## Park Forest Elementary PTO Meeting Minutes

## *November 17, 2021*

**Attendees**: Rebecca Desmarais, Terri Buchignani, Jamie McClintock Brenner, Jonna Belanger, Eve Bellinger, Amber Ligetti, Christy Junod, Danielle Struble, Jess Quinter, Mary Hodges, Amy Lawrence, Erin Loy, Marie Reska, Carly Sebolt

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

1. **Principal’s Remarks** 
   1. New IST Teacher has started
   2. Mrs. Cronin currently in 3rd grade after teacher departure – new teacher coming from Phillipsburg-Osceola school district
2. **Introduction of officers and members**
   1. Icebreaker this month – “If you were a unicorn, what would your name be.”
3. **Approval of October 2021 Minutes**
   1. Eve Bellinger moved to approve the September minutes; Danielle Struble seconded. Minutes are approved.
4. **Treasurer Report and Updates**
   1. See report full report on page 5
   2. Spirit Wear is not included in the report this month because of the timing of the end of the sale. It will be reported in January.
   3. The treasurer disbursed checks only from PNC account last month (the Northwest account will be closed once all funds are transitioned to PNC)
5. **Spirit Wear Recap**
   1. Received over 90 orders
   2. Paying for the orders this week so printing can begin
   3. Should have orders completed for distribution by December 13th
   4. Biggest selling items were the White Out t-shirt and the personalized water bottle. Youth tie-dye was next, then ¾ sleeve baseball shirt
   5. Will be open all year going forward so Spirit Wear can be purchased any time. Orders will be printed about once per month
   6. PTO will reach out specifically at the beginning of the school year to make sure new families know about the shop and have an option to purchase
   7. Made the white out t-shirts to make Spirit Wear accessible to anyone, regardless of resources
   8. 100 white out t-shirts were purchased for the school to give out as they see fit
   9. Prices on items other than the white out shirt were raised a bit to help cover the cost of the white-out shirts
6. **Book Fair Recap**
   1. Sold over $1000 of books – get 25% back in Scholastic Book bucks (over $300)
   2. Teachers use Scholastic book bucks to get materials for their classroom
7. **Thankful Meal Update**
   1. Worked to make the meal more special this year (have done pastries and bagels in the past)
   2. Mary Hodges and her husband (a realty team) have contributed to making a pizza luncheon for the teachers and staff using Happy Valley Chef pizza food truck
   3. Teachers are ordering their pizzas now for the event next week
   4. Will need volunteers to be pizza runners – Volunteer between 10am – 2pm Monday 11/22 – would not need clearances or vaccine card to volunteer for this. Please wear a mask in the building. Volunteers will be able to enjoy a pizza from the food truck. Two more volunteers are needed. Donations are being accepted for gallon jugs of unsweetened tea and lemonade (2 gallons each needed), veggie tray (2), or fruit tray (1 already provided – 1 still needed). Let Rebecca Desmarais know via [pfepto@gmail.com](mailto:pfepto@gmail.com) if you can assist in any way.
8. **Moe’s Reminder**
   1. Orders will open December 6th
   2. Taco kits (choose between beef and chicken)
   3. PTO board will be distributing so we could use help handing out the orders (request will be made once we have obtained the total number of orders)
   4. Kits will be distributed 12/22
   5. This will supplement the money we earn from Box Tops – that has diminished significantly since submission moved to the app (dropped from $2000 per year to a couple of hundred per year)
9. **Garden committee update**
   1. The garden is frozen so nothing can happen until the thaw
   2. Front two beds need to be replaced
   3. Carrie Johnson reached out to offer a Girl Scout to assist with the project (the Scout is connected to Park Forest). The scouts are currently deciding if the Scout will just remove the old boards or remove and rebuild
   4. Classroom project – make pots of greens that can grow in the winter to hang on trellises in the hallway.
   5. Pumpkins needed to be started in May so they might have each class start their own pumpkins to get back after they are grown in the fall. 5th grade pumpkins will go to the new kindergarteners
   6. Matt Turay will handle gardening maintenance that needs to be done during the school day
   7. Can put out another call for volunteers specifically with winter prep
   8. Could possibly get a student group involved in the garden maintenance
10. **Teacher Winter Stipend**
    1. In the past have given $50 to teachers in the middle of the school year for supplies so teachers have padding to cover for materials that have deteriorated, broken, etc.
    2. Will give out before holiday break
    3. Have received an updated staff list to make sure everyone is included
    4. Will be giving checks rather than cash to be able to account for all of the money given (the treasurer is experimenting with checks completed by the bank to make sure they will work; otherwise, she will write out all checks)
    5. Asking to approve $1900 to make sure all teachers are covered
    6. Danielle Struble moved to vote. Carly Sebolt seconded
    7. Vote was taken by anonymous poll “Do you approve $1900 for teacher winter stipend?” Yea 7, No 0, Abstain 0 The expenditure is approved.
11. **Penguin Huddle**
    1. This is replacing a giving tree that was utilized in previous years. This option allows the huddle to come together any time during the year. Last year it was utilized to help students learn at home by providing supplies they might need
    2. Families who want to participate have been submitting information about what they need
    3. Hope to share the needs before Thanksgiving break – might be through Sign-Up Genius (working out some details for that format)
    4. There is a district family liaison staff person who reaches out to new families who may need assistance
    5. The Social work team opened a food pantry and clothing bank at the high school
    6. Exploring options for gathering monetary donations for the Penguin Huddle
12. **Holiday Luncheon December**
    1. Requesting to approve $600 for lunch before winter break. Danielle Struble moved to vote. Mary Hodges seconded. “Do you approve $600 for winter teacher lunch?” Yea 8, No 0, abstain 0
13. **Penguin Warm Up Event January**
    1. Saturday, January 22nd, 1pm-3pm
    2. Hot Chocolate and apple cider event where you can donate outerwear (gently used or new)
    3. Families and kids can participate and play during the event
    4. Will be held on the track behind school
    5. We have hosted a chili cookoff in January in the past but we are not going to hold an event that large indoors at this time. This event allows us the opportunity to gather with the health and safety plan in mind.
14. **Basket Bingo – virtual, Friday, February 25th**
    1. Will be virtual only
    2. Brought in about $5000 last year
    3. Each classroom picks a basket theme. Families from the classroom donate items. Local businesses have also donated baskets.
    4. Participants buy raffle tickets to place in baskets for a chance to win. Every student gets one free ticket to enter into the raffle.
    5. Bingo is played as well. Winners last year got a penguin party bag of penguin pencils, erasers, etc.
15. **Any Other items**
    1. PTO attempting to find a way to recognize holidays throughout the year – the district sent a list of holidays to the counselors this week so Amber will share with the officers to use for events, posts on Facebook, outreach, etc.
    2. Lost and Found slides have reunited some items with their owners
    3. Teachers lounge was gifted a new commercial grade Keurig (this takes the place of PTO volunteers coming in on Fridays to set up coffee). Pods are replenished once a month. Pods include coffee, tea, and cocoa. Caffeinated and decaffeinated options. The office staff have been updating Rebecca on what flavors are most popular.
    4. We are participating in the Keurig recycling plan. Teachers put their used pods in a box that gets shipped back to the company to be recycled.

