



# **The ABCs of the PTA**

The Who, What, When, Where & How  
Guide to Becoming Involved  
**2015-2016**

---

Welcome to the Lincoln PTA! We are excited to have you. This document is intended to give you an overview of what the PTA does and how you can get involved.

## Who?

The members of the board serve as the governing body for the PTA. In addition to running the public PTA meetings, they also meet once per month as a group for a planning meeting. Elections are held each spring for new board members. A nominating committee of 3-5 individuals puts together a slate of officers and presents it to the membership at the April PTA meeting for a vote. The President position is a two-year term; other offices are a one-year term with a two term maximum. The fourth vice president is always the school principal. In addition to these officers, two teacher representatives attend the PTA meetings to act as liaisons between the teachers and parents

### 2015-2016 PTA Board Members

Office	Name	Phone No.	Email Address
President	Amy Shannon-Spector	412-564-0358	aespector@verizon.net
First Vice President	Jennifer Thompson	412-498-3707	jenniferthompson63@gmail.com
Second Vice President	Sherry Chrystal	412-531-3223	sherryandkids@gmail.com
Third Vice President	Lourdes Cano	773-706-3552	cano.lourdes@gmail.com
Fourth Vice President	Ronald Kitsko	412-344-2147	rkitsko@mtlsd.net
Treasurer	Mary Beth McNamee	412-266-6267	mcnamee.mb@gmail.com
Corresponding Secretary	Lisa Brown	412-563-0553	lincolnschoolnews@gmail.com
Recording Secretary	Jennifer May	412-656-5192	jennifermay3@verizon.net
Historian	Jennifer Curran	404-409-7442	jenmonn@gmail.com

The members of the board serve as the governing body for the PTA. In addition to running the public PTA meetings, they also meet once per month as a group for a planning meeting. Elections are held each spring for new board members. A nominating committee of 3-5 individuals puts together a slate of officers and presents it to the membership at the April PTA meeting for a vote. The President position is a two-year term; other offices are a one-year term with a two term maximum. The fourth vice president is always the school principal. In addition to these officers, two teacher representatives attend the PTA meetings to act as liaisons between the teachers and parents.

### PTA Committee Chairs

In addition to the board members, there are many parents who take on leadership roles within the PTA. They chair important events such as Mardi Gras, Frosty Shop, Staff Appreciation Week, All Wheels Rodeo and the Book Fair just to name a few. Their role is to plan these events and coordinate a committee of volunteers to make it a success. Before volunteering to chair an event, you may want to spend some time volunteering on the committee to see if it's for you!

---

## Homeroom Parent Coordinators & Homeroom Parents

The PTA has two parents who serve as Homeroom Parent Coordinators. One is for grades K-2 and the other for grades 3-5. These volunteers have the job of selecting the homeroom parent for all of the classes in each grade. First time volunteers are given preference over parents who have already been a homeroom parent in the past for that child. The classroom homeroom parent acts as a liaison between the teacher and the other classroom parents. They solicit volunteers to help with classroom parties, staff field trips, help with Mardi Gras, and provide the teacher with any additional requested classroom support.

## What?

*Below, you'll find a list of our PTA Committees. Some require only one or two people, other committees need dozens of volunteers. Helping out a committee is a wonderful way to meet other parents and become involved at Lincoln!*

**All Wheels Rodeo** – This event, scheduled for a Saturday in the spring, is fun for everyone. Families are invited to bring their bikes to the school for safety checks and fun outdoor activities. Refreshments, face painting and a balloon guy are some of the other attractions. Contact Chairperson: Erin Vuono [evuono@yahoo.com](mailto:evuono@yahoo.com)

**Book Club** – A lunchtime book group for grades 3-5. Students purchase the selected reading material and are placed in groups that meet once a week for six weeks to discuss the chosen reading selection. Students bring their lunch and eat with their group. Parents are needed to facilitate these groups and training is provided. Contact Chairperson: GG Strom 412-343-0583 [Ggstrom717@gmail.com](mailto:Ggstrom717@gmail.com)

**Book Fair** – This year Lincoln will sponsor two book fairs, one in the spring and one in the fall. The book fair raises money for the librarian to purchase books and other materials for the library. Students go to the Book Fair during their scheduled Library class. The Book Fair also has after school and evening hours. Parents are welcome to attend the book fair with their child, or send money in an envelope with spending instructions. Volunteers for this event are always welcome! Teachers and staff create wish lists for their classrooms and students are invited to purchase books from the lists as a gift to the classroom. To/From Stickers are provided for the student to put in the book before presenting it to the teacher. Contact Chairperson: Robyn Williams 412-531-5399 [RRWilliams17@aol.com](mailto:RRWilliams17@aol.com)

