

Park Forest Elementary PTO Meeting Minutes

January 20, 2021

Attendees: Nicki Rusca, Jonna Belanger, Andrew Angle, Jamie McClintock Brenner, Rebecca Desmarais, Tracy Burns, Amber Ligetti, Jonathan Klingeman, Verna Kale, Courtney Beers, Hilary Field, Melinda Turner, Jendy Ciceo, Pam Shellenberger, Karl Shellenberger

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

1. Principal's Remarks

- a. Preparing for vaccines within the district – employees surveyed for interest
- b. Still working on staffing and substitutes due to COVID – open position for lunch and recess paraprofessional
- c. Working with leadership team at the school to develop transition information for a new principal
- d. Budgeting time of year so his other role is very busy right now
- e. The best part of the day is dismissal – to see parents and send kids off – it's only taking four minutes to get kids into their cars for dismissal!
- f. Starting to have issues with the building due to its age – intercom down last week; IT working in classrooms to improve technology; PFE is one of the older buildings.

2. Approval of November 2020 Minutes

- a. Jendy made a motion to approve the minutes. Rebecca Desmairas seconded the motion. The motion carried.

3. Treasurer Report

- a. Please refer to page 4. Please direct any comments/questions to Andrew Angle.
- b. Most of incoming transactions were for spirit wear
- c. Just got Box tops check today, which will be deposited soon
- d. Will have to refund \$42 for magnets because orders were not sufficient to order those
- e. Brought in \$488.85 in income to the bank account
- f. Dispersed mini grants for \$2050

- g. Paid upfront for the Spirit Wear samples
- h. Funds are lower than this time last year, but that is because we have not had some fundraising activities, such as the Fun Run.
- i. Must determine ownership of the PayPal account so Andrew can manage it
- j. Nicki has received some thank you cards from teachers – Mrs. Wassom got sewing scissors for 5th graders so they can each have their own, and she was thrilled to still be able to do that unit
- k. Will call PayPal to change account form business to nonprofit to reduce fees

4. Basket Bingo – virtual event, Friday February 26th

- a. Rebecca and Verna are planning for a virtual event
- b. Zoom, using myfreebingocards.com; Caitlyn Ollendyke will do the calling
- c. Google form to purchase raffle tickets and request bingo cards – will offer printing for anyone who can't print at home or might not be able to play online – bingo cards will be sent home day of the event – form will collect names of baskets they want to put money in so Rebecca can control if their name goes into the form depending on if they follow through and pay – all students still getting one free ticket and can select the basket they want it to go toward – post photos of baskets in the hallway at school so students can see all of the options – form will require selection of baskets to put tickets in
- d. Mrs. Ligetti can make an announcement in the morning if someone writes a script of what we want the students to hear
- e. Will need chat monitors for Bingo calls
- f. Two rounds of bingo and basket raffles in between and then return to bingo game
- g. Dominos offering free large one topping or cheese pizza to anyone who spends \$10 or more on raffle tickets. Rebecca will submit list to Domino's in advance – families can place their order the week of the event for curbside pickup or in store purchase
- h. Gift bags for kids who win bingo – penguin goody bag
- i. Basket donations must be in to school by the Friday before the event or to Rebecca's house by the Sunday before – the whole week of basket bingo will create baskets and will create flip grid – will share on social media
- j. Four volunteers in each garage to help make baskets
- k. Using zoom – will use Verna's account because she can host up to 500 people – planning to record to save winners in case we miss them – need a way to

manage attendees so we don't get any zoom bombers – could require registration – could just send link to folks who fill out the google form – could use a zoom password

- l. People have to wait in waiting room if a game is underway
- m. Must identify how many volunteers we need – Rebecca will create Sign-Up genius
- n. Some families want to participate in the fundraiser – could buy raffle tickets but cannot join bingo (keeping the event within the school)

5. Spring Scholastic Book fair – April 1-5th

- a. If it were to be in-person, it would be during those dates – assuming it will be online this spring
- b. Scholastic said our sales in the fall were good compared to other schools

6. Spirit Wear update

- a. Final order went in 1/19. Should get it within two weeks. If still in school, orders can be sent home with students (Jendy will separate the orders and deliver them to Nicki at school)
- b. Can offer pickup or drop off for orders for remote students – Karen and Molly in the office can help with that
- c. Samples could be put into baskets for basket bingo

7. Teacher Thank You – Winter Warmers – We LOVE our PFE teachers!

- a. Hard to do a large event like a lunch this year but could stock the teacher lounge with K-cups, hot cocoa packets, wrapped cookie, etc.
- b. Could ask for donations or just use some PTO funds to get the treats
- c. Could do something for Valentine's Day with a "We love our teachers" theme. – has a connection to someone who makes chocolate bombs. Jonna has lifesavers that can be distributed

8. Spring Events to Consider – Fun Run and SLAM fair

- a. Imagine there will be some kind of SLAM fair – Mrs. Maser did most of the work last year really quickly so likely can get one together
- b. Pam and Melinda would be happy to make the Fun Run if the teachers think it can be done without adding more stress. – Radio Park had a Fun Run in fall so Nicki will reach out to their PTO president to find out how they did it – maybe wait until April or May (maybe May 7th or 14th - Nicki will check with the office to make sure nothing else is scheduled at that time) so that

vaccination numbers are higher – Mr. Klingeman is willing to participate in a fun way– will have to spread out the running (maybe over a week during PE or recess or something) because of need to social distance – will ask Mrs. McDermott for ideas – good idea to have a Fun Run because we otherwise might not be able to cover school supplies - \$10,000 would be a sufficient earning to cover school supplies – maybe restructure the fun run over time (tracking miles to run to California or something like that when students can run on their own, at home, at school, etc.) – interest in doing something – will discuss in more detail in February meeting – a Fun Run meeting was scheduled for 1/27/21

9. Other items

- a. Fish tank will go to Mrs. Maser’s classroom – will need to be resurrected next school year, if the school wants to keep it – the fish are safe at a family’s house

Next Meeting – Wednesday, February 17th, 7pm – zoom only

There being no further business, Rebecca Desmarais made a motion to adjourn the meeting at 8:25 pm. Verna Kale seconded the motion. The motion carried.

Respectfully submitted by: Jamie McClintock Brenner

Date Submitted: January 27, 2020

Date Approved: _____

PFE PTO Treasurer’s Report

January 19, 2021 Submitted By: Andrew Angle

PayPal Account

Starting Balance - October 21, 2020	\$2,886.50
Income Spirit Wear: \$1,600 less \$59.60 in PayPal fees	\$1,540.40
Disbursements Spirit Wear refunds (magnet orders)	\$42.00
Ending Balance - January 19, 2021	\$4,468.90

Bank Account

Starting Balance - October 21, 2020	\$9,818.35
Income	
Interest	\$0.15
Spirit Wear	\$362.00
Box Tops for Education	\$126.70
Total Income	\$488.85
Disbursements	
1351 Collegiate Pride – Spirit Wear samples	\$308.94
Withdrawal Teacher Mini-Grants (41 x \$50)	\$2,050.00
1352 Nicki Rusca – Reimbursement for Thanksgiving Breakfast and Coffee	\$70.78
1353 Nicki Rusca – Reimbursement for Coffee Supplies	\$47.20
Total Disbursements	\$2,476.92
Ending Balance - January 19, 2021	\$7,830.28

Total PTO Funds

\$12,299.18

Upcoming Potential Expenses:

- Collegiate Pride (Spirit Wear) \$1,723.98
- Fun Run (postponed)
- Field Trips (on hold indefinitely)