

Park Forest Elementary PTO Meeting Minutes

September 13, 2021

Attendees: Terri Buchignani, Jamie McClintock Brenner, Rebecca Desmarais, Amber Ligetti, Eve Bellinger, Danielle Struble, Jessica Quinter, Stacy McCants, Jonna Belanger, Jendy Cicero, Lori Valent, Christy Junod, Theresa Miller, Rebecca Brigman, Verna Kale, Courtney Wozetek, Abdulaziz Albawardi, Melinda Turner, Erin Loy, Jana McIntire, Linyuan Jing, Laura Resor, Jenny Plummer

President Rebecca Desmarais called the meeting to order at 7:03 pm.

1. Principal's Remarks

- a. Great start to the year – settling in and getting used to routines; Back to school nights on 9/21 and 9/23. Virtual for all elementary schools. Teachers are preparing presentations. Parent teacher conferences are up in the air right now, but they hope to offer in person and virtual as suits the families
- b. Questions - none

2. Introduction of officers and members

- a. Board introduced themselves first; followed by teachers and parent participants

3. Approval of May 2021 Minutes

- a. Eve Bellinger moved to approve the May minutes; Danielle Struble seconded. Minutes are approved.

4. Treasurer Report and Updates

- a. See report full report on page 5.
- b. Paypal money was transferred to the bank (over \$18,000)
- c. About \$16,000 in the bank
- d. Benchmarked other banks (currently with Northwest savings). PNC offered the best options for nonprofits.
 - i. Very supportive of nonprofits
 - ii. Flexible lobby hours
 - iii. Mobile deposit and app (not available at current bank)
 - iv. Do not charge for online banking (Northwest does)
 - v. Helpful and friendly – great customer service, willing to help
 - vi. Danielle Struble moves to open bank account with PNC. Courtney Wozetek seconded.
 - vii. Vote was taken by anonymous poll
 1. New account with PNC: Yes 15, No 0, Abstain 0
 2. The motion to open a new bank account with PNC carries.
 - viii. People on the bank account will be Terri Buchignani (Treasurer), Jonna Belanger (Vice President), and Rebecca Desmarais (President)
 - ix. Forms – requesting that teachers complete a request form when asking for money for the classroom to help us track – currently on PTO website

– teachers can contact PTO board members with a request, and the board member can direct them to the form or complete the form for them – copies will be printed and placed in the PTO mailbox in the school for teachers to access (will be used often for requesting funds through the mini-grant program)

x. Main goals of treasurer this year are transparency and accountability

5. Fun Run – October 15th, rain date October 22nd

- a.** Major fundraiser of the year (out of two large fundraisers)
- b.** Nothing to sell or buy – just donate to support the kids while they are running
- c.** Students can move any way that suits them (run, walk, etc.)
- d.** Parents will be able to attend again this year
- e.** There is an online link for donating as well as an envelope to collect cash and checks
- f.** There will be raffles this year that give everyone a chance to win a prize (prizes are already obtained)
- g.** Still preparing the schedule – usually in the morning
- h.** \$20,000 raised first year – more than that each following year until SP21 which was \$15,000 but still covered school supplies
- i.** Whacky week will be the week of 10/25 for the whole school to celebrate (it's like a prize for participating in the Fun Run)
- j.** There is a penguin costume that someone can volunteer to wear to bring spirit to the event – a call will go out on the Facebook page to ask volunteers
- k.** One of the first events put on at the school in the school year
- l.** Fun run makes the school more equitable by providing the same school supplies for every student
- m.** We are a 501C3 so all donations are tax deductible

6. Virtual Book Fair – Dates TBA

- a.** Will be online only
- b.** Biggest outcome of book fair is book bucks (reward points per book purchased) – can be applied to teacher mini-grants, which saves PTO funds
- c.** Books will be shipped directly to your house

7. Yearbook updates

- a.** Yearbooks were delivered late this year
- b.** Changing volunteers to run the yearbook (Karen Martin in the main office will take over this year) and changing companies
- c.** We have lost money on the yearbooks the last couple of years – charged \$18 by the company to print and we charge \$20 – have had an extra box of yearbooks the last couple of years and have had to pay back the company
- d.** New company will charge \$14 instead of \$18 and will go up to \$22 fee to purchase yearbook – ads will stay the same \$10 for 1/8 of a page, etc.
- e.** Sold 170 yearbooks this year – was about 220 the last year
- f.** Will still be softcover and similar length

