

Park Forest Elementary PTO Meeting Minutes

March 17, 2021

Attendees: Rebecca Desmarais, Jamie McClintock Brenner, Nicki Rusca, Terri Buchignani, Jonna Belanger, Jackie Huff, Erin Loy, Pam Shellenberger, Jonathan Klingeman, Verna Kale, Amber Ligetti, Suzi Mull, Eve Bellinger, Courtney Beers, Aaron Miller, Juliana Daughenbaugh, Jonathan Klingeman

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

1. Principal's Remarks

- a. Email about picture day will go out this week (4/6 with makeup day of 5/6) – process of photos will be explained in letter
- b. Most recent listening circle – about 20 parents attended – potentially having this once a month – might tie in to PTO meeting to encourage and increase attendance – will work with PTO president to make a plan
- c. Restructuring committees – teachers are not currently required to be on committees – about 20 teachers are working on how to organize committees to help the new principal – some include rebranding of Social Committee (will focus on staff wellness and camaraderie), Building leadership team (reps from every grade level and other groups), Family Outreach and Engagement (directly related to PFE being a Title I school – generates money that is required to be spent on connecting families to school such as coming in to work on curriculum, reading nights – engage community as well – may have representation from parents); Lack of teacher representation on PTO board – teachers will rotate in meetings; committee of teachers will work on rebranding social media (PTO parent members also desire this); STAR program led by Mrs. Ligetti (will need parent input) – committees are creating SMART goals to be ready by fall
- d. YouTube – parents have started requesting to block YouTube from chromebooks – it has been causing issues in some classrooms – teachers are being consulted about YouTube use – may have resource officer come in to talk about internet safety, cyber bullying, etc. – plan will be communicated out to families (will be focused on grades 3, 4, and 5)
- e. Good Day Café will come to Park Forest to provide coffee and food for teachers – PTO will cover the cost

2. Approval of February 2021 Minutes

- a. Rebecca Desmarais made a motion to approve the minutes. Jackie Huff seconded the motion. The motion carried.

3. Treasurer Report and Update

- a. Previous Treasurer, Andrew Angle, passed away unexpectedly – Nicki put together the report for the last month (see page 5 for the full report) and has all of the materials utilized by the treasurer – Michele Duffy (a previous treasurer) assisted Nicki in reviewing the PayPal totals –
- b. just short of \$2800 income in PayPal account in last month; received \$143 in Amazon Smile to bank account – over \$400 income – Disbursements \$2666.90
- c. March Madness Books – 4th grade activity expenditure
- d. Ashley Stout memorial – a former PFE student who passed away in 2019 and teachers wanted to create a memorial – a picture will be drawn and hung at school – some teachers are interested in making a donation so they will cover the rest of the cost of the memorial
- e. Unknown what other expenditures may come up because of uniqueness of the year – there are several retirees this year so gifts will be procured; yearbook will be an upfront cost but will be recouped
- f. Terri Buchignani may be interested in taking over as Treasurer – anyone else who is interested should contact Nicki – hope to take a vote in April

4. Basket Bingo – recap

- a. Huge thank you to Rebecca and Verna for reinventing the event to be virtual
- b. Huge success financially and a good event to connect as a community
- c. \$5834.39 total

5. Fun Run – Friday, May 7th

- a. Is on school calendar
- b. Mrs. Lunceford and Nicki are working on a running schedule – will be loosely based on last year, but will have to be spread out and transition time will have to be included
- c. Including VA, remote, and in-school – got together with parents representing each group of children and suggested doing Fun Run over the week ending in May 7th – one school fundraising goal with grade level prizes – 15 minutes of movement = a mile; progress to spots on a map as they total up miles (will move a penguin on a map – not sure its final destination but possibly Antarctica) – Some students from other elementary schools are in PFE remote classrooms – they also may participate – will make a slideshow to show at the end of the event – in-school students will go out and run on May 7th – may be able to have a laptop outside while kids are running and project on a screen outside, as well; will request teacher input for including remote and virtual

students – small group will meet again to continue discussing – need help finding an app to move a virtual penguin on a virtual map, in case anybody has suggestions

6. Yearbook and school pictures – Tuesday, April 6th

- a. Will be distributed later – Phil Torbet will create it as he has in years past – likely summer distribution

