

Park Forest Elementary PTO Meeting Minutes

October 20, 2021

Attendees: Rebecca Desmarais, Jamie McClintock Brenner, Terri Buchignani, Jonna Belanger, Rebecca Brigman, Brenda Hartman, Liz, Jess Quinter, Katy Cassell, Danielle Struble, Carly Sebolt, Courtney Beers, Mary Hodges, Pam Shellenberger, Erin Loy, Ann Cathcart, Jendy Cicero, Katy Cassell, Eve Bellinger, Jackie Huff

President Rebecca Desmarais called the meeting to order at 7:07 pm.

1. Principal's Remarks

- a. It is busy at the elementary school (events like the Fun Run and Garden clean up)
- b. Parent/teacher conferences are underway and will go on through next week
- c. Hired new IST (Mrs. Lunsford's former position) – will start Nov 1
- d. Mrs. McIntyre (3rd grade) will leave shortly and that position will be replaced – applications are in now

2. Introduction of officers and members

- a. Board introduced themselves first; followed by teachers and parent participants
- b. Icebreaker this month was “What would be your walk-up song if you were a Major League baseball player”

3. Approval of September 2021 Minutes

- a. Danielle Struble moved to approve the September minutes; Jackie Huff seconded. Minutes are approved.

4. Treasurer Report and Updates

- a. See report full report on page 4.
- b. Fun Run raised over \$21,000
- c. Brought in over \$12,000 minus fees through PayPal since the last PTO meeting
- d. Moving bank account to PNC. Spending down the Northwest bank account and then moving all money to PNC – purchased checks
- e. Current funds are over \$27,000 (this is a good balance for this time of year)

5. Fun Run Recap

- a. Raised over \$21,000
- b. Thank you to Pam and Melinda for running the event so smoothly for several years
- c. Was a lot of hard work to organize but are at a point where there is a structure that can run smoothly year to year with new things added to the baseline plans – lots of communication needed the month leading up to the event – more successful than selling items and has the added benefit of movement for the kids – Danielle was awesome at the warm up area

- d. Whacky week 10/15-10/27– Monday Pajama Day, Tuesday favorite sports team day, Wednesday crazy sock or Halloween costume
- e. Grade that raised the most money (4th) will have an ice cream party – Giant donated two \$25 gift cards, which allowed them to purchase the ice cream without using PTO funds

6. PFE Garden Recap

- a. Eve Bellinger is spearheading the cleanup – Some volunteers helped over two days – classrooms (all but three in the building) assisted many children got really involved and did a lot of work
- b. Bought some new pairs of gloves
- c. Will prepare a request for a committee and a list of responsibilities for a future meeting
- d. Eve reached out to a parent about a scout troop that might want to take on rebuilding beds, and we posted a request for assistance on facebook

7. Book Fair – Virtual October 28-November 10

- a. Flyers will come home from school the week of the fair 10/28-11/10
- b. Scholastic is behind in orders so order early if you know you want books (especially for holiday)
- c. School gets scholastic book bucks that we can use for the reading event in the spring, teacher requests, etc.
- d. Books shipped directly to home address

8. Spirit Wear

- a. Using Bee Free designs – turn around is about two weeks
- b. Store will go live today or tomorrow on the PTO website: <https://www.pfpto.com/> You do not have to have a PTO website account to purchase through the store link
- c. Delivery mid-December so will be available or the holidays
- d. New “School spirit” design uses lettering only and no penguin
- e. Considering having spirit wear open all year – orders would go to the company every two weeks throughout the year
- f. Will be providing a donation option so you can purchase a shirt for someone else who may not be able to order for themselves

9. Thankful Breakfast

- a. Done right before Thanksgiving for all staff and teachers
- b. Kim Rice has reached out to eateries to identify options for a meal
- c. Danielle moved to vote on a \$500 allotment to food for this event. Eve Bellinger seconded.
- d. Nut free and gluten free options will be available
- e. Poll used to collect votes to approve the use of funds of \$500 for the Thankful Breakfast. Approved with 12 votes yes and 2 abstain.

