

# Park Forest Elementary PTO Meeting Minutes

*April 2019*

**Attendees:** Nicki Rusca, Michele Duffey, Melissa Stone, Jendy Cicero, Tom Weed, Malu Tejada, Carly Funk, Kate Branford, Jennifer Black, Michelle Carr, Michele Diaz

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

## **A. Principal's Remarks –**

1. Thank you to everyone who helped with SLAM fair!
2. PSSA testing is on-going
3. 4/24 is National Secretary Day!
  - i. Mr. Weed will cover the front desk.

## **B. Approval of March Minutes**

1. Melissa Stone made a motion to approve the minutes. Jendy Cicero seconded the motion. The motion carried.

## **C. Treasurer's Report**

1. Please refer to page 5. Please direct any comments/questions to Michele Duffey.

## **D. SLAM Fair recap**

1. Went great; busy night
2. Thank you to the Loy's (Justin and Erin) who chaired this event!
3. Would like a microphone for future use.
4. Can anyone think of a different way to sell food in the lobby? There may be easier/more efficient ways to hand out food quicker, etc.
5. Sold out of pizza after one hour; only a small amount of ice cream leftover.

## **E. Teacher Appreciation Week May 6-10 (approx.. 98 staff members)**

1. Monday – Parfait Breakfast (Michelle Diaz)
2. Tuesday – Ice Cream Sundae Day
  - i. Have enough from SLAM fair to use (124 leftover)
3. Wednesday – Lunch (sandwich/salad bar)
  - i. Michelle Diaz can help set up for lunch.
  - ii. Nicki can send out a sign-up genius for donations.
4. Thursday – Breakfast (Mr. Weed)
5. Friday – Gift Cards
  - i. 98 \$5 gift cards \$500 total; Sign is here from last year to hang up.
    1. Melissa Stone made motion to approve, Jendy Cicero seconded the motion. The motion carried.
6. Coffee All Week long!

## **F. Scholastic Book Fair – 4/23**

1. Need Helpers! – Nicki sent message last night 4/16 and will try to do another one.
2. Books have arrived!
3. Only one register; second one should be arriving tomorrow 4/18.

## **G. Field Trip Requests**

### **1. Kindergarten – Millbrook Marsh**

- i. K hasn't gone on any field trips this year yet!
- ii. Scheduled to go end of April; \$3.50 for each child ( $3.50 \times 75 = \$262.50$  total).

1. Melissa Stone made motion to approve, Michelle Diaz seconded the motion. The motion carried.

### **2. 2<sup>nd</sup> Grade – Millbrook Marsh**

- i. Scheduled to go 5/29 and 5/30; \$300 total to be safe)

1. Melissa Stone made motion to approve, Michelle Diaz seconded the motion. The motion carried.

### **3. 5<sup>th</sup> Grade – Fort Roberdeau**

- i. Scheduled for May 6<sup>th</sup>.
- ii. Receipt \$264.

1. Malu Tejada made motion to approve, Jennifer Black seconded the motion. The motion carried.

- iii. Transportation would be approx.. \$450

1. Michelle Diaz made motion to approve, Kate Branford seconded the motion. The motion carried.

### **4. 1<sup>st</sup> grade - Tudek Park**

- i. Bussing – need 2 with an estimate of no more than \$300
- ii. Nicki is going to follow up with Ms. Winton to ask about not utilizing the free shuttles between 10am and 2pm.
- iii. We can plan to approve this during the May meeting since they plan to go in June.

## **H. Special Olympics t-shirt funding**

1. Kids and their buddies and staff had PFE Special Olympic t-shirts.
2. Need to approve an order costing \$455.
  - i. Melissa Stone made motion to approve, Kate Branford seconded the motion. The motion carried.

## **I. Field Day – Fri 5/31**

### **1. New Equipment/supplies approval**

- i. Mrs. McDermott has ordered new supplies to have some new fun things for the kids to do! She has ordered a giant Connect Four and Kerplunk, for example. She has requested \$620.11.
- ii. Michelle Diaz made motion to approve, Jendy Cicero seconded the motion. The motion carried.

### **2. Buffs and snacks**

- i. Each grade gets a buff to wear; would like to approve up to \$1,000 for buffs and snacks together.
  1. Jennifer Black made motion to approve, Kate Branford seconded the motion. The motion carried.

## **J. 4<sup>th</sup> grade Scholastic News request**

1. 2019/2020 school year; would like to order these for kids.
2. If they order early, in bulk, it's cheaper.

3. \$5.75/student for the whole year. Is estimated 100 copies. We are approving for up to \$600.
4. Nicki will ask the 3<sup>rd</sup> grade teachers if they'd like to order early as well.
  1. Michelle Diaz made motion to approve, Jendy Cicero seconded the motion. The motion carried.

