

Park Forest Elementary PTO Meeting Minutes

January 2020

Attendees: Nicki Rusca, Michele Duffey, Melissa Stone, Jonna Belanger, Terri Buchignani, Tom Weed, Jamie Brenner, Michele Diaz, Rebeca Sesmarais, Courtney Wozetek, Sy-Miin Chow,

President Nicki Rusca called the meeting to order at 7:02pm.

A. Principal's Remarks –

1. There are 20 entries for the Chili Cook Off! We are still searching for some talent to help with the entertainment for the evening.
2. There was a Faculty meeting held regarding equity. The overall understanding is we just don't want to talk it about during the months of specificity. We need to consider and talk about it all the time. We need to expose the kids to the various events in history and continue to try to make it elementary specific.
 - i. We delivered bookmarks about famous African American's to the high school. Some of the most meaningful things happen during PE, Library, etc. We strive to take it to the next level.
3. We have two long term subs in the school. Mrs. Brigman had her baby!
4. We received two grants that will go towards STEM. We will start a robotics challenge across multiple grade levels.

B. Approval of November '19 Minutes

1. Michele Diaz made a motion to approve the minutes. Melissa Stone seconded the motion. The motion carried.

C. Treasurer Report

1. Please refer to page 3. Please direct any comments/questions to Michele Duffey.
2. We need to continue to push BoxTops and Smile Amazon! It's easy and a free way for the student families to earn PFE money! Help us!
3. Newszela may be a change from Scholastic News to consider for saving dollars. If we get this through the school district, it wouldn't cost the PTO money.

D. Chili Cook Off – 1/24

1. 20 entries!
2. Mr. Weed and Nikki will send out another reminder.

E. Basket Bingo – 2/21

1. Melissa Stone – need volunteers!
2. Co-chair would be wonderful to help shadow Melissa and learn what to do.
3. Help needed in all areas: please consider signing up to help!
 - i. Solicit donations from business
 - ii. Table/chair set up.
 - iii. Book prize
 - iv. Food sales

- v. Kitchen set up
 - vi. Food
 - vii. Basket set up
 - viii. Ticket drawing
 - ix. Winner names
4. Perhaps the older kids could help.
 5. Some folks are watching the Facebook Buy Nothing page to check for baskets. We need baskets and need donations.
 6. Sporting tickets – Sarah Pantell – may donate PSU girls bball tix.
 7. During the Chili Cook Off – make announcement for the need for volunteers.
 8. Filling baskets – Thur 2/20 @ 6pm.
 9. Any PFE business owners – please donate your item(s) and we will ensure to post your business. We can help to advertise for your business!

F. Spring Book Fair and future second yearly event

1. First weekend in April... spring conferences!
2. No school on April 3 and 6.
3. Could have book fair on Monday 4/6. Some parents can come in to set up on Sunday 4/5.
4. Since Spring Conferences are not going to continue to happen in the future, need to identify another time to hold a second book fair. Perhaps hold it on the same night at the Chili Cook Off or another event held at PFE?

G. 5th Grade Book request

1. 5th grade has requested books for their March Madness book event. This could be close to \$600 or more dollars.
 - i. Per Mr. Weed, there is excess in the funding right now that may be used for some of this request. Mr. Weed will investigate this and may be able to assist.

H. SLAM Fair –

1. Save the Date ~ April 17!

I. Next Meeting

1. Wed 2/19/2019 @ 7pm
2. Please join us!

There being no further business, Michele Diaz made a motion to adjourn the meeting at 8:08PM. Jamie Brenner seconded the motion. The motion carried.

Respectfully submitted by:

Michelle Carr

Date Submitted: 1/16/20

Date Approved: _____

PFE PTO Treasurer's Report

January 15, 2020

Previous PayPal Balance as of November 19, 2019 - \$2,260.70

Pay Pal Income

Spiritwear	\$	45.00
Total PayPal Income	\$	45.00

Pay Pal Disbursements

PayPal Fees (11/19/2019 to 1/14/2020) - Spiritwear	\$	1.61
Total PayPal Disburse	\$	43.39

15 Jan 2020 BALANCE PAYPAL \$ 2,304.09

Previous Bank Balance as of November 19, 2019 - \$30,812.58

Income

Interest (Nov, Dec)	\$	0.41
Amazon Smile	\$	50.78
Spiritwear sales	\$	474.20
Spiritwear sales	\$	35.55
Total Bank Income	\$	560.94

Disbursements (through January 14, 2020)

1288 - Aquarium supplies (Aaron Miller)	\$	559.94
1289 - Field trip & staff t-shirts (Happy Valley Custom Ts)	\$	2,680.00
1290 - Thankful breakfast (Wegmans)	\$	117.52
1291 - Coffee supplies (Nicki Rusca)	\$	43.63
1292 - 1 st grade phonics magnets (Brenda Hartman)	\$	508.32
1293 - 3 rd grade trip to Afrika (PSU)	\$	576.00
1294 - Fun Run website fee (Tara Michaels)	\$	135.00
1295 - VOID		
CASH - Teacher mini-grants	\$	2,100.00
1296 - Dec luncheon food, plates, centerpieces (Michele Duffey)	\$	136.61
1297 - New penguin costumes (Melinda Turner)	\$	48.66

Total Bank Disburse \$ 6905.68

15 Jan 2020 BALANCE BANK \$ 24,467.84

TOTAL PTO Funds \$26,771.93

Submitted by: Michele Duffey Date: Jan 15, 2020

Upcoming Expenses:

Spiritwear, Trips, Basket Bingo, Chili Cookoff, SLAM Fair, Campout, 5th Grade Celebration, Field Day