

Park Forest Elementary PTO Meeting Minutes

January 2019

Attendees: Nicki Rusca, Michele Duffey, Tracy Burns, Melissa Stone, Jonna Belanger, Michelle Carr, Melissa Showalter, Erin Loy, Jendy Cicero, Katie Stone, Wilson Diaz

President Nicki Rusca called the meeting to order at 7:03pm.

A. Principal's Remarks –

1. Mr. Weed could not join us as he's at the Playground Task Force meeting.
2. Per Nicki, there isn't anything to relay to the PTO and he gives his apologies for not being in attendance.

B. Approval of November Minutes

1. Tracy Burns made a motion to approve the minutes. Melissa Stone seconded the motion. The motion carried.

C. Treasurer's Report

1. Please refer to page 4. Please direct any comments/questions to Michele Duffey.

D. Upcoming Events

1. Chili Cook Off – 2/1/19

- i. This is the second year and is open to parents, kids, staff, and families.
- ii. Event starts at 5:30pm and you don't have to make chili to attend.
- iii. You can enter to participate in the 'Who has the best chili?' and win a prize.
- iv. 11 people have entered to participate.
- v. Mr. Stone's band will be playing!
- vi. If you are attending but not bringing a chili, a side dish/dessert is requested.

2. Basket Bingo – 2/22/19

- i. A planning meeting was held tonight prior to this PTO meeting.
- ii. Melissa Showalter and Melissa Stone are co-chairing this effort.
- iii. We are seeking additional volunteers to help the day off!
- iv. Courtney Wozetek will send out the sign-up genius to teachers to disperse to parents to sign up and bring in a donated item for their themed basket.
- v. There will be a staff basket for any staff members who would like to donate something for the families to try to win.

3. SLAM Fair

- i. Erin and Justin Loy are co-chairing this event.
- ii. Nicki will send a Save the Date for **4/12**.
- iii. Perhaps the STEM part time sub may want to contribute/help.
- iv. There are some feelings among the group that feel information (e.g. flyer, etc.) should be sent home to Kindergarten kids/families to explain what this event is (e.g. provide examples of past contributors, etc.).

1. Possibility to show during K class?

2. Maybe have older kids show/talk to the K classes?
- v. There is thought about changing the event timings a little this year, such as,
 1. Perhaps start Science earlier, at 5:30pm.
 2. Music and Science in the gym together caused noise problems last year.
 3. Can have kids play an instrument at the food/eating area.
4. **Scholastic Book Fair – Tues 4/23/19**
 - i. One day only.
 - ii. Remember Delta students and high school kids need hours... if we need volunteers.
5. **Campout**
 - i. Will be chaired by Kate again.
 - ii. Save the Date **5/31**; same day as Field Day.

E. 5th grade requests

1. **Field Trip**
 - i. Fri 5/3.
 - ii. All has been confirmed. Trip to Pittsburg again!
 1. This year will park buses at Science Center for the morning and lunch and then will walk to the Andy Warhol Museum.
 2. Costs:
 - a. Science Center - \$704
 - b. Guided Tours at Warhol Museum - \$1,048
 - c. Buses - \$1,270 per bus (last year 3 buses were used)
 - d. Approve up to \$6,000
 - iii. Tracy Burns made a motion to approve the request. Melissa Showalter seconded the motion. The motion carried.
2. **End of Year Celebration**
 - i. Whatever the PTO and 5th grade parents decide on will be good for teachers.
 - ii. The thought is to stick with the same event/plan as last year (e.g. rent an inflatable slide, don't leave school grounds, etc.).
 - iii. We do not have a parent to chair this event... will put out feelers and hopefully get someone or a few parents to help.
 - iv. The last week of school would be perfect timing.
3. **Reading Activity**
 - i. There is a literature unit in the winter called 'March Book Madness'.
 - ii. 5th grade teachers want to select some novels and want to ensure we have copies of the books (16 titles) to provide the children. Perhaps 5 copies per classroom.
 - iii. Starting in March on Tuesdays' the kids start in online voting. Kids see brackets online and, on the wall, upstairs.
 - iv. The 5th grade teachers would like to request \$500 to purchase book selections.
 1. Melissa Stone made a motion to approve the request. Erin Loy seconded the motion. The motion carried.

F. Yearbook

- i. Phil is taking this on again.
- ii. The front and back cover winners have been announced.
- iii. Next step is to collect photos from teachers and parents.

G. Other requests (came in via email post meeting)

- 1. Field trip to Millbrook Marsh \$329.
 - i. Melissa Stone made a motion to approve the request. Jendy Cicero seconded the motion. The motion carried.

H. Next Meeting

- 1. Wed 2/20/2019 @ 7pm

There being no further business, Tracy Burns made a motion to adjourn the meeting at 8:09 PM. Melissa Stone seconded the motion. The motion carried.

Respectfully submitted by:

Michelle Carr
PFE-PTO Secretary

Michelle Carr

Date Submitted: 1/17/2019

Date Approved: _____

PFE PTO Treasurer's Report

January 15, 2019

Previous PayPal Balance as of November 28, 2018 - \$2,531.59

Pay Pal Income

Total PayPal Income \$ 0.00

Pay Pal Disbursements

Total PayPal Disburse \$ 0.00

15 Jan 2019 BALANCE PAYPAL \$ 2,531.59

Previous Bank Balance as of Nov 28, 2018 - \$30,921.14

Income

Correction - 1160 was \$851 not \$853 as recorded in Nov 2018	\$ 2.00
Interest (Nov \$0.22, Dec \$0.25)	\$ 0.47
Spiritwear Deposit	\$ 559.50
Yearbook payment from last year	\$ 17.00

Total Bank Income \$ 578.97

Disbursements (through Jan 15, 2019)

1166 - Thankful Breakfast (Wegmans)	\$ 410.90
1167 - VOID	
1168 - Thankful Breakfast fruit/plants (Michele Duffey)	\$ 91.26
Withdrawal - Mini Grants	\$ 2,200.00
1169 - Mini Grant (Jennifer Walters)	\$ 50.00
1170 - Mini Grant (Tom Weed)	\$ 50.00
1171 - Mini Grant (Brenden Lantz)	\$ 50.00
1172 - Spiritwear (Collegiate Pride)	\$ 1,719.37
1173 - VOID	
1174 - gift cards for STAR video thank you (Nicki Rusca)	\$ 50.00
1175 - Mrs. Morrison retirement (Stitch Your Art Out)	\$ 250.00

Total Bank Disburse \$ 4,871.53

15 Jan 2019 BALANCE BANK \$26,626.36

TOTAL PTO Funds \$29,157.95

Submitted by: Michele Duffey

Date: January 15, 2019

Upcoming Spring Expenses:

Field Trips
Basket Bingo

Teacher Luncheon
Books?

Chili Cook-off
SLAM Fair