**K. 5<sup>th</sup> grade celebration – Jennifer Black**

1. Wed Jun 12<sup>th</sup> afternoon on the last full day of school
2. This is to celebrate the 5<sup>th</sup> graders with their last full day at Elementary school.
3. Will have lunch outside and will have fun activities outside for them to do. The last few years there has been a photo booth for the kids, which they love. It's a cute souvenir.
4. The 5<sup>th</sup> grade parents, along with Jen, are teaming up to make this a fun day for the kids. Will have cake!
  - i. PA Bounce Party Rentals is where the bounce house came from. C3 Sports may also be an option.

**L. Campout – Fri 5/31 – Kate Branford**

1. Would like to request money for supplies that are not perishable.
2. Need to print flyers, check status on plates, napkins, etc. supplies.
3. Put flyers in mailboxes May 1<sup>st</sup> to go into folders/home on May 3<sup>rd</sup>. RSVP by May 20<sup>th</sup>. Can put a reminder in the Fri 5/17 folder for the kids to take home.
4. Approve \$700 to get supplies (and will include kitchen staff)
  - i. Michelle Diaz made motion to approve, Melissa Stone seconded the motion. The motion carried.
5. Perhaps ask the Buffalo Run band to play!
6. Need a custodian to stay as well.
7. Need to purchase a coffee urn.
8. Nicki will send a Save the Date out prior to May 3 and advertise jobs.

**M. Any other items**

1. Michele D – things we need to plan on voting for in May:
  - i. Teacher Breakfast on last day of school.
  - ii. Gift cards for the front office staff and custodians.
  - iii. Retirements
  - iv. 5<sup>th</sup> grade celebration
  - v. Fall supplies
  - vi. Learning support to go to Del Grosso's

**N. Next Meeting**

1. Wed 5/15/2019 @ 7pm

There being no further business, Michelle Diaz made a motion to adjourn the meeting at 8:22 PM. Melissa Stone seconded the motion. The motion carried.

Respectfully submitted by:

*Michelle Carr*

PFE-PTO Secretary

Date Submitted: 4/18/2019

Date Approved: \_\_\_\_\_

# PFE PTO Treasurer's Report

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April 17, 2019

## Previous PayPal Balance as of March 20, 2019 - \$2,531.59

### Pay Pal Income

Yearbook Ads \$ 460.00

**Total PayPal Income \$ 460.00**

### Pay Pal Disbursements

PayPal Fees (11/11/2018 to 4/13/2019) \$ 21.74

PURCHASE - 2<sup>nd</sup> grade carpet spaces (Really Good Stuff) \$ 75.18

**Total PayPal Disburse \$ 96.92**

**17 Apr 2019 BALANCE PAYPAL \$ 2,894.67**

## Previous Bank Balance as of March 20, 2019 - \$30,118.04

### Income

Interest (February) \$ 0.26

VOID 1191 - 3<sup>rd</sup> grade trip to Night Train 57 (CANCELLED) \$ 396.00

SLAM Fair food sales (\$300 of which was cash disbursement below) \$ 877.00

**Total Bank Income \$ 1,273.26**

### Disbursements (through Apr 17, 2019)

1192 - Fun Run Class Prize - bounce house (C3 Sports) \$ 200.00

1193 - 5<sup>th</sup> grade celebration - photo booth (Blue White Photo Booth) \$ 550.00

1194 - Fun Run Class Prize - bounce house EXTRA (Tracy Burns) \$ 25.00

1195 - SLAM Fair - 375 ice cream cups (Meyer Dairy) \$ 337.50

1196 - Centre Wildlife project (Centre Wildlife Care) \$ 125.00

1197 - SLAM Fair - paper goods/pizza (Nicki Rusca) \$ 297.59

1197 - coffee supplies (Nicki Rusca) \$ 49.08

1198 - class supplies (Audrey Walters) \$ 161.72

CASH - SLAM Fair food sales (\$150-1s, \$100-5s, \$50-10s) \$ 300.00

CASH - Book Fair petty cash (\$100-1s, \$80-10s, \$70-5s, \$18coin) \$ 268.00

1199 - Basket Bingo - kitchen (SCASD Cafeteria Fund) \$ 147.50

1200 - SLAM Fair - paper goods/water (Nicki Rusca) \$ 21.83

**Total Bank Disburse \$ 2,483.22**

**17 Apr 2019 BALANCE BANK \$ 28,908.08**

**TOTAL PTO Funds \$31,802.75**

**Submitted by: Michele Duffey Date: April 17, 2019**

### Upcoming Spring Expenses:

Field Trips

School Supplies

Field Day

Teacher Appreciation

Yearbook

5<sup>th</sup> Grade Celebration

Book Fair

IM Sports

Campout