

Park Forest Elementary PTO Meeting Minutes

February 2020

Attendees: Nicki Rusca, Michele Duffey, Melissa Stone, Jonna Belanger, Terri Buchignani, Tom Weed, Jamie Brenner, Michele Diaz, Rebeca Desmarais, Mary Hodges, Jendy Cicero, Eve Bellinger, Aaron Miller, Erin Loy, Verna Kale

President Nicki Rusca called the meeting to order at 7:03pm.

A. Principal's Remarks –

1. Basket Bingo is coming up this Friday!
2. Had a great Author Visit this month.
3. Book Club for students occurred tonight, 2/19/20. Kids were able to get stuffed animals and books!
4. Gearing up for Spring Break!!
5. Thanks to the PTO for the Chili Cook Off.
 - i. Fun to enjoy each other without asking for money \$.

B. Approval of January '20 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 4. Please direct any comments/questions to Michele Duffey.
2. An additional addendum is attached below as well. Michelle put together a snapshot of the past few years with the income and expenses.
3. We need to ensure we are making smart decisions about what we approve.
 - i. Newsela is school wide beginning next year, the Scholastic News \$ should no longer be requested.
 - ii. May need to reconsider 5th grade trip, etc. Perhaps Washington DC with its free museums, etc?
4. If we spend our previous couple of years of \$, at this rate, we'll be \$2K negative.
5. Per Tom, all Principals have recently filled out what schools will need funding for (e.g. field trips, etc.). Mr. Weed now has some answers for different things, so he and Michele will meet to review our expenditures and what the district may cover.

D. Basket Bingo – 2/21 Melissa Stone!

1. Happening this Fri night!
2. Donations are coming in and basket items are looking great.
3. Volunteers are looking good.
4. Tickets will be sold during the day.
5. Baked goods are coming along... we can always use more!
6. Ticket sales are rolling in from home as well.
7. Basket filling Thur night 6pm – have enough volunteers!

8. Baskets will be out Fri during the day for the kids to stick their tickets in to.

E. Nurse Decker – fundraising ideas

1. As a school and community, we'd like to help raise donations to assist in her travels and costs associated with what she must go through.
2. There's been a staff donation and a Go Fund Me that is receiving a lot of donations!
3. Do we want to do anything in addition?
 - i. Perhaps a local restaurant would give \$ for every meal/food sold? (Chipotle, Get Air, Chick F La, etc.)
 - ii. Perhaps we wait and see how treatment goes to see what expenses may come out later?
4. Decision, at this point, is to hold off for a little while and circle back once we know more.

F. Campout – Fri 5/29

1. Will also be field day!
2. Save the Date!

G. SLAM Fair – 4/17

1. Erin and Justin Loy are co-chairing again!
2. All volunteers are back to lead sections this year.
3. Will need volunteers for the night of the event.
4. Erin will email to begin communications.
5. The week after Spring Break the first communication will go out to families...Google.
 - i. Save the Date will be announced on Fri at the Bingo!
 - ii. Having people visit the Kindergarten rooms to give them an idea of what it's like is a good idea.
6. Can reuse a lot of items from previous years.
7. Nicki will check on the amount of ribbons.

H. 4th grade Field Trip Request – Penns Cave

1. 6/2/20 – full day event!
2. Ties into their genealogy course.
3. Transportation and admission to the cave – Mrs. Bowman provided an estimate of \$ 2,655.
 - i. Michele and Tom will meet to review if the school is once again able to pay for transportation, like in previous years.
4. Jaime Brenner made a motion to approve the admission amount of \$2,055. Michele Diaz seconded the motion. The motion carried.

I. Box Tops – deadline

1. Email sent to all coordinators 2/26 this round of counts is due!
2. Nicki will add to her communication!

J. Any Other Items

1. 3rd grade would like to request the PTO to provide funds to go to the Palmer Art museum and the Creamery.
 - i. Approx. 80 people for \$380.
 - ii. Melissa Stone made a motion to approve the request. Rebecca Desmarais seconded the motion. The motion carried.

2. PBIS – snow day at school incentive:
 - i. Hot Chocolate Party
 1. Mr. Weed will cover this cost (under \$200). We do not need to purchase cups and spoons.
 2. The PTO would like to request the teachers to ask parents of kids in their classrooms to donate crock pots and electric kettles.
 - ii. Celebration will be March 6th if students fill up the snowman shaped chart with their STAR tickets.
3. Reflex challenge throughout district – PFE won! Had the top 5 teachers and some top classes. Mrs. Ollyndyke’s class won overall! Mrs. DelReal won a kindle fire!
 - i. Fact fluency – grades 2-5.
4. The new Aquarium – fish will be in within one week! The kids are very anxious to see some fish!

K. Next Meeting

1. Wed 3/18/2019 @ 7pm
2. Please join us!

There being no further business, Melissa Stone made a motion to adjourn the meeting at 7:56PM. Rebecca Desmarais seconded the motion. The motion carried.

Respectfully submitted by:

Michelle Carr

Date Submitted: 2/24/20

Date Approved: _____

PFE PTO Treasurer's Report

February 18, 2020

Previous PayPal Balance as of January 15, 2020 - \$2,304.09

Pay Pal Income

Total PayPal Income \$ 0.00

Pay Pal Disbursements

Total PayPal Disburse \$ 0.00

18 Feb 2020 BALANCE PAYPAL \$ 2,304.09

Previous Bank Balance as of January 15, 2020 - \$24,467.84

Income

Interest (Jan) \$ 0.21

Spiritwear sales \$ 20.00

Total Bank Income \$ 20.21

Disbursements (through February 18, 2020)

1298 - Books (Ona Feinberg) \$ 181.14

Cash - Cash for Basket Bingo Sales \$ 400.00

1299 - Coffee Supplies (Nicki Rusca) \$ 53.20

1299 - Chili Cook-off paper supplies (Nicki Rusca) \$ 48.25

1300 - Spiritwear orders (Collegiate Pride) \$ 4,019.86

Total Bank Disburse \$ 4,702.45

18 Feb 2020 BALANCE BANK \$ 19,785.70

TOTAL PTO Funds \$22,089.79

Submitted by: Michele Duffey Date: Feb 18, 2020

Upcoming Expenses:

Trips, Basket Bingo, SLAM Fair, Campout, 5th Grade Celebration, Field Day, Classroom Supplies

Addendum to Treasurer's Report

	2017/18	2018/19	2019/20
Carry forward	\$11,890	\$10,352	\$9700
income	\$42,671	\$41,757	pending
expenses	\$41,885	\$43,950	pending
NOTABLES			
Donations	\$2,580	\$1,574	\$104
FR NET	\$26,476	\$25,713	\$25,300 (estimate)
		* Supples → \$300/	* Supp \$300/
		* Sch. News ~\$1600	* Sch. News ~\$1600