**Classroom Parties** – Classroom parent volunteers, with the teacher's input, plan and arrange for three parties during the year (Halloween, Holiday and Valentine.) Parents plan and staff the parties. Parents can sign up for parties and field trips through the Homeroom Parent Coordinator for their class. Please note: **No food is permitted at parties or as take home treats.**

**Community Service** – This committee selects community service projects for the school throughout the school year. Contact Chairperson: Jennifer May 412-656-5192 [jennifermay3@verizon.net](mailto:jennifermay3@verizon.net)

**Cultural Arts** – This committee helps select the cultural arts groups that will perform at typically 3-4 assemblies for the students during the year. These assemblies are funded by the Lincoln PTA.

**Membership & Directory** - All parents are encouraged to join the PTA each year. The Membership drive kicks off in September and your membership card is good for one year. Joining the PTA shows your support for all of the programs the PTA sponsors! In order to vote at PTA meetings, you must be a member. Finally, the PTA puts together a printed school directory each year. The committee chair coordinates gathering new family information, confirming current family information, creating the format, arranging for the printing of the directory, and distributing the directory. Each current PTA member receives a copy of the directory as a membership benefit. (For example, if both parents are members a family would receive two copies of the directory if they wish.) The directory should be distributed by October. This committee is busy from mid-

---

# What? (continued)

August through September and then has very little activity throughout the year after the initial membership drive and directory distribution.

**Environmental Concerns** –Coordinates efforts to make Lincoln a “greener”. This committee also works to plan special activities to celebrate Earth Week in April. Contact Chairperson: We are seeking a chairperson for this committee.

**Family Fitness Festival** – Held every other year in the spring, this evening program promotes health and fitness with fun demonstrations and activities for the whole family to enjoy. Contact Chairperson: Jennifer May 412-656-5192 [jennifermay3@verizon.net](mailto:jennifermay3@verizon.net)

**Family Picnic** – A fun family event and opportunity to meet other Lincoln parents. Bring a picnic dinner (or visit one of the food trucks we arrange to come), a blanket to sit on and enjoy a variety of entertainment. Weather permitting this is an outdoor event.

**Frosty Shop** - A holiday shopping spree for the students held in December! A committee of PTA elves work year round buying and making items to be purchased by the kids as gifts for the holidays. This committee needs many volunteers leading up to and on the day of the event. A form will be sent home for you to fill out indicating whom your child should buy for and how much they are allowed to spend. You are welcome to come and shop with your child during their designated time. Frosty is also open after school for parents to shop. Contact Chairperson: GG Strom 412-343-0583 [ggstrom717@gmail.com](mailto:ggstrom717@gmail.com)

**Garden Committee** – This committee is responsible for soliciting and organizing parents to care for the PTA school garden. This committee will work in conjunction with the principal, head custodian and teacher representatives several times a year to coordinate school wide efforts and participation in this project. Contact Chairperson: Kelley Burns 412-580-1679 [kelly2578@yahoo.com](mailto:kelly2578@yahoo.com)

**Giant Eagle Apples for Students, Box Tops**– You know you’ve seen those little pink squares on many of the products you already buy. They are Box Tops and worth money to our school! Save them and send them in with your student. Collection boxes are located in the hallway just outside the office. Twice a year the chairperson of this committee sends the Box Tops in and in return Lincoln gets TEN CENTS per Box Top! This is cash for the Lincoln PTA! Apples for Students only requires a one time sign up on Giant Eagle’s website and each time you use your Giant Eagle Advantage Card Lincoln gets points which can be redeemed for great equipment for the school. Similarly, Bottom Dollar food stores also have an advantage card that you can register as well.

Contact Chairperson: Cory Winters 412-513-6743 [cwinters1009@yahoo.com](mailto:cwinters1009@yahoo.com)

**Halloween Parade** – Each Halloween the students of Lincoln don their costumes and parade around the outside of the school and into the gym. Parents are encouraged to come watch – in costume of course! Students are given time to change into their costumes before the parade and party. Morning kindergarten students are welcome to come back for the parade, however, they have their own parade inside the school during their school day. Watch the backpacks for more info about what types of costumes are not permitted. Also, this is a good day to have your kids come home for lunch especially if they need special makeup etc for their costumes. Don’t forget your camera!