8. Spirit Wear

- a. Jendy oversees this – will be using Bee Free Designs this year (out of Bellefonte) – same or better pricing on all of the same items we have offered before – can also do water bottles and add children’s names
- b. Mrs. Wassom is doing the artwork
- c. Goal is to have them ready for delivery in mid-December
- d. Parent reached out requesting a design more suited for parents (just lettering, fewer penguins, etc.) – as long as the designs are in the format needed to print, we can have any design printed – Jendy will need to get the order to the printer by a certain time to get them all by Christmas and to get the items in because of shortages of materials
- e. Samples will be provided in school for kids to see – items can be purchased through the PTO website
- f. Will look into having a donation option to purchase an item for a different student who couldn’t purchase their own spirit wear – will work with Mrs. Ligetti to figure out logistics

9. Any Other Items

- a. Does the Y still do Penguin packs for the weekend – yes – could potentially add apparel to the backpacks one week – will add this to the list of ideas
- b. Children used to get a shirt through PBIS program (star penguin shirt) and class shirts so that every student had a shirt
- c. Park Forest Garden – Elizabeth Hughes has managed some of the responsibility but cannot manage it any longer – Eve Bellinger has helped to harvest over the summer and has ideas for the garden – has emailed Dr. Quinter – garden is currently a mess but needs to be cleared out – United Way does a day of caring on October 7th – we could do a Park Forest day of caring and each class could spend some time out in the garden that day to help tidy it up – ideas for fundraising to help repair things like the beds and the picnic tables – Eve is willing to take it on and Mrs. Ligetti is willing to work with her. Could potentially work to get mulch and seeds donated – have all of the supplies, just need person power – could start a PTO committee to take the lead – the Environmental Club used to be active but is no longer since COVID – to be successful long-term, consider making it a committee so there is formalized structure – if a teacher takes the lead, the school district foundation has a larger mini-grants program than PTO has (a teacher has to apply) – Rebecca Brigman could be the teacher lead when she returns to teach next year if parents can get it turned around this year and demonstrate community support – no money needed right now, just get it cleaned up and integrate some art pieces so it is ready for spring planting – possible to donate vegetables? Build up the garden facebook group to build momentum this fall
- d. Committees – trying to have two people co-chairing every committee so there is always back up – Rebecca has asked each committee to build a timeline of the committee, “handbook,” etc. Rebecca, as President, will always back-up the two co-chairs
- e. Sign up on website – pfepto.com – created directory so we can communicate to parents from there

Next Meeting – Wednesday, October 20, 2021, 7pm

There being no further business, Courtney Wozetek made a motion to adjourn the meeting at 8:14pm. Verna Kale seconded the motion. The motion carried.

Respectfully submitted by: Jamie McClintock Brenner



Date Submitted: September 17, 2021

Date Approved: October 20, 2021

PFE PTO Treasurer's Report – September 2021

Fees (5/8/2021 – 9/12/2021)

PAYPAL Account

Income (5/8/2021 – 9/12/2021)

<u>Budget Category</u>	<u>Amount (net)</u>
Donations	\$0.67
Fun Run (2021 – 2022 School Year)	\$47.76
Yearbook	\$75.91
Yearbook Ads	\$297.38
TOTAL PayPal Income:	\$421.72

Disbursements (5/8/2021 – 9/12/2021)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
5/21/2021	Terence Intl Inc (Field Day)	\$480.60
5/21/2021	PayPal Transfer to Bank Account	\$18,000.00
	TOTAL PayPal Disbursements:	\$18,480.60

<u>Budget Category</u>	<u>Amount (net)</u>
Donations	\$0.33
Fun Run (2021 – 2022 School Year)	\$2.24
Yearbook	\$4.09
Yearbook Ads	\$12.62
TOTAL PayPal Fees:	\$19.28

September 12, 2021 PayPal Balance: \$2,173.83

BANK Account

Income (5/8/2021 – 9/12/2021)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
5/22/2021	Yearbook Ads	\$60.00
5/24/2021	AmazonSmile Donation	\$106.96
5/24/2021	PayPal Transfer	\$18,000.00
5/28/2021	Interest	\$0.10
6/30/2021	Interest	\$0.16
7/12/2021	Miscellaneous (Reimbursement for aquarium from Aaron Miller)	\$600.00
7/12/2021	Donations	\$24.00
7/24/2021	Yearbook Ads	\$40.00

7/30/2021	Interest	\$0.14
8/16/2021	AmazonSmile Donation	\$102.74
8/31/2021	Interest	\$0.13
9/3/2021	Yearbook	\$20.00
9/3/2021	School Supplies (Return of money from 1st grade)	\$300
	TOTAL Bank Income:	\$19,254.23

