

Park Forest Elementary PTO Meeting Minutes

September 2019

Attendees: Nicki Rusca, Michele Duffey, Melissa Stone, Jendy Cicero, Tom Weed, Michelle Carr, Melinda Turner, Jonna Belanger, Courtney Beers, Aaron Miller, Casey McClain, Katie Stone, Kris Hall, Roshni Patel, Eve Bellinger, Andrew Angle, Allison Chmely, Sripriya Seraminathan, Courtney Wozetek, Mary Hodges, Michele Diaz, Leticia Burn Condon, Pam Shellenberger

President Nicki Rusca called the meeting to order at 7:06pm.

A. Offering zoom participation!

1. There were 5+ folks that attended. Thank you!

B. PTO President welcomed everyone

1. Introductions around the room – many new faces! Thanks for joining us.

C. Principal's Remarks –

1. The start to this year has been great. We didn't have the full number of classrooms that we anticipated. However, the number of students is as expected.
2. We are always looking for feedback!
 - i. Back 2 School night, for example. It was new this year, so how did people like it?

D. Approval of May Minutes

1. Courtney Wozetek made a motion to approve the minutes. Melissa Stone seconded the motion. The motion carried.

E. Treasurer's Report

1. Please refer to pages 5-6. Please direct any comments/questions to Michele Duffey.

F. Fun Run 10/4 Melinda and Pam co-chairs

1. This is our 5th Fun Run!
2. This has put us in such a great financial situation. Parents are no longer asked to sell other items throughout the year.
3. Teachers are always ready to let us know what they need, and we have the money to support them. And the PTO loves that we can do so.
4. In 2018 we raised over \$27K.
5. What is it? Students walk/run for 15 minutes in the morning outside (weather permitting; inside if it's raining).
6. Per Melinda:
 - i. Envelopes should have come home which explains most everything, including prizes, etc.
 - ii. Help us hope for good weather!
 - iii. The plan is to hold the Fun Run even if it rains... it will move inside; perhaps use the gym and hallway.

7. We need to remember the supplier needs a 2-week window to order ice cream... for the top classrooms.

G. Wacky Week M 10/28 – W 10/30 (Th 10/31 is Halloween)

1. We ask for teacher input of wacky ideas.
2. If the Fun Run raises over \$20K, this is what is offered to celebrate, and the kids enjoy dressing up and being wacky.
3. It's an extra fun week leading up to Halloween.
 - i. Please note: any children who do not participate in Halloween, the school has other activities they can/will participate in.
4. Ice Cream parties will be Wed 10/30. We have had a beach day. We want to make this something that is fun for the kids and not too strenuous for the parents. Parents should not feel the need to go buy clothing.
5. If anyone has good ideas to share for this week, we are open to hearing suggestions. Please email the PTO.
6. 5th grade teachers will ask the students for input. It'll be their last year to participate!

H. PFE T-shirts

1. 2018/2019 – Field Trip shirts were purchased for all students. We don't have as much money as we did at this time last year, but it would be the same design for the kids on the shirts. We also have 200 shirts from last year.
 - i. Have Kinder and 1st grade covered.
 - ii. The staff would also get new shirts.
 - iii. Per a parent: perhaps include an opt out for parents if they would prefer to not get another t-shirt, when they already have the one from last year to re-wear.
 - iv. It would be approx... \$2,500.
 1. Michele Diaz made a motion to approve the request. Jendy Cicero seconded the motion. The motion carried.

I. Scholastic News request (3rd and 5th grades)

1. 3rd grade: nonfiction reading strategies - total \$556.08
 - i. Casey McClain made a motion to approve the request. Melissa Stone seconded the motion. The motion carried.
2. 5th grade Story Works and Scholastic News w/ science total \$502.59
 - i. Melissa Stone made a motion to approve the request. Melinda Turner seconded the motion. The motion carried.

J. Star Ticket Reward goodies \$600

1. Approve \$25/classroom to have prize/party reward(s) at the teacher's discretion.
 - i. Pam Shellenberger made a motion to approve the request. Michele Diaz seconded the motion. The motion carried.

K. Membership Toolkit

1. This is the new online phonebook/information database for families to share their information for other to contact them.
2. The majority of PFE is included.
3. It's voluntary.

4. All emails will come out from this application. It's our only source of communication.
5. It has been included in the Penguin Pride newsletter. If you need info to sign up, please email the PTO.
6. We want and need more parents/family members to be involved, so please sign up and volunteer.
7. It will be the only way to buy yearbooks and spirit wear.

