Park Forest Elementary PTO

January Agenda 01/19/2022

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**Wednesday / 19 January 2022 / 7:00 PM / ZOOM ONLY!** [**https://psu.zoom.us/j/98317797940**](https://psu.zoom.us/j/98317797940)

Attendancea: Terri Buchignani, Jamie McClintock Brenner, Rebecca Desmairas, Jonna Belanger, Jess Quinter, Jendy Cicero, Michele White, Christy Junod

President Rebecca Desmarais called the meeting to order at 7:05 pm.

# AGENDA

1. Principal’s Remarks
   1. Several new staff since the new year - Jennifer Jones 3rd grade, three new paras (Mrs. Quarter in kindergarten, two special ed paras), student teachers
   2. Staffing - the principal has subbed when necessary (even lunch duty!) - everyone is chipping in
2. Introduction of officers & members
   1. Icebreaker - What is your favorite - cat, dog, or guinea pig?
3. Approval of November minutes
   1. Christy Junod moved to approve the minutes. Jendy Cicero seconded. Minutes are approved
4. Treasurer report and updates
   1. Full report is on page 6
   2. Made more money on spirit wear than last year - made $539 (more than double last year)
   3. Paypal income over $1300
   4. Northwest income over $300
   5. Winter stipends to teachers were disbursed in December
   6. PNC income $18,000
   7. $33,000 in all accounts
5. Spirit wear Recap
   1. Spirit Wear is available year round (white out shirt has been increased to $7)
   2. Spirit Wear provider has a child at PFE and is the niece of a staff member! She has been easy to work with for the planners
   3. Next year will print invoices to double-check orders and to label the orders when delivered
6. Warm wishes meal update
   1. Went well - notes sent by families were handwritten and hung up in the teachers lounge
   2. Some teachers wrote thank you cards
7. Moe's Recap
   1. Made $190 - sold 38 boxes - pickup went really quickly
   2. Will offer again at the end of the year (possibly offering pickup on the last day of school when picking up children)
   3. Makes up for not getting as much money from box tops
8. Penguin Warm up event January 22nd 1pm-3pm
   1. Will be chilly (in the 20’s)
   2. Set up at 12:30pm
   3. Station for hot chocolate and apple cider and cookies
   4. Physical warm up - scavenger hunt and outdoor games
   5. Collecting outerwear from 4T through adult large
   6. Will provide to children in PFE who need outerwear, for the nurse’s office, can share with other schools, will donate extras to local donation centers
   7. An opportunity to have a safe winter gathering (no fundraising, just fun!)
9. Basket Bingo - virtual Friday, February 25th 6pm ZOOM
   1. Printed mailers are being printed right now to go home in school folders
   2. Basket raffle is second biggest fundraiser of the year
   3. Bingo winners get prizes
   4. Baskets have a theme - each classroom picks a theme and families provide contents
   5. Buy tickets to put into the basket they want a chance to win (kids each get a free ticket) - play bingo for free
   6. Don’t know yet if there will be a domino’s basket or pizza deal for the night - planners will reach out to other pizza places, as well
   7. Will need a new co-chair for next year (the PTO President is still co-chairing this year, but it is too much to add to officer duties)
   8. Baskets will be brought in for teachers to fill and photos will be taken to create a slideshow
   9. Winners will be given the contents of the basket in a reusable shopping bag to take home
   10. May be easier for planners and teachers to put items in bags rather than baskets
   11. Rebecca will make a sign-up genius for each room to request items from families
10. Yearbook update
    1. Being put together by Karen Martin this year
    2. Using TreeRing yearbook company (instead of Josten’s) - all yearbooks will be recycled paper and the company plants trees for each purchase - better control of the book and cheaper price - no purchase minimum - will only have to purchase exact amounts ordered
    3. March 1-21 will collect ads
    4. Can get a little profit off the book with ad sales - cost of book will be $22 this year
11. Any other items/looking ahead
    1. Mrs. Begg is retiring at the end of the school year. In addition to providing a gift card like we do for every retiring teacher, we may try to have the kids perform a song for her
    2. Crossing guard, Cliff Wilson, has been ill and will be away from work while it is cold - we are having a water bottle made for him - when he returns, we will put out a call for welcome back cards
    3. Spring events
       1. SLAM fair in April (Science Language Arts Art and Music) - done on flipgrid
       2. Book Picnic - PTO has used books in PTO closet that could be used for the event, Usborne books has a grant program that could provide books for the library/event - last year used Scholastic Book Bucks (which used most of the bucks we had)
       3. Book Fair in April
       4. Teacher Appreciation in May
       5. Field Day in May
       6. Opportunity to host a vaccine information session by the Penn State chapter of Vaccinate America (other PTO’s have hosted one - get their feedback on how that went - will have further discussion before planning)
    4. Received an email about the opportunity for group tickets for a Spikes game - will discuss further before details go out to parents

# NEXT MEETING -

WEDNESDAY, **February** 16, 2022/ 7:00 PM/ Zoom ONLY!

