies - "Paint Your Own" Lincoln Logo -- for first 150 Kids - Confirmed
 - Dunk Tank - Confirmed. Sign up genius to go out.
 - Food Trucks:
 - Rollin' in the Dough Pizza - Noon to 3 - Confirmed/COI rec'd
 - Empanada Cart - Noon to 4 - Confirmed/COI pending
 - Chicken & Waffles on Wheels - Noon to 4 Confirmed/COI Pending
 - Ice Cream truck - In progress
 - 50/50 - \$1 for 5, \$5 for 20
 - Obstacle Course - Confirmed
 - Lawn games - Confirmed
 - Nerf football toss in Lincoln paw - Confirmed
 - Art - One project raffle per class from Mrs. Kaufman
 - Brownie Bake-Off - In progress
 - Hair Feathers (David Chad)- In progress
 - Photo Props booth - Confirmed
 - Need Turf from 5th Grade Promo
 - Water Station - Confirmed
 - Snacks - To be determined

- Volunteers Needed (Parents/JCHS Students):
 - \$\$ Admissions / Cookie Handout
 - \$\$ 50/50
 - \$\$ Merchandise
 - \$\$ Water / Snack Station
 - Dunk Tank
 - Art Booth / Raffle Auction Clipboard
 - Football Toss
 - Obstacle Course
 - Photo Booth Area
 - Photographer
 - DJ / Dance coordinator

NOTES

- Cash on hand as of 9/15/21 is \$28,300, before funds for payment of A/V equipment has been withdrawn (\$11,500). Formal budget to be presented at the 9/30 meeting.

ACTION ITEMS

- Review of By-Laws per HSA League (Appendix B attached)
- Recording secretary will email minutes to Rob Macri

Appendix A
HSA School Report 9/15/21

Principal Notes:

1. Welcome Ms. King, Ms. Travers, Ms. Oh, Mrs. Timpson
2. Thank you to HSA for the staff luncheon and new projection system!
3. Upcoming Dates:
 - Instrumental Music Demonstration 9/17
 - Back to School Night (virtual) 9/30
 - Fall Festival 10/9
 - HSA Meeting 10/12

Kindergarten - We are so proud of our new kindergarteners! They are doing a wonderful job adjusting to a full day in school, and we know it's going to be a great year.

1st Grade- First graders are so excited to be back in school! We have been reading Kevin Henkes books and comparing characters. Students have also been enjoying decorating the classroom and hallways with their first grade crafts!

2nd Grade- 2nd grade Lincoln Leopards are happy to be reunited in school. We completed some nice activities, including math games, this week.

3rd Grade - 3rd graders are excited to be back at school! We started our bookshelf reading logs to keep track of our reading this year.

4th Grade - The 4th grade students are excited to be back in school with their friends and teachers. We are working on getting used to the routines of in-person school again, especially in the areas of Reading, Writing and Math.

5th Grade- Our 5th graders are excited to be the leaders of the school and to take on new responsibilities like lining up classes in the morning and raising/lowering the flag. We are being challenged by our new math program where we can use manipulatives and talk with our partners to solve problems.

Special Areas

Music- We are off to a great start! Music will continue to be taught in the classrooms however we are much closer to being “normal”. We will be allowed to play instruments as long as we sanitize before and after use. The students seem eager to participate and I am looking forward to sharing music with them! There were some scheduling changes at GCMS that affected the Lincoln School Music Classes. I (Ms. Larsen) will continue teaching most of the classes at Lincoln school. It is with a very warm welcome that I would like to introduce the Lincoln community to good friend and colleague, Ms. Elsie Timpson. Ms. Timpson has been teaching in our district for many years. You may know her from JCHS, where she has been the choral director. She also taught at Jefferson school for many years. I have always enjoyed working with her and am pleased to share my Lincoln students with her.

Appendix B

ByLaws Changes -- as per HSA League:

Jennifer and Schelli

1. Meetings / Voting at a Regular Meeting & Quorum - must be a specific % of the general members at the meeting.
2. Meetings - Regular meetings shall be held monthly, during all months school is in session (10).
3. Meetings - Twenty four hours prior to the monthly regular HSA meeting, a virtual zoom link (when relevant) as well as the relevant documents are to be shared with the school community via email. The documents should include an agenda, the minutes from the prior HSA regular meeting and all financial reports (the updated budget and check register or Treasurers' report).
4. Meetings - Attendance must be taken at each meeting (whether in person or virtual) and recorded in the minutes.
5. Meetings - Prior months minutes should be reviewed and approved at the beginning of each meeting. A copy of the prior month's minutes should be provided during the meeting to all attendees.
6. Meetings - Copies of all financial documents must be handed out or shared on-screen during the treasurer's report. These must include, but are not limited to: the year to date budget, the monthly treasurer's report (check register) and current bank balances of all accounts.
7. Finances - The (Co-) Treasurers shall keep accurate records of any disbursements, income and bank account information.
8. Finances - The board shall approve all committee expenditures.
9. Finances - A check request form must be submitted for reimbursement of any monies spent. The check request form must be signed by the committee chair, and one of the Presidents before being submitted to the Treasurer.
10. Finances - Two authorized signatures shall be required on each check request form over \$500. Authorized signers shall be the President, (Co-) Treasurers and Principal.
11. Finances - The Treasurer shall prepare a final Financial Statement at the end of each calendar year and present that to the membership at the final meeting. Records of this shall be kept in a binder in the school office with the school secretary.