L. Open positions for fall

1. **Book Fair co-chair** STILL OPEN – Nicki is happy to continue to co-chair but would love someone else to step up and help cover this initiative. Is always occurring around Parent Teacher Conferences.
 - i. **Please consider helping.**
2. **Basket Bingo** STILL OPEN – Melissa is co-chairing this event but needs another chair to assist. Kids can win bingo and pick a new book. Classrooms also collect items from parents/families with a specific type (e.g. Italian, movies, pets, etc.) that fill baskets to buy tickets to win. It's usually a Fri evening in winter that has food for sale and helps the PTO bring in over \$5K per the event.
 - i. **Please consider helping.**
 - ii. Per Parent: perhaps ask departments within PSU to help donate?
3. **Campout co-chairs** FILLED – Kate Bramford co-chairs (her child is in 5th grade this year so it will be her last) and needs assistance. Families bring tents, etc. and spends the night on the lawn of PFE. There is a potluck dinner, smores, and breakfast in the morning.
 - i. Casey McClain offered to co-chair!
4. **5th grade** FILLED – Christine Zlupko has offered to co-chair and Natalie Poepperling
 - i. Currently scheduled for Monday June 8th for the 5th grade celebration!

M. Box tops update and grade reps.

1. Michele Diaz – PFE participates in box tops!
 - i. Every classroom has a donation box. The program is slowly transitioning to online/app.
 - ii. Receipts expire quickly; we can't accept them to the school from families.
2. Grade reps needed for one more year, at least.
 - i. Kinder – Eve Bellenger evbellinger@gmail.com
 - ii. 1st – Jendy Cicero jendy124@hotmail.com
 - iii. 2nd – Aaron Miller amm371@gmail.com
 - iv. 3rd – Tom Weed/Melissa Stone tvw11@scasd.org; melissa.h.stone@gmail.com
 - v. 4th – Michele Diaz michdiaz@gmail.com
 - vi. 5th – Michelle Carr mlc31@psu.edu

N. Ashley Stout memorial – Mrs. Wassom and Mrs. Funk

1. Would like to begin work on a mural. The local artist would not like to be paid, but we'd like to offer a donation to the artist. We'd also like to purchase the supplies.
2. When we have more information, we can circle back for approval.

O. Scholastic Book Fair 10/16 – 10/18

1. Will be coming up during conference days!
2. Will need additional volunteers to help set up and run registers (2-hour shifts... but will take any increments). Keep an eye out on the Membership Toolkit.

P. Other items

1. Aaron Miller – had a conversation with member of the school board and is here to propose building an aquarium at PFE. Could perhaps turn it into a piece of curriculum as well. It would be a heavily planted aquarium that requires maintenance, etc. Spoke to Tom Weed previously and he thought it'd be a good idea to raise it to the PTO. This could be something the kids participate in setting up. The ecology club may be interested in helping with it as well. Would like to partner with one or more classrooms. There is space in the lobby. If we have a faculty sponsor, there can be grants (educational project grant). He's asking for support and anyone who may be interested in helping. Some materials can be donated by Aaron.
 - i. The cost varies.
 - ii. Would be fresh water.
 - iii. Tom Weed will send this topic out to teachers and ask for volunteers, etc.
 - iv. Aaron will document an approx. of cost/space/etc.
 - v. The PTO supports this moving forward.

Q. Next Meeting

1. Wed 10/16/2019 @ 7pm
2. Please join us!

There being no further business, Melinda Turner made a motion to adjourn the meeting at 8:09PM. Michele Diaz seconded the motion. The motion carried.

Respectfully submitted by:

Michelle Carr

PFE-PTO Secretary

Date Submitted: 9/19/2019

Date Approved: _____

PFE PTO Treasurer's Report

September 18, 2019

Previous PayPal Balance as of May 15, 2019 - \$2,443.14

Pay Pal Income

Fun Run	\$ 1440.00
Total PayPal Income	\$ 1440.00

Pay Pal Disbursements

PayPal Fees (5/17/2019 to 9/17/2019)	\$ 53.80
Total PayPal Disburse	\$ 53.80

17 Sept 2019 BALANCE PAYPAL \$ 3,829.34

Previous Bank Balance as of May 15, 2019 - \$23,080.56

Income

Interest (May, June, July, Aug)	\$ 0.50
VOID Check 5/15/2019 (LOST)	\$ 300.00
Bridging Books (40)	\$ 398.60
Bridging Books (6)	\$ 59.94
Bridging Books (2)	\$ 19.98
Yearbooks (53)	\$ 901.00
Yearbook Ads (3)	\$ 60.00
Learning Support Trip return	\$ 10.00
Spring Photos - Lifetouch	\$ 1,091.00
SLAM Fair deposit	\$ 10.00
Amazon Smile donation	\$ 34.18
Extra dollar in account	\$ 1.00
Amazon Smile donation	\$ 53.05

