

Park Forest Middle School PTSO Executive Board Meeting August 18, 2020 Meeting Minutes

Emily Brandenburg opened the meeting at 1:05 pm

Those in attendance: Emily Brandenburg, Pat Weaver, Maureen Kelliher, Cathy Taylor

Introductions:

The PTSO board introduced themselves and executive roles and duties were defined especially for the new positions of Secretary and VP. Cathy Taylor is the new Vice President and Maureen Kelliher is the new Secretary, while the remaining positions of Emily Brandenburg (President) and Pat Weaver (Treasurer) have remained the same.

PTSO Overview and Goals:

Group noted the unprecedented times we were in and discussed their role as contributing to the welfare of the school, home, and community of PTSO. Although the PTSO has primarily focused their support on teachers in past years, because of remote/virtual learning and other challenges, we wondered how to support the student to give them a successful school year.

GOALS:

Recruit parents to participate in PTSO. It is a chance for parents to learn about their child's team's activities because teachers give updates each meeting. Wondering 'how do we get the word out'?

How can the PTSO support student's mental and physical health more? What are we allowed to do as a group that can help our students?

Budget

by Mrs. Weaver

The PFMS PTSO is starting the school year with an unusual surplus of \$20,925.92 as of 8/18/20. There were no expenses at the end of the 2019-2020 school year because everything was canceled. We usually start the year at ~\$2000-3000. Many line items will be changed or removed this year because of changes to field trips, clubs and other activities because of COVID-19 restrictions on travel, clubs and activities.

Academic Literacy: \$1000 for books and potential online needs (subscriptions) to support virtual and remote readers.

Book Madness: \$500 for books

\$0 for box tops

\$0 for cards for faculty because we have plenty already

\$0 for field trips

\$0 for homework club

\$0 for KIVA

Lunch fund: \$300 for lunch coverage, maybe more if the cafeteria needs more.

Mini Grant: \$2500 with understanding that amount can be increased if demand from the teachers occurs

PE Equipment: \$200

PFMS Times Squarespace: \$105 --but ask whether Newspaper will continue with no Area this year.

\$0 for popcorn supplies

Printing Services: \$50

\$0 for Recess/Lunch

ROAR incentives: \$500

Science Olympiad: \$250 (if they chose to continue online)
School Beautification \$200
Sixth Grade Magazine \$300 supplement online and printed Scholastic magazines
7/8th Magazine \$300 supplement online and printed Scholastic magazines
Students in Need Competition: \$750.00 for any club that has extra expenses
Staff Appreciation: use \$3000 for faculty and staff during fall in-service (\$25 per faculty/staff member at Jersey Mike Subs) Have an additional \$3000 for mid-year and \$3000 for a spring appreciations
No field trips
"Families in need" emergency fund: For students or families who are identified by counselors as having financial troubles and need help with gas, food, or clothing. Amount will be discussed after new budget numbers are determined.

Motion to Approve \$25 Jersey Mike gift certificate for staff and faculty by Mrs. Brandenburg
Second: Mrs. Kelliher
Motion to Approve budget by Mrs. Taylor
Second: Mrs. Brandenburg

Fundraising

The PTSO wondered if they can expect any funds from Boxtops with the change to using a phone app. Amazon Smile still remains a fundraising option as well as direct donation, although it does not feel appropriate to have a direct campaign this year with the pandemic.

Teacher appreciation

Three teacher appreciation events are hoped for this year: Jersey Mike gift cards in the fall, a mid-year recognition, and a spring appreciation. Because the PTSO is unable to cater the teachers in-service before school begins, the Jersey Mike cards are a 'go out and get yourself some lunch' thank you.

Communications

Emily Brandenburg will continue to update the website/announcements. Maureen Kelliher will update Facebook. The group is looking for a parent who is interested in creating a PTSO newsletter to send to families.

Recruitment ideas

The PTSO would like to recruit new parents to the group. At the next meeting, a parent will be asked to start a newsletter to let parents know what's going on. We could ask students to come to present information to drive parent interest. Also we could entice parents by adding some information about what's going on in classrooms on Facebook as a teaser for parents to come to meetings to learn more. Can we somehow have a virtual option for parents who cannot attend, but they can log on remotely?

Calendar

Park Forest Middle School PTSO meetings will be held the 3rd Wednesday of each month at 5:30. While students are in-school, meetings will be held in the library or commons area of PFMS. If students go remote, we are planning to have zoom meetings possibly monthly or bi-monthly. Mrs. Brandenburg will assure that signs will clearly lead parents to the correct location. We will ask other PTOs how they used Zoom for their meetings last year, if they were able to use the SCASD zoom membership or had to buy their own, separate membership.

Emily Brandenburg adjourned the meeting at 2:39 pm.

8/23/20

A line item was added to the budget for \$200 to buy water bottles for students. The board approved additional via email vote.