

# April Agenda 04/20

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Wednesday / 20 April 2022 / 7:00 PM / ZOOM ONLY!

<https://psu.zoom.us/j/98317797940>

Attendees: Jonna Belanger, Jamie McClintock Brenner, Terri Buchignani, Rebecca Desmarais, Carly Sebolt, Mary Hodges, Jendy Cicero, Evelyn Bellinger, Katy Cassell, Amber Ligetti, Nelson Dzade, Tirth Prajapati, Jackie Huff, Danielle Struble, Jess Quinter, Katie Stone

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

## AGENDA

1. Principal's Remarks
  - a. Many events coming up for the end of the school year. School gets busy and fun at this time of year with end of year activities and planning for next year
  - b. Process for hiring a new superintendent is not yet finalized
2. Introduction of officers & members
  - a. All attendees introduced themselves and answered the icebreaker: Would you rather have 100 duck-sized elephants or an elephant-sized duck?
3. Approval of March minutes
  - a. Jendy Cicero moved to approve the March minutes. Danielle Struble seconded. March minutes are approved.
4. Treasurer report and updates
  - a. The full report can be viewed on page 7 of the minutes.
  - b. Brought in over \$900 in PayPal since last meeting (and didn't spend anything)

- c. Spirit Wear is still available to be purchased through the PTO website
  - d. No activity in Venmo
  - e. 6 cents of interest added to NorthWest account. Will be shuttered this summer with the money moving into the PNC account
  - f. Eighteen different deposits for Spirit Wear, yearbook ads, Yearbook purchases, etc came from the website since last month. Individual deposits will be shared upon request but are not included individually on the report
  - g. Over \$39,000 in all accounts
  - h. Will be spending on field trips in the remaining months of the year
5. Yearbook available - until April 25th, vote on yearbook donations
- a. Only ordering about 25 extras for folks who want to purchase after the fact. Would like to ensure that every fifth grader can have a yearbook. If a family is unable to purchase one on their own, we wish to have funds available to purchase yearbooks for those students. Dr. Quinter saw a proof and said the yearbook looks great. Drone photo taken today of all fifth-graders in the shape of a '22. Will have video footage of 360 view of 5th graders
  - b. Jackie Huff moved to approve spending \$550 to purchase yearbooks for 5th graders who cannot purchase themselves. Katie Stone seconded. An anonymous poll was used to vote to approve \$550 to purchase yearbooks for the 5th graders who need support. 10 voted Yes. 0 voted no. 1 abstained. The expenditure is approved.
6. Slam Fair - Going on now, Virtually: April 18th-May 6th.
- a. You must sign in using your child's district email to access the Flip Grid. Instructions sent from Dr. Quinter.
  - b. Categories are Science Literature Arts Music. Students can enter one or all. Students can view their classmates' submissions and

are encouraged to do so and comment supportively on their classmates' projects.

7. PFE Garden update: things are growing!

- a. Eve Bellinger reports that the garden is going well. Classrooms made newspaper cups and planted greens a couple of weeks ago. The plants are on a trellis inside. Some classrooms are watering the plants through the week. Grow lights are being used, as well. Plants are sprouting quickly. A couple of students want to use their 3D printer to create a new PFE Garden Sign for the front of the garden
- b. Girl Scout Troup 40065 will be pulling out the front two beds that are falling apart. They will be there over the next couple of weeks to do that and other general cleanup. This will go toward their silver award. They also would like to do another project and will be surveying the teachers to get ideas for what else they can do around the garden that would be useful to the school.
- c. Flowers were planted and will be sold during a Plant Sale at the end of the year
- d. Anyone interested in being part of a garden committee going forward can sign-up on a sign-up genius (still to come) to help care for the garden throughout the summer. Then, there will be additional opportunities next academic year.

8. Usborne Book Fair update

- a. Raised over \$1500 - received 50% of this in books from Usborne - we will use it to fulfill teachers' wishlists
- b. After wishlists, still will have over \$200 for the librarian to purchase books from Usborne
- c. Most likely will have in-person Scholastic Book Fair in fall during parent-teacher conferences
- d. With success of online fair, may consider in-person in fall and online in spring

9. 5th Grade Celebration update-June 1st & Vote on Budget \$1600

- a. No one from the committee was able to make it tonight
- b. Planning to get inflatable from K n B Inflatables Please (wet to dry)
- c. Classic Cones ice cream
- d. Photo booth
- e. Danielle Struble moved to vote on approving \$1600 to utilize for the 5th grade celebration. Jackie Huff seconded. An anonymous poll was used to vote to spend \$1600 to provide a 5th grade celebration. 10 attendees voted yes. 0 voted no. 1 abstained. The expenditure is approved.

10. 5th grade field trip vote \$800.00

- a. Typically 5th graders go to Sinking Valley (Ft Roberdeau) to learn about life at the fort and colonial life. Relevant to the curriculum and can be done during school hours. PTO is asked to pay for student admission and transportation. Chaperones are requested, as well.
- b. Costs are estimated because we do not yet know the fuel costs and want to provide sufficient cushion to cover any cost.
- c. Jendy Cicero moved to vote to approve spending \$800 for the 5th grade field trip. Mary Hodges seconded. An anonymous poll was used to vote to approve \$800 to support the 5th grade field trip. 10 voted yes. 0 voted no. 1 abstained. The expenditure is approved.
- d. Some parents have asked if they can drive their student to the field trip. No one knew the answer, but Dr. Quinter will find out and communicate it out.

11. Teacher Appreciation Committee update: May 2nd - 6th

- a. Eve Bellinger and Jackie Huff are spearheading this activity

- b. Will need volunteers for set-up and tear down (an hour before and an hour after) - Sign-up genius