10. Teacher Grant Request – accompanist for Mrs. Begg

- a. Jendy Cicero moved to vote on approval of funds of \$400 to pay for an accompanist for Mrs. Begg. Courtney Beers seconded. Approved with 12 votes yes and 2 abstain.

11. Moe’s Winter Break Fundraiser

- a. VP Jonna Belanger is working on this fundraiser
- b. Not meant to replace any other fundraiser. It is in addition to everything else we do. Our Box Tops fundraising has decreased since it moved to an online submission format, and we would like to make up for that loss.
- c. Will be available the last day of school before winter break
- d. Families and anyone in the community can purchase a meal kit.
- e. Kits will be handed out in front of the school between 5:30pm and 6pm
- f. Taco kits
- g. Will need volunteer sign up for handing out orders on the day of delivery (request will come next month).
- h. Get a good percentage of the profit
- i. Weis and Giant reinstated school fundraising programs so she is looking into setting that up – Weis gave money to schools recently
- j. Amazon Smile also is an option to earn money for the school

12. Any other items

- a. PTO Facebook Page – please follow and like the posts to boost attention to the posts – will include
- b. Halloween costume donations – drop off at 218 Canterbury Dr by Monday, 10/25 for Halloween parade at school (students may keep the costume)

Next Meeting – Wednesday, November 17, 2021, 7pm Zoom only

There being no further business, Danielle Struble made a motion to adjourn the meeting at 8:05 pm. Carly Sebolt seconded the motion. The motion carried.

Respectfully submitted by: Jamie McClintock Brenner



Date Submitted: October 27, 2021

Date Approved: _____

PFE PTO Treasurer's Report

October 19, 2021

PAYPAL Account

Income (9/13/2021 – 10/19/2021)

Budget Category	Amount (net)
Fun Run (2021 – 2022 School Year)	\$12,681.74
TOTAL PayPal Income:	\$12,681.74

Disbursements (9/13/2021 – 10/19/2021)

Date	Description	Amount
	TOTAL PayPal Disbursements:	\$0.00

Fees (9/13/2021 – 10/19/2021)

Budget Category	Amount (net)
Fun Run (2021 – 2022 School Year)	\$621.84
TOTAL PayPal Fees:	\$621.84

October 19, 2021 PayPal Balance: \$14,855.57

NORTHWEST BANK Account

Income (9/13/2021 – 10/19/2021)

Date	Description	Amount
09/30/2021	Interest	\$0.12
TOTAL Northwest Bank Income:		\$0.12

Disbursements (9/13/2021 – 10/19/2021)

Date	Description	Amount
9/20/2021	Check #1433 Jostens Inc (Yearbook)	\$953.70
10/4/2021	Check #1434 Park Forest PTO (Balance Transfer)	\$500.00
10/17/2021	Check #1435 Melinda Turner (Fun Run – Speaker Rental)	\$110.00

TOTAL NORTHWEST Bank Disbursements:		\$1,568.58
-------------------------------------	--	------------

***Checks in red have not been cashed

October 19, 2021 NORTHWEST BANK BALANCE: \$12,689.45

PNC BANK Account

Income (9/13/2021 – 10/19/2021)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
10/04/2021	Yearbook	\$60.00
10/04/2021	Balance Transfer from Northwest	\$500.00
10/13/2021	Fun Run	\$4,622.79
10/19/2021	Yearbook	\$20.00
10/19/2021	Fun Run	\$3,379.00
TOTAL PNC Bank Income:		\$8,681.79

Disbursements (9/13/2021 – 10/19/2021)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
10/9/2021	Credit Card – Check Gallery (PTO Supplies)	\$30.79
TOTAL PNC Bank Disbursements:		\$30.79

***Checks in red have not been cashed

September 12, 2021 PNC BANK BALANCE: \$8,651.00

TOTAL PTO Funds: \$27,545.02

****We raised a total of \$21,355.37 at Fun Run!!!

Submitted by: Terri T. Buchignani Date: October 19, 2021

Upcoming Expenses for November:

- Thankful Breakfast
- Mini Grants