**Health & Safety** – This committee works with Mr. Yannascoli on various community service minded P.E. activities such as “Hoops for Heart.” Contact Chairperson: Jennifer May 412-656-5192 [jennifermay3@verizon.net](mailto:jennifermay3@verizon.net)

**Hospitality** – Responsible for refreshments at PTA meetings and the kindergarten and first grade coffees, coffee with the Principal. Also runs the Family Picnic and Ice Cream Social.

Contact Chairperson: Rebecca Andrews 412-225-4932 [rebeccaandrews@verizon.net](mailto:rebeccaandrews@verizon.net) OR  
Jennifer Thompson 412-498-3707 [jenniferthompson63@gmail.com](mailto:jenniferthompson63@gmail.com)

---

# What? (continued)

**Human Relations**- This committee welcomes new families to the Lincoln community and helps with New Family Orientation. Contact Chairperson: Jen Sako 412-207-9784 [jensako@me.com](mailto:jensako@me.com)

**Ice Cream Social** – This event is held at the end of every school year. It is a fun event for the whole family to enjoy. The students are encouraged to bring their yearbooks to the Lincoln playground while they're enjoying their ice cream. Contact Chairperson: Rebecca Andrews 412-225-4932  
[rebeccaandrews@verizon.net](mailto:rebeccaandrews@verizon.net) OR  
Jennifer Thompson 412-498-3707 [jenniferthompson63@gmail.com](mailto:jenniferthompson63@gmail.com)

**Juvenile Protection** – If you have safety concerns about your child's route to school or other issues involving the safety of our children you are encouraged to contact this committee chair. During the year you will receive a survey asking about the safety of your child's route and any other issues that you may be concerned about regarding traffic, etc. Contact Chairperson: Laura Stauffer 412-377-0807 [Lstauffer2916@yahoo.com](mailto:Lstauffer2916@yahoo.com)

**Kindergarten Events** – Helps with Orientation in the spring and Popsicle Playdate the week before school starts for incoming Kindergarten students and their parents.

Contact Chairperson: Tami Ritenour 412-892-8329 [tami593910@yahoo.com](mailto:tami593910@yahoo.com) OR  
Kelley Burns 412-580-1679 [kelly2578@yahoo.com](mailto:kelly2578@yahoo.com)

**Lunchtime Clubs** – This committee coordinates the lunchtime program for students in grades 1-5. Parents are asked to volunteer their time and skills to run a club. The clubs take place after the Winter Break and meet once a week for a 4-6 week period. The committee organizes room assignments with the principal and coordinates the student sign up process. Contact Chairperson: Karen Krieger 412-343-3025

[karenkmetals@gmail.com](mailto:karenkmetals@gmail.com) OR  
Sharon McCague 412-563-3708 [mccagms@verizon.net](mailto:mccagms@verizon.net)

**Mardi Gras** – An all day carnival held on a Saturday in February. The kids love this event and it is suitable for all ages. This is another event that requires many volunteers. Volunteers are needed to do everything from heading subcommittees to working games the day of the event. There are carnival games, a cake walk, the Mardi Gras Parade, food, a silent auction, and various other types of entertainment. Each year it's a bit different, but it's always a great day for the family to come up to Lincoln and have some fun.

Contact Chairperson: Jacki Hoover 412-561-0841 [Jacki.Hoover@allegHENYcounty.net](mailto:Jacki.Hoover@allegHENYcounty.net) OR  
Aimee Girod 412-216-1515 [aimeegirod@gmail.com](mailto:aimeegirod@gmail.com)

**Odyssey of the Mind** – This worldwide program provides creative problem-solving opportunities for students from kindergarten through college. Kids apply their creativity to solve problems that range from building mechanical devices to presenting their own interpretation of literary classics. They then bring their solutions to competition on the local, state, and world level. Thousands of teams from throughout the U.S. and from about 25 other countries participate in the program. Contact Chairperson: We are seeking a volunteer for this committee

**Picture Day** – Held in early fall, a staff of PTA volunteers assists the professional photographer. Ask your Homeroom Coordinator or child's teacher if they need assistance with Picture Day

**Principal's Coffee** – Several times a year, the principal will sit down with parents to answer questions, address concerns and fill us in on happenings around the school.

**Scholastic Book Club** – Each month your child will receive a brochure from Scholastic with age appropriate books that can be purchased. Books are delivered to the classroom.

Contact Chairperson: Laura Anderst 412-446-8167 [laura\\_anderst@yahoo.com](mailto:laura_anderst@yahoo.com) OR  
Julie Wagner 412-443-9308 [jewlzwagner@gmail.com](mailto:jewlzwagner@gmail.com)

---

# What? (continued)

**Skating Party** – A Skating Party is held on Election Day at the Recreation Center Ice Rink since the students do not have school.