Disbursements (5/8/2021 – 9/12/2021)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
5/19/2021	Check #1377 Patricia Begg (Mini Grant)	\$89.70
5/19/2021	Check #1380 Kristy Stroschein (Mini Grant)	\$104.94
5/19/2021	Check #1319 Rebecca Desmarais (Basket Bingo)	\$46.00
5/20/2021	Check #1382 Kidz Stuff Summer Workbooks (Summer Bridge Workbooks)	\$377.58
5/26/2021	Check #1383 Christina Ohs (Mini Grant)	\$74.20
5/26/2021	Check #1384 Brenda Khayat (End of Year)	\$22.23
5/26/2021	Check #1385 Community Education (Scholarship)	\$85.00
5/27/2021	Check #1386 Nicola Rusca (5th Grade Celebration)	\$39.17
5/27/2021	Check #1387 Lori Valent (End of Year)	\$24.94
5/28/2021	Check #1388 Christina Ohs (End of Year)	\$20.31
5/28/2021	Check #1389 Collegiate Pride (5th Grade Celebration)	\$748.00
5/28/2021	Check #1391 Kristy Stroschein (End of Year)	\$20.47
5/29/2021	Check #1392 Katherine Stone (End of Year)	\$38.08
5/31/2021	Check #1355 Jonna Belanger (Retirement/End of Year)	\$650.00
5/31/2021	Check #1356 Kristy Stroschein (School Supplies - Kindergarten)	\$900.00
5/31/2021	Check #1357 Brenda Hartman (School Supplies - 1st grade)	\$1,200.00
5/31/2021	Check #1358 Caitlyn Ollendyke (School Supplies - 2nd grade)	\$1,200.00
5/31/2021	Check #1359 Terri Del Real (School Supplies - 3rd grade)	\$1,200.00
5/31/2021	Check #1360 Betsy Bowman (School Supplies - 4th grade)	\$1,200.00
5/31/2021	Check #1361 Katherine Stone (School Supplies - 5th grade)	\$1,200.00
5/31/2021	Check #1362 Emily Garris (School Supplies - Special Ed)	\$100.00
5/31/2021	Check #1363 Dayna Hughes (School Supplies - Speech)	\$100.00
5/31/2021	Check #1365 Alicia Hess (School Supplies - Title 1)	\$100.00
5/31/2021	Check #1366 Kelly Huntingdon (School Supplies - ESL)	\$100.00
5/31/2021	Check #1367 Jen Walters (School Supplies - Enrichment)	\$100.00
5/31/2021	Check #1368 Melanie Wassom (School Supplies - Art)	\$300.00
5/31/2021	Check #1369 Patti Begg (School Supplies - Music)	\$300.00
5/31/2021	Check #1370 Stacie McDermott (School Supplies - PE)	\$300.00
5/31/2021	Check #1371 Elizabeth Maser (School Supplies - STEM)	\$300.00
5/31/2021	Check #1372 Roy Schaeffer (School Supplies - Band/Orchestra)	\$300.00
6/1/2021	Check #1393 KnB Inflatables (5th Grade Celebration)	\$454.75
6/2/2021	Check #1394 Brenda Hartman (End of Year)	\$25.00
6/2/2021	Check #1396 Classic Cones (5th Grade Celebration)	\$243.00
6/3/2021	Check #1397 Christina Ohs (Staff End of Year)	\$32.94
6/3/2021	Check #1398 Classic Cones (Staff End of Year)	\$99.00
6/3/2021	Check #1395 Michele White (End of Year)	\$25.00
6/4/2021	Check #1375 Terri Del Real (End of Year)	\$75.80

6/4/2021	Check #1399 Betsy Bowman (End of Year)	\$6.98
6/4/2021	Check #1400 Elizabeth Hopkins (End of Year)	\$17.19
6/4/2021	Check #1426 Kristy Stroschein (End of Year)	\$55.92
6/4/2021	Check #1374 Kimberly Rittenhouse (End of Year)	\$37.89
6/4/2021	Check #1427 Holly Hartzel - Reviglio (Sign Gypsies) (Teacher Appreciation)	\$103.50
8/19/2021	Check #1428 Lori Valent (Mini Grant)	\$74.16
8/21/2021	Check #1429 Rebecca Desmarais (Back to School/Welcome back teachers)	\$97.97
8/26/2021	Check #1430 Renee Link (new Library teacher) (School Supplies - Library)	\$300.00
8/26/2021	Check #1431 Rebecca Desmarais (First Friday)	\$104.89
9/2/2021	Check #1432 Janette Ortiz (new Kindergarten teacher) (Mini Grant)	\$100.00
	TOTAL BANK DISBURSEMENTS:	\$19,254.23

***Checks in red have not been cashed

September 12, 2021 BANK BALANCE: \$14,258.03

TOTAL PTO Funds \$16,431.86

Submitted by: Terri T. Buchignani Date: September 12, 2021, 2021

Upcoming Expenses for October:

First Friday (October)

Fun Run

Mini Grants