There being no further business, Jendy Cicero made a motion to adjourn the meeting at 8:23pm. Christy Junod seconded the motion. The motion carried.

Respectfully submitted by: Jamie McClintock Brenner

Text

Description automatically generated

Date Submitted:

Date Approved:

PFE PTO Treasurer’s Report

*January 18, 2022*

**PAYPAL Account**

## **Income (10/19/2021 – 01/18/2022)**

| **Budget Category** | **Amount (net)** |
| --- | --- |
| Spirit Wear | $1,361.45 |
| Warm Wishes | $209.70 |
| **TOTAL PayPal Income:** | **$1,571.15** |

## **Disbursements (10/19/2021 – 01/18/2022)**

| **Date** | **Description** | **Amount** |
| --- | --- | --- |
| 11/10/2021 | Transfer to Bank Account | $50.00 |
| 11/15/2021 | Transfer to Bank Account | $15,000.00 |
|  | **TOTAL PayPal Disbursements:** | **$15,050** |

## **Fees (10/19/2021 – 01/18/2022)**

| **Budget Category** | **Amount (net)** |
| --- | --- |
| Spirit Wear | $73.55 |
| Warm Wishes | $6.30 |
| **TOTAL PayPal Fees:** | **$79.85** |

**January 18, PayPal Balance: $1,376.72**

**NORTHWEST BANK Account**

## **Income (10/19/2021 – 01/18/2022)**

| **Date** | **Description** | **Amount** |
| --- | --- | --- |
| 11/12/2021 | Venmo Transfer (Spirit Wear) | $55.00 |
| 11/18/2021 | Venmo Transfer (Spirit Wear) | $82.00 |
| 11/30/2021 | Interest | $0.11 |
| 12/20/2021 | Venmo Transfer (Warm Wishes) | $200.00 |
| 12/31/2021 | Interest | $0.08 |
|  |  |  |
| **TOTAL Northwest Bank Income:** |  | **$337.18** |

## **Disbursements (10/19/2021 – 01/18/2022)**

| **Date** | **Description** | **Amount** |
| --- | --- | --- |
| 11/17/2021 | Check #1436 Rebecca Freeman (Spirit Wear) | $2,798.00 |
| 12/15/2021 | Venmo Transfer: Rebecca Freeman (Spirit Wear) | $73.00 |
| 12/17/2021 | Check #1437 Melanie Wassom (Winter Stipend) | $50.00 |
| 12/17/2021 | Check #1438 Patti Begg (Winter Stipend) |  |
| 12/17/2021 | Check #1439 Stacie McDermott (Winter Stipend) | $50.00 |
| 12/17/2021 | Check #1440 Elizabeth Maser (Winter Stipend) | $50.00 |
| 12/17/2021 | Check #1441 Roy Schaeffer (Winter Stipend) | $50.00 |
| 12/17/2021 | Check #1442 Emma Van Allen (Winter Stipend) | $50.00 |
| 12/17/2021 | Check #1443 Renee Link (Winter Stipend) | $50.00 |
| 12/17/2021 | Check #1444 Katherine Stone (Winter Stipend) | $50.00 |
| 12/17/2021 | Check #1455 Jennifer Cody (Winter Stipend) | $50.00 |
| 12/17/2021 | Check #1446 Krista Kellander (Winter Stipend) | $50.00 |
| 12/17/2021 | Check #1447 Kristen Hall (Winter Stipend) | $50.00 |
| 12/17/2021 | Check #1448 Betsy Bowman (Winter Stipend) | $50.00 |
| 12/17/2021 | Check #1449 Katy Cassel (Winter Stipend) | $50.00 |
| 12/17/2021 | Check #1450 Steven Calderone (Winter Stipend) | $50.00 |
| 12/17/2021 | Check #1401 Michele White (Winter Stipend) | $50.00 |
| 12/19/2021 | Check #1402 Teresa Del Real (Winter Stipend) | $50.00 |
| 12/19/2021 | Check #1403 Kimberly Rittenhouse (Winter Stipend) | $50.00 |
| 12/19/2021 | Check #1404 Nicole Titus (Winter Stipend) | $50.00 |
| 12/19/2021 | Check #1405 Caitlyn Ollendyke (Winter Stipend) | $50.00 |
| 12/19/2021 | Check #1406 Nicholas Reitz (Winter Stipend) | $50.00 |
| 12/19/2021 | Check #1407 Elizabeth Hopkins (Winter Stipend) | $50.00 |
| 12/19/2021 | Check #1409 Kimberly Wilson (Winter Stipend) | $50.00 |
| 12/21/2021 | Venmo Transfer: Thomas Novosel (Warm Wishes Meal) | $1,072.77 |
|  |  |  |
| **TOTAL NORTHWEST Bank Disbursements:** |  | **$5,043.77** |