**Talent Show** – Held in March this year, this is a fun way for our children to showcase their talents. Drummers, guitar players, dancers and more!

Contact Chairperson: Georgia Connell 412-388-0605 [gigi077@verizon.net](mailto:gigi077@verizon.net)

**Teacher and Staff Appreciation** – Held during a week in May, we have events to benefit both staff and teachers. All non-teaching staff are invited to a homemade dinner to show our appreciation for all they do for us. For teachers, families donate food, purchase carnations, write notes of appreciation and donate school supplies. Information will be sent out in April with opportunities to volunteer or donate items.

Staff Appreciation Chairperson: Chairperson: Missy Szefi 412-217-3988 [mgszefi@verizon.net](mailto:mgszefi@verizon.net)

Teacher Appreciation Contact Chairperson: Maggie Thomas 412-345-7887

[maggie.bolgert.thomas@gmail.com](mailto:maggie.bolgert.thomas@gmail.com)

**Technology** – This committee chair ensures our website information at <http://www.mtlsd.org/lincoln%5Felementary/lespta/> is current and accurate.

**Yearbook** – The Yearbook staff is made up of PTA volunteers who work all year to put together a book that the students cherish. This committee needs volunteers from each grade level to take candid photos throughout the year and help with layout of the pages. Forms for ordering a Yearbook will come home in September. Yearbook distribution in June is always an end of the year highlight! Copies of previous Yearbooks are available to look at in the office and the library. Contact Chairperson: Carina Perilman 412-344-0924 [carinasroomconcepts@yahoo.com](mailto:carinasroomconcepts@yahoo.com)

## When?

### 2015-2016 Lincoln Elementary PTA Meetings

**September 16<sup>th</sup>** – 7:00 p.m.

**October 21<sup>st</sup>** – 7:00 p.m.

**November 18<sup>th</sup>** – 7:00 p.m.

**December** – No Meeting

**January 20<sup>th</sup>** – 7:00 p.m.

**February 16<sup>th</sup>** – 7:00 p.m.

**March 16<sup>th</sup>** – 7:00 p.m.

**April 13<sup>th</sup>** – 7:00 p.m.

**May 11<sup>th</sup>** – 7:00 p.m.

*Childcare is provided in the gym.*

---

# Where?

**SIGN UP FOR MY SCHOOL ANYWHERE!** Use the link in emails you would have received in the email from the principal or copy this link into your browser to sign up.

<https://www.myschoolanywhere.com/new-family.a5w?fam=LincolnElementary68816>

This service is our new database for PTA membership, directory, and communications. We would like to have all families sign up so that we know everyone who wants to be included in the directory is included. You can also opt out of inclusion in the directory if you choose. This will also be the source for our e-blasts which is the primary method we will use to communicate upcoming events and programs that we offer, volunteer opportunities, etc. If you don't have access to e-mail but would still like to know when events are happening and receive updates, please contact the Corresponding Secretary to make arrangements. Questions can be directed to Lisa Brown at [lincolnschoolnews@gmail.com](mailto:lincolnschoolnews@gmail.com).

**WEEKLY CALENDAR & ANNOUNCEMENTS:** On Sunday evenings, we will send out a Weekly Calendar and Weekly Announcements email to those who are in MySchoolAnywhere. This email is a great way to stay in the loop as it includes announcements from Lincoln, the school district, and the community.

**CHECK THE BACKPACK!** The PTA sends home occasional flyers in your child's backpack announcing various school events, activities and requests for volunteers. Check it every night.

**THE LINCOLN NEWSLETTER** This monthly source of news and information will arrive via e-mail to those signed up on MySchoolAnywhere. A hardcopy will not be provided.

**PTA MEETINGS** – Meetings are held 8 times per year on Wednesday evenings at 7:00 in the Lincoln Cafeteria. Children of all ages are welcome at the meetings, we have high school volunteers to keep them occupied in the gym during the meetings.

**MT. LEBANON SCHOOL DISTRICT WEBSITE** – You can find information on district news here at [www.mtisd.org](http://www.mtisd.org), and if you click on “Choose a School” in the upper right corner, a link directly to Lincoln Elementary. Click on Calendar of Events for an updated list of what's happening at Lincoln. You can also find Change of Plans Forms for Lunch and a copy of the school handbook.

**DISTRICT CALENDAR** – You should have received this in the mail in August. The calendar is full of information about activities at Lincoln and District wide. Also contains contact info for school personnel, PTA Board Members and committee chairs for all schools. Email addresses for Board Members are included — email is a welcome mode of communication for questions, concerns or ideas!

