

Park Forest Elementary PTO Meeting Minutes

February 2019

Attendees: Nicki Rusca, Michele Duffey, Tracy Burns, Melissa Stone, Jonna Belanger, Melissa Showalter, Jendy Cicero, Tom Weed, Ron Meyers

President Nicki Rusca called the meeting to order at 7:00pm.

A. Principal's Remarks –

1. Mr. Weed thanked the PTO for a great BINGO night and offered to help with Thank you notes to businesses that donated food.
2. Reported on the faculty meeting where they celebrated positive growth in academic data in both reading and math
3. Discussed school wide infusion of Black history month into the curriculum including an assembly.
4. Reported on a school wide assembly from the Energize Guys from West Penn Power
5. Requested ideas to help support Luzetta Valentine, a part-time paraprofessional, while her husband is receiving treatment.

B. Approval of January 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 3. Please direct any comments/questions to Michele Duffey.

D. Basket BINGO recap from 2/22/19

1. Worked well to break BINGO prep into shifts
2. Food amount was good, less waste than last year, and middle school volunteers were great helpers. Recommendation to have donation food labeled with common allergens like peanut.
3. Next year a book monitor will be needed
4. Need to add more tables next year

E. SLAM fair prep: event date 4/12

1. Email with date reminder going out before Spring Break
2. Email with SLAM fair details will be sent after Spring Break
3. Deadline to sign up will be 4/5
4. Schedule:
 - i. 5:30 pm: Food (pizza, ice cream, drinks)
 - ii. 5:30 – 6:30 Science
 - iii. 5:30 – 7 Literature
 - iv. 5:30 – 7 Art
 - v. 6:30 Music
5. Email to request help for volunteers: Literature needs coverage, considering adding STEM

F. Intramurals T-shirts

- 1. Requested amount was under \$250 and did not need approval

G. 3rd Grade Field Trip: Night Train 57 Opera

- 1. Transportation is paid for by Learning Enrichment Office and Gifted, but requesting \$396 for tickets
- 2. Melissa Showalter made motion to approve, Melissa Stone seconded the motion. The motion carried.

H. 4th grade requests

1. Field Trips

- i. Request for transportation to Pasto Museum with curriculum enrichment by the Penn State ag extension geology group; transportation needed to allow for addition time so that curriculum enrichment can be included.
- ii. Also requested transportation and admission to Penns Cave
- iii. Total for both trips with transportation and admission at or under \$3000
- iv. Tracey Burns made motion to approve, Melissa Stone seconded the motion. Motion carried.

I. Next Meeting

- 1. Wed 3/20/2019 @ 7pm

There being no further business, Tracy Burns made a motion to adjourn the meeting at 8:00 PM. Melissa Stone seconded the motion. The motion carried.

Respectfully submitted by:
Jonna Belanger
PFE-PTO Vice President

Date Submitted: 3/19/2019

Date Approved: _____

PFE PTO Treasurer’s Report

February 27, 2019

Previous PayPal Balance as of January 15, 2019 - \$2,531.59

Pay Pal Income

Total PayPal Income\$ 0.00

Pay Pal Disbursements

Total PayPal Disburse\$ 0.00

27 Feb 2019 BALANCE PAYPAL\$ 2,531.59

Previous Bank Balance as of January 15, 2018 - \$26,626.36

Income

- Interest (January)\$ 0.23
- Box Tops donation\$ 730.30
- Spiritwear sales\$ 40.00
 - Amazon Smile donation\$ 78.68
 - Basket Bingo ticket and food sales\$ 5373.20

Total Bank Income\$6222.41

Disbursements (through Feb 27, 2019)

- 1176 - Khayat Gel Pens (Michelle Diaz)\$ 81.76
- 1177 - Baskets for bingo (Melissa Showalter)\$ 45.04
- 1178 - Coffee and Chili Supplies (Nicki Rusca)\$ 141.99
- 1179 - Millbrook Marsh trips (SCASD)\$ 329.00
- 1180 - March Book Madness (Kris Hall)\$ 135.94
- 1181 - March Book Madness (Katie Stone)\$ 504.33
- 1182 - March Book Madness (Ona Feinberg)\$ 210.50
- Cash - Bingo \$ 400.00
- 1183 - Fun Run prize bounce house (C3 Sports)\$ 50.00
- 1184 - Bingo pizza/ food (Nicki Rusca)\$ 180.52
- 1185 - Copies for bingo (SCASD)\$ 36.23
- 1186 - Sam's bingo supplies (Michelle Carr)\$ 46.20
- 1187 - Spirit wear order (Collegiate Pride)\$ 98.08

Total Bank Disburse\$ 2,259.59

27 Feb 2019 BALANCE BANK\$30,589.18

TOTAL PTO Funds \$33,120.77

Submitted by: Michele Duffey Date: February 27, 2019

- Upcoming Spring Expenses:*
- Field TripsTeacher AppreciationBooks?
 - SLAM FairSchool SuppliesYearbook
 - IM SportsField DayCampout
 - 5th Grade Celebration