*\*\*\*Checks in red have not been cashed*

**January 18, 2022 NORTHWEST BANK BALANCE: $7,982.97**

**PNC BANK Account**

## **Income (10/19/2021 – 01/18/2022)**

| **Date** | **Description** | **Amount** |
| --- | --- | --- |
| 11/3/2021 | Wix Transfer (Spirit Wear) | $524.99 |
| 11/4/2021 | Wix Transfer (Spirit Wear) | $184.80 |
| 11/4/2021 | Wix Transfer (Yearbook) | $15.00 |
| 11/5/2021 | Wix Transfer (Yearbook) | $15.00 |
| 11/5/2021 | Wix Transfer (Spirit Wear) | $47.21 |
| 11/9/2021 | Wix Transfer (Spirit Wear) | $96.57 |
| 11/10/2021 | Wix Transfer (Spirit Wear) | $19.12 |
| 11/10/2021 | Wix Transfer (Spirit Wear) | $302.11 |
| 11/12/2021 | PayPal Transfer | $50.00 |
| 11/15/2021 | Wix Transfer (Spirit Wear) | $9.10 |
| 11/16/2021 | Wix Transfer (Spirit Wear) | $40.18 |
| 11/16/2021 | PayPal Transfer | $15,000 |
| 11/17/2021 | Wix Transfer (Spirit Wear) | $28.83 |
| 11/18/2021 | Wix Transfer (Spirit Wear) | $309.21 |
| 11/19/2021 | Wix Transfer (Spirit Wear) | $282.33 |
| 11/22/2021 | Wix Transfer (Spirit Wear) | $54.08 |
| 12/15/2021 | Fun Run | $220.00 |
| 12/15/2021 | Donation (Thankful Luncheon) | $700.00 |
| 12/15/2021 | Yearbook | $55.00 |
| 12/15/2021 | Spirit Wear | $20.00 |
| 12/17/2021 | Wix Transfer (Spirit Wear) | $26.89 |
| 12/17/2021 | Venmo Transfer (Warm Wishes) | $97.32 |
| 1/18/2022 | Moe’s Fundraiser | $190.00 |
|  |  |  |
| **TOTAL PNC Bank Income:** |  | **$18,284.74** |

## **Disbursements (10/19/2021 – 01/18/2022)**

| **Date** | **Description** | **Amount** |
| --- | --- | --- |
| 11/17/2021 | PNC Bill Pay – Rebecca Desmarais (PTO Supplies) | $51.91 |
| 11/18/2021 | Venmo Transfer: Rebecca Freeman (Spirit Wear) | $54.00 |
| 11/23/2021 | Venmo Transfer: Thomas Novosel (Thankful Luncheon) | $1,200.00 |
| 12/15/2021 | Walmart.com (PTO Supplies – tablecloths) | $89.79 |
| 12/15/2021 | Check #1601 Kristy Stroschein (Winter Stipend) | $50.00 |
| 12/15/2021 | Check #1602 Janette Ortiz (Winter Stipend) | $50.00 |
| 12/15/2021 | Check #1603 Lori Valent (Winter Stipend) | $50.00 |
| 12/15/2021 | Check #1604 Brenda Hartman (Winter Stipend) | $50.00 |
| 12/15/2021 | Check #1605 Vanessa Tomasko (Winter Stipend) | $50.00 |
| 12/15/2021 | Check #1606 Morgan Gerard (Winter Stipend) | $50.00 |
| 12/15/2021 | Check #1607 Emily Garris (Winter Stipend) | $50.00 |
| 12/15/2021 | Check #1608 Dayna Hughes/Megan McGuire (Winter Stipend) | $50.00 |
| 12/15/2021 | Check #1609 Alicia Hess/Beth Biss (Winter Stipend) | $50.00 |
| 12/15/2021 | Check #1610 Kelly Huntington (Winter Stipend) | $50.00 |
| 12/15/2021 | Check #1611 Jennifer Walters (Winter Stipend) | $50.00 |
| 12/15/2021 | Check #1614 Courtney Simpson/Mary Kate Yestrumkas (Winter Stipend) | $50.00 |
| 12/15/2021 | Check #1615 Eileen Peachey/Ona Gabriel (Winter Stipend) | $50.00 |
| 12/15/2021 | Check #1616 Brenden Leister (Winter Stipend) | $50.00 |
| 1/18/2022 | SamsClub.com (Penguin Warmup –drinks/snacks) | $66.00 |
|  |  |  |
| **TOTAL PNC Bank Disbursements:** |  | **$2,161.70** |

*\*\*\*Checks in red have not been cashed*

**January 18, 2022 PNC BANK BALANCE: $24,124.63**

**TOTAL PTO Funds: $33,484.32**

**\*\*\*\*Spirt Wear made: $539.37**

### **Submitted by: \_*Terri T. Buchignani*\_\_\_\_\_ Date: January 18, 2022**

*Upcoming Expenses for January/February:*

Penguin Warmup

Basket Bingo