**THE LINCOLN DIRECTORY** will be distributed in October. Be sure to sign up on MySchoolAnywhere to be included in the directory. You can also join as a member and pay the dues of \$12 via MySchoolAnywhere and PayPal. If you do not have access to a computer or prefer to pay with a check, forms will be available in the office. You do not need to be a member to be included in the directory but directories are only distributed to members as a member benefit. Questions should be directed to Bridgette Dziedzic at [lincolnptamembership@gmail.com](mailto:lincolnptamembership@gmail.com).

---

**DASHBOARD** – Each family in the Mt. Lebanon School District is assigned a username and a password to access the Dashboard. You can view grades, absences/tardies and class schedules. Contact the building secretary if you do not know your username/password.

## How?

### **PLAN TO ATTEND PTA MEETINGS**

The Board makes every effort to keep meetings short and relevant. They are a great way to find out all the latest information on upcoming events.

### **BECOME A VOLUNTEER**

Helping with a classroom party, signing up to chaperone a field trip, or volunteering to staff an event like the Book Fair or Mardi Gras (just to name a few!) are excellent ways to become more involved. Contact your homeroom parent for classroom opportunities, or email or call a committee chairperson or to volunteer for an event. Or, you can always let any Board member know what you would like to do or what you are interested in and we will find a spot for you! Your ideas are always welcome! You may also see requests for volunteers in the Lincoln Newsletter or on a flyer in your child's backpack. Contact information will be included.

### **CLEARANCES**

Mt. Lebanon School District classifies volunteers as either "Program" or "Casual"

- **Program Volunteer**
  - ✓ Chaperones field trips
  - ✓ Coaches or helps with Scouts or an athletic team
  - ✓ Works on the Talent Show
  - ✓ Helps with Lunchtime Clubs
  - ✓ Helps with any activity in which there's a chance of being alone with a student.
  - ✓ These are the Clearances a Program Volunteer needs to have BEFORE the event
  - ✓ PA Criminal Check (renewed every 3 years)
  - ✓ PA Child Abuse Check (renewed every 3 years)
  - ✓ FBI Fingerprinting (renewed every 3 years) **OR** if the person has been a resident of Pennsylvania for over 10 years, signs the 10-year Resident of Pennsylvania Affidavit at the school (renewed every school year)T
  - ✓ The PA Criminal and Child Abuse check results will be mailed to your home. The FBI Fingerprinting company (Cogent) will also mail a letter to your home after you have been fingerprinted. Please bring all 3 papers to Mrs. Popek in the front office and she will get you registered in the system.
- **Casual Volunteer**
  - ✓ Comes in for a classroom party
  - ✓ Is a guest speaker or guest reader
  - ✓ Is under the supervision of a teacher at all times
  - ✓ A Casual Volunteer needs to:
    - ✓ Sign a Casual Volunteer Affirmation, a form available in the office that must be signed at the school which states that the person has not been convicted of specific crimes. 10 year residency is NOT required



---

**Important notes for Program Volunteers:** The PA Criminal and PA Child Abuse fees are waived because you are volunteering with children. Both clearances can be done online. Visit [mtlsd.net/parents/volunteerclearances.asp](http://mtlsd.net/parents/volunteerclearances.asp) for the links. The FBI Fingerprinting mobile unit is coming to Lincoln on October 13, 2015 and we hope to schedule one in the Spring.. The cost is \$37. Anyone for whom this is a hardship, please notify Mr. Kitsko as the PTA will cover the cost of the fingerprinting.

**SUPPORT THE PTA'S FUNDRAISING ACTIVITIES:**

- \* Participate in the Read-a-Thon! Kids read to raise money for the PTA—it's a win for everyone!
- \* Participate in our Chick-Fil-A or Chipotle nights
- \* Purchase Lincoln Spirit Wear! New this year, we'll be selling Lincoln clothes and other accessories. Watch the announcements for orders in October. We anticipate delivery well in time for the holidays
- \* Collect Box Tops from your favorite General Mills products and deposit them in the collection box outside the office. For more information on what products carry the box tops, go to [www.boxtops4education.com](http://www.boxtops4education.com)
- \* Register your Giant Eagle Advantage Card for the Apples for Students Program. You only have to register once and every time you shop Lincoln Elementary will be earning points toward new equipment for our classrooms. Go to [www.gianteagle.com](http://www.gianteagle.com) to register your card. Lincoln's ID number is #1692.