

Park Forest Elementary PTO Meeting Minutes

October 2019

Attendees: Nicki Rusca, Michele Duffey, Melissa Stone, Jendy Cicero, Tom Weed, Michelle Carr, Jonna Belanger, Tracy Burns, Courtney Beers, Aaron Miller, Roshni Patel, Bhavin Patel, Andrew Angle, Emily Brandenburg, Terri Buchignani

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

A. Principal's Remarks –

1. Teachers are involved in the Planned Learning Committee where they meet every week. This is to aid in the Social and emotional learning for the children; every grade level meets.
2. This year began a multi-tiered system of support (MTSS) which includes a Psychologist, Counselor, Instructional Support, and a couple other important personnel. They are partnering with the Psych Center at PSU. It's a great opportunity and beneficial for families in many regards.
3. PBIS – our star penguin program should receive banner status!! So much appreciation is due to everyone involved regarding the implementation of MTSS and accessing services for every child.
4. Thank you to the Fun Run organizers, parents and kids!
5. Oct 31st will be the Costume parade @ 2pm and parents can sign students out afterwards. Kids who don't want to dress up or participate there is activity in the library, or it can be used as an excused absence.

B. Approval of May 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 4. Please direct any comments/questions to Michele Duffey.

D. Fun Run Recap

1. Total raised was over \$26,000!! This is so appreciated, and the PTO cannot wait to spend this money on the classrooms, teachers, kids, supplies, field trips, and so much more!
2. Thank you to all the families!

E. Wacky Week Mon 10/28 – Wed 10/30

1. This is a school wide prize from the Fun Run!
2. There will be a PJ Day, Crazy Hair Day, Mismatched Day.
3. Teachers are welcome to dress up too!!

F. Ice Cream Party Wed 10/30

1. This is for the top classrooms in each grade who raised the most during the Fun Run.

G. Penn Skates Fri 11/1

- i. School wide prize for reaching the \$25K goal!

- ii. Skating is **free** – free admission and free skates. Bring children of all ages to participate.

H. Field Trip Requests

1. 1st grade

- i. Mrs. Hartman – they are interested in going in May to see the production of Naked Mole Rat. They normally go to the theatre in the morning for the play, have a school or packed lunch, stop at the Creamery, travel to the Arboretum in and then finally head back to school for the end of the day dismissal.
- ii. It will tie in nicely with the last unit which is Playground/Community.
- iii. Requesting \$1,350 which includes:
 1. All the tickets (4 free adults for every 20 children)
 2. \$ for ice cream at the Creamery.
 3. *Possibly* for transportation – first option would be to use the free shuttle; but it may not be possible and need to pay.
- iv. Melissa Stone made a motion to approve the request. Tracy Burns seconded the motion. The motion carried.

2. 5th grade

- i. Would like to go to Fort Roberdeau in Oct. 25th
- ii. This is all dependent on getting nurses for the trip. A few trips have already been cancelled this year due to nurses being available to attend.
- iii. Requesting \$700 which includes:
 1. All the tickets.
 2. Transportation.
- iv. Jendy Cicero made a motion to approve the request. Melissa Stone seconded the motion. The motion carried.

I. Scholastic Book Fair Th 10/17 and Fri 10/18

1. Thank you to Melissa and other helpers for setting up.
2. Open 8am – 3pm Thur; Open 8am – 2pm Fri.
3. For anyone volunteering, please know that kids will have Scholastic gift cards from the Fun Run. If teachers would like books, please ring them up and don't charge them; use Scholastic \$.
4. The rewards they offer are so great!

J. Spirit Wear – Jendy Cicero

1. We have flyers to send home.
2. Families must sign up/be on Membership Toolkit to order spirit wear.
3. Samples will be at the book fair.

K. Holiday Breakfast and Luncheon

1. Thanksgiving Breakfast – normally have it close to the Thanksgiving break.
 - i. Breakfast is catered!
 - ii. Tentatively scheduled for Friday **11/22/19**.
 - iii. Requesting \$500
 1. Tracy Burns made a motion to approve the request. Melissa Stone seconded the motion. The motion carried.
2. Celebrating the various December holidays will be a luncheon.
 - i. Tentatively scheduled for **12/17/19**.

- ii. Nicki will create a parent sign up to donate lunch/dessert items, help set up, etc.

3. Appreciation Day – 11/20/19.

L. Aquarium update

1. Thanks to Mr. Weed. The viewing window will work if it gets an outlet installed. An outlet is in the works (the electric is covered; there is a line that we can get to). We have access to water within 2- ft.
2. 75 gallon will fit nicely.
3. Budget received; the highest cost being lighting (best light on the market, which is fully programable, so no tinkering is needed).
4. Total cost estimate without fish \$700-900; with fish is \$800-1,000. Includes fertilizer, equipment, etc. Annual cost is approx. \$100/year.
5. Suggestion is to call Paul – a foundation board member to help us fill out request form correctly, etc.
 - i. Need to have teachers involved to document the educational proponents/value of this are for the kids.
 - ii. One of the biggest values and quick wins of this will be the social and emotional needs of the teachers and students.
6. At this point, the consensus of the attendees is to move forward with using our school funds that we are so fortunate to have and get this implemented now and not wait to apply for an Ed grant.
7. Vote to approve \$1,000.
 - i. Jendy Cicero made a motion to approve the request. Emily Brandenburg seconded the motion. The motion carried.

M. Any other items

1. PBIS (STAR) funds request – \$600 for celebrations, banners, daily incentives for the kids, presenters, etc.
 - i. Melissa Stone made a motion to approve the request. Jendy Cicero seconded the motion. The motion carried.
2. More folks connected via zoom!

N. Next Meeting

1. Wed 11/20/2019 @ 7pm
2. Please join us!

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

Respectfully submitted by:

Michelle Carr

PFE-PTO Secretary

Date Submitted: 10/18/2019

Date Approved: _____

PFE PTO Treasurer's Report

October 16, 2019

Previous PayPal Balance as of October 15, 2019 - \$3,829.34

Pay Pal Income

Fun Run	\$12,743.00
Total PayPal Income	\$12,743.00

Pay Pal Disbursements

PayPal Fees (9/18/2019 to 10/15/2019)	\$ 459.80
Total PayPal Disburse	\$ 459.80
<u>16 Oct 2019 BALANCE PAYPAL</u>	<u>\$ 16,112.54</u>

Previous Bank Balance as of October 15, 2019 - \$7,108.84

Income

Interest (Sept)	\$ 0.06
Fun Run cash & check deposit	\$12,174.60
Total Bank Income	\$12,174.66

Disbursements (through October 15, 2019)

1260 - pocket constitutions (Katie Stone)	\$ 40.00
1264 - UEC Fun Run prizes (Melinda Turner)	\$ 150.00
1265 - 3 rd grade Scholastic News (Scholastic Inc)	\$ 556.08
1267 - K - field trip to Way Fruit Farm (Way Fruit Farm)	\$ 402.00
1268 - painting supplies for the playground map (Michele Duffey)	\$ 52.17
Cash - Book Fair cash	\$ 268.00
1269 - fun run supplies; audio rental (Melinda Turner)	\$ 165.18
1270 - spirit wear samples (Collegiate Pride)	\$ 263.50
1271 - classroom supply money (Brenden Lantz)	\$ 150.00
1272 - classroom supply money (Kelly Huntington)	\$ 150.00
Fee - fun run coin deposit fee	\$ 0.52
1273 - copies for September (The UPS Store)	\$ 47.52
1274 - coffee supplies (Nicki Rusca)	\$ 41.02

Total Bank Disburse \$ 2,285.99

16 Oct 2019 BALANCE BANK \$ 16,997.51

TOTAL PTO Funds \$33,110.05

Submitted by: Michele Duffey Date: Oct 16, 2019

Upcoming Expenses: Book Fair, Teacher Luncheon, Spirit wear, Trips, Basket Bingo