Total Bank Income \$ 2,939.25

Disbursements (through September 17, 2019)

Stop Payment on #1115 - lost check (Becky Collins 6/9/2018)	\$ 35.00
1241 & Cash - Campout	\$ 300.00
1242 - ice cream party - STAR \$ (Brenda Hartman)	\$ 26.48
1243 - VOID	
1244 - 50 States Books for library (Michele Duffey)	\$ 1,075.88
1245 - 68 bridging books (Kidz Stuff LLC)	\$ 679.32
1246 - Duckling Project for 2 nd grade (Caitlin Ollendyke)	\$ 212.02
1247 - 4 th grade Penn's Cave admission (Penn's Cave)	\$ 1,678.75
1248 - field day dunk tank (PA Bounce House Party Rentals)	\$ 219.10
1249 - 5 th grade celebration (PA Bounce House Party Rentals)	\$ 337.50
1250 - chili cookoff, teacher appreciation week (Nicki Rusca)	\$ 312.61
1201 - coffee urn replacement (Nicki Rusca)	\$ 98.14
1202 - copies for bridging books (SCASD)	\$ 9.00
Auto Pay - check purchase (Deluxe)	\$ 74.98
1203 - campout remaining (Kate Branford)	\$ 28.31
1204 - 3 rd grade ice cream for trip (Brenda Khayat)	\$ 15.00
1210 - STAR ticket milkshake party (Brenda Khayat)	\$ 35.66
1218 - VOID	
1219 - Kindergarten - 4 classes supplies (Kristy Stroschien)	\$ 1,200.00
1220 - extra Kindergarten snacks (Kristy Stroschien)	\$ 100.00
1223, 1224, 1225 - 1 st grade supplies (Tomasko, Hartman, Brigman)	\$ 900.00

1206, 1207, 1208, 1209 – 2 nd grade supplies (Wilson, Ollendyke, Hopkins, Reitz)	\$ 1,200.00
1205 – 3 rd grade supplies – 4 classes (Terri DelReal) (ultimately 3 classes: extra \$300 given to 2 new teachers)	\$ 1,200.00
1222 – 4 th grade supplies – 4 classes (Ron Meyers)	\$ 1,200.00
1217 – 5 th grade supplies – 4 classes (Katie Stone)	\$ 1,200.00
1211 – record info (name)	\$ 91.94
1212, 1213, 1214, 1215, 1216, 1221 – specials supplies (Wassom, Begg, Collins, Schaeffer, Maser, McDermott)	\$ 1,800.00
1251 – last day breakfast & 2 \$50 staff gift cards (Michele Duffey)	\$ 322.39
1252 – clothing for nurse’s office (Gwynne Decker)	\$ 100.00
1253 – STAR reward party (Audrey Walters)	\$ 23.26
1254 – campout kitchen staff (SCASD Food Service)	\$ 120.75
1255 – learning support trip (DelGrosso’s)	\$ 226.00
1256 – balance for yearbook (Josten’s)	\$ 2,570.56
1258 – my school anywhere dues (Membership Toolkit)	\$ 398.00
1257 – garden supplies (emptied “garden acct”) (Becky Brigman)	\$ 136.10
1259 – 4 th grade Scholastic News (Scholastic News)	\$ 632.52
1262 – toppings for ice cream party (Michele Duffey)	\$ 81.52
1260 – Penguin Pride copies (SCASD)	\$ 18.00
1261 – classroom supplies (Caitlin Ollendyke)	\$ 107.26
1263 – 1 st week breakfast (Nicki Rusca)	\$ 144.92
Total Bank Disburse	\$ 18,910.97
<u>17 Sept 2019 BALANCE BANK</u>	<u>\$ 7,108.84</u>
TOTAL PTO Funds	\$10,938.18

Submitted by: Michele Duffey Date: Sept 17, 2019