7. Aquarium money return

- a. Aquarium is in Mrs. Maser's STEM room – family who cares for the aquarium is moving out of Park Forest area so plans for the future of the aquarium are up in the air. Aaron Miller is willing to buy back aquarium materials that PTO purchased if there is no future plan for the aquarium – Mr. Klingeman can send out a survey to teachers to determine if anyone in the building has interest in maintaining the aquarium – if not, he can survey parents who want to volunteer
- b. Will be around \$200 to get the aquarium up and running again

8. Spring Events

- a. Campout (canceled) – too difficult to plan within safety guidelines – can ask families to share photos of an at-home campout – Miss O is interested in coming up with some event to replace this
- b. Spring Book Fair – held in April – online like the fall – will begin Monday, April 12th for 2 weeks – will need someone new to run the Book Fair next year when Nicki steps down as President
- c. SLAM Fair – pulled it together last minute last year – Mrs. Maser put it on FlipGrid – will likely use FlipGrid again this year. Remote and in-person students can all participate that way – no date yet
- d. 5th Grade Celebration – open to any ideas that will be safe and that parents support – will reach out to all learning platforms to find out what the children would like

9. SCASD PTO Diversity, Equity and Inclusion Committee

- a. Not an action item at this point – sharing what Easterly Parkway has done and their invitation to involve other PTO groups – a lot of it is specific to Easterly and the experience they have with their student population (often move in and out because of proximity to the university) – increase diversity in PTO and in school activities – Nicki will not be able to be the contact person for PFE because of stepping down as President so this opportunity is open to anyone who would like to be a point person

10. PTO website and new host

- a. Website (Membership Toolkit) has been frustrating to use and costs money to get more functionality – customer service has consisted of email with video tutorials rather than live conversations – Rebecca reached out to Wix to learn about their directory and website – should be able to have all of the tools we need (link PayPal account, directory, website, spirit wear) – Membership Toolkit renewal is in June so making a choice to change now would be timely – Rebecca reached out to other elementary schools to see what they are using – maybe could partner with other schools to get something for all of them – there was a conversation in district board group that Terri’s husband is on – she will ask if that conversation can be renewed quickly

11. Teacher Appreciation Week, May 3-7

- a. Anyone interested in forming subcommittee to help with that week should contact Nicki (Jackie Huff)
- b. PSSA testing is that week so Jonathan will let us know if there are any issues with doing the appreciation activities that week – shouldn’t affect students because it would be something in the lounge or in mailboxes

12. Other items

- a. Administrative Support Day is Wednesday 4/21 so plans will have to be made outside of a meeting (4/21 is the next PTO meeting)

Next Meeting – Wednesday, April 21st, 7pm – zoom only

There being no further business, Rebecca Desmarais made a motion to adjourn the meeting at 8:35pm. Erin Loy seconded the motion. The motion carried.

Respectfully submitted by: Jamie McClintock Brenner

Date Submitted: 3/24/21

Date Approved: _____

**PFE PTO Treasurer's Report
 March 17, 2021 Submitted By: Nicola Rusca**

Paypal Account

Starting balance, February 17 2021	\$7,536.82
Income	
Spirit Wear	\$66.40
Basket Bingo	\$2,730.46
Total income	\$2,796.86
Disbursements	
PayPal fees	\$2.60 spiritwear, \$108.54 bingo

Ending balance, March 17 2021	\$10,333.68
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Bank Account

Starting Balance – February 17, 2021	\$7,882.20
Income	
Interest	\$0.06
Amazon Smile	\$143.75
Spirit Wear	\$24.00 (cash)
Basket Bingo	\$120.00 (cash), \$132.00 (checks). Total \$252.00
Total income	\$419.81
Disbursements	
Book Madness - Ona Feinberg, #1315	\$249.68
Basket Bingo supplies - Kim Rice #1316	\$75.54
Gift cards for Angle/Garren family - Nicki Rusca #1317	\$200.00
Coffee supplies - Nicki Rusca #1318	\$35.04
Bingo Tickets - Rebecca Desmarais #1319	\$46.00
Ashley Stout memorial - Jennifer Kelly #1320	\$250.00
Collegiate Pride - spiritwear #1321	\$1810.64
Total disbursements	\$2666.90
Ending balance, March 17 2021	\$5635.11

Total PTO Funds

\$15,968.79

Upcoming Potential Expenses:
• Field Trips (on hold indefinitely)