**Next Meeting – Wednesday, January 19, 2021, 7pm Zoom only**

There being no further business, Eve Bellinger made a motion to adjourn the meeting at 8:27pm. Danielle Struble seconded the motion. The motion carried.

Respectfully submitted by: Jamie McClintock Brenner

Text

Description automatically generated

Date Submitted: November 24, 2021

Date Approved: January 19, 2022

PFE PTO Treasurer’s Report

November 16, 2021

**\*\*\*\*Spirit Wear is not included in this report as we are still finalizing everything**

**PAYPAL Account**

## Income (10/20/2021 – 11/16/2021)

| **Budget Category** | **Amount (net)** |
| --- | --- |
|  | $0.00 |
|  |  |
| **TOTAL PayPal Income:** | **$0.00** |

## Disbursements (10/20/2021 – 11/16/2021)

| **Date** | **Description** | **Amount** |
| --- | --- | --- |
|  |  | $0.00 |
|  |  |  |
|  | **TOTAL PayPal Disbursements:** | **$0.00** |

## Fees (10/20/2021 – 11/16/2021)

| **Budget Category** | **Amount (net)** |
| --- | --- |
|  | $0.00 |
|  |  |
| **TOTAL PayPal Fees:** | **$0.00** |

**November 16, 2021 PayPal Balance: $14,855.57**

**NORTHWEST BANK Account**

## Income (10/20/2021 – 11/16/2021)

| **Date** | **Description** | **Amount** |
| --- | --- | --- |
| 10/29/2021 | Interest | $0.11 |
|  |  |  |
| **TOTAL Northwest Bank Income:** |  | **$0.11** |

## Disbursements (10/20/2021 – 11/16/2021)

| **Date** | **Description** | **Amount** |
| --- | --- | --- |
|  |  | $0.00 |
|  |  |  |
| **TOTAL NORTHWEST Bank Disbursements:** |  | **$0.00** |

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

**November 16, 2021 NORTHWEST BANK BALANCE: $12,689.56**

**PNC BANK Account**

## Income (10/20/2021 – 11/16/2021)

| **Date** | **Description** | **Amount** |
| --- | --- | --- |
|  |  | $0.00 |
|  |  |  |
| **TOTAL PNC Bank Income:** |  | **$0.00** |

## Disbursements (10/20/2021 – 11/16/2021)

| **Date** | **Description** | **Amount** |
| --- | --- | --- |
| 11/10/2021 | Staples.com: New coffee machine for the teachers | $190.79 |
| 11/10/2021 | Keurig Recycling Containers for teachers (5) | $103.31 |
| 11/15/2021 | Walmart.com: Supplies for the Nurse | $55.00 |
| 11/15/2021 | Extra Spirit Wear for School Use | $100.00 |
| **TOTAL PNC Bank Disbursements:** |  | **$449.10** |

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

**November 16, 2021 PNC BANK BALANCE: $8,232.69**

**TOTAL PTO Funds: $35,777,82**

### Submitted by: \_*Terri T. Buchignani*\_\_\_\_\_ Date: November 16, 2021

*Upcoming Expenses for November/December:*

Thankful Breakfast/Lunch

Teacher Winter Stipends

Holiday Lunch