

Park Forest Elementary PTO Meeting Minutes

November 2019

Attendees: Nicki Rusca, Michele Duffey, Melissa Stone, Jendy Cicero, Jonna Belanger, Aaron Miller, Carly Funk, Andrew Angle, Eve Bellinger, Michele Diaz

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

A. Principal's Remarks –

1. Tom Weed could not attend the meeting.
2. Any remarks and/or questions are deferred until the January 2020 meeting.

B. Approval of October Minutes

1. Jendy Cicero made a motion to approve the minutes. Aaron Miller seconded the motion. The motion carried.

C. Treasurer Report

1. Please refer to page 4. Please direct any comments/questions to Michele Duffey.
2. Boxtops earnings are significantly less than last year.
 - i. A reminder flyer to families to use Amazon Smile/Boxtops digital will be sent prior to the Holiday break.
3. Yearbook prices may rise from \$17 to \$20.
4. We need to be more conservative with expenditures as the account may be close to empty if we continue spending the way we have been.

D. Winter Mini Grant Approval

1. Grants to be distributed the last week before Christmas.
2. Teachers and specialists are given \$50 per grant for any necessary classroom supplies. There is one less classroom this year so the total to approve is \$2,350.
 - i. Michele Diaz made a motion to approve the request. Aaron Miller seconded the motion. The motion carried.

E. 1st Grade Request – magnetic letters

1. First grade is implementing a new phonics program. Part of this program will be a hands on 'rug club' which includes cards and other learning devices. Magnetic letters are suggested as tools.
2. Amazon carries magnetic letter kits for \$23.99 and we would need six per classroom.
 - i. Kits contain consonant letters marked in blue and vowels in red.
 - ii. The Magnetic letters will be re-used for future years.
3. Eve Bellinger made a motion to approve \$575.76 for this request. Andrew Angle seconded the motion. The motion carried.

F. Holiday Breakfast and Luncheon

1. Holiday Breakfast on Friday, November 22. Michele Duffey ordered food. Nicki and Melissa can help set-up some on Thursday. Michele Duffey and Jonna will help set-up early on Friday morning.
2. Holiday Lunch on Tuesday, December 17th.
 - i. Sign-ups may not have transferred over to Membership Toolkit. Nicki will check on the sign-ups and create one.
 - ii. We are open to different menu ideas for warm foods - Italian, Taco Bar, Soup?. Italian has always been a popular option in the past. Michele Duffey and Michele Diaz can be available as back-up helpers.

G. Basket Bingo – date?

1. Proposed dates of February 7th or 21st to avoid Thon and Valentine’s Day.
 1. Melissa Stone provided a brief overview of the event.
 1. Melissa will ask Lisa if CEEL has a date preference with regards to space use and run potential dates past Tom.
 2. To do items for Melissa: Building use forms, check with Courtney Wozetek regarding basket sign-ups
 2. This year we need to remind anyone donating baked goods to label items with potential allergens or allergy friendly (ex. Contains nuts, Gluten Free, Vegan).

H. Chili Cook Off

1. Proposed dates of January 17th or 24th.
 - i. Nicki Rusca provided a brief overview of the event.
 - ii. We need to decide if this event will feature music or kids activities based on dates and availability.

I. Any other items

1. 3rd Grade Field Trip to STEP Afrika! Drum Folk on January 31st.
 - i. Estimated cost of \$400 as cost is split with learning enrichment
 - ii. Michele Diaz made a motion to approve \$400 for the field trip. Jendy Cicero seconded the motion. The motion carried.
2. Jendy Cicero to distribute spirit wear when it arrives.
 - i. Membership Toolkit may not provide paper copies of orders. Michele Duffey suggested creating a spreadsheet and printing labels to stick on each order.
 - ii. Jendy may need help sorting and delivering.
3. Aaron Miller provided a brief update on the aquarium and posed questions.
 - i. Do we want the set-up and reveal to be a surprise or should we involve kids in the set-up process?

J. Next Meeting

1. Wed 1/15/2019 @ 7pm
2. Please join us!

There being no further business, Jendy Cicero made a motion to adjourn the meeting at 8:00PM. Michele Diaz seconded the motion. The motion carried.

Respectfully submitted by:

Melissa Stone

Date Submitted: 11/27/2019

Date Approved: _____

PFE PTO Treasurer's Report

November 20, 2019

Previous PayPal Balance as of October 16, 2019 - \$16,112.54

Pay Pal Income

| | |
|----------------------------|--------------------|
| Spiritwear | \$ 3,844.00 |
| Total PayPal Income | \$ 3,844.00 |

Pay Pal Disbursements

| | |
|---|--------------------|
| PayPal Fees (10/15/2019 to 11/19/2019) - Spiritwear | \$ 145.84 |
| Transfer of Fun Run income to Northwest Account | \$17,550.00 |
| Total PayPal Disburse | \$17,695.84 |

19 Nov 2019 BALANCE PAYPAL \$ 2,260.70

Previous Bank Balance as of October 16, 2019 - \$16,997.51

Income

| | |
|--|--------------------|
| Interest (Oct) | \$ 0.14 |
| Transfer of income from PayPal Account | \$17,550.00 |
| Book Fair deposit | \$ 1,316.55 |
| Coin deposit - book fair | \$ 0.08 |
| Total Bank Income | \$18,866.77 |

Disbursements (through November 19, 2019)

| | |
|---|-------------|
| 1275 - PBIS incentives (Tom Weed) | \$ 600.00 |
| 1276 - Scholastic News - 5 th (Scholastic, Inc) | \$ 502.59 |
| 1277 - Scholastic Book Fair (Scholastic, Inc) | \$ 1,048.63 |
| 1278 - VOID | |
| 1279 - 5 th grade trip (Ft. Roberdeau) | \$ 400.00 |
| Fee - coin deposit fee (Northwest Savings) | \$ 0.01 |
| 1280 - ice cream parties for Fun Run prizes (Nicki Rusca) | \$ 105.29 |
| 1281 - 5 th grade international unit (Katie Stone) | \$ 245.00 |
| 1282 - prize for Fun Run (Penn Skates) | \$ 866.00 |
| 1283 - STAR ticket allotment (Betsy Bowman) | \$ 25.00 |
| 1284 - 1 st grade dairy farm trip (SCASD) | \$ 390.13 |
| 1285 - copies for fall (The UPS Store) | \$ 98.91 |
| 1286 - Ft Roberdeau transportation (SCASD) | \$ 458.14 |
| 1287 - advance purchase Thankful Breakfast (Wegmans) | \$ 312.00 |

Total Bank Disburse \$ 5,051.70

19 Nov 2019 BALANCE BANK \$ 30,812.58

TOTAL PTO Funds \$33,073.28

Submitted by: Michele Duffey Date: Nov 20, 2019

Upcoming Expenses: Teacher Luncheon, Teacher mini-grants, Spiritwear, Trips, Basket Bingo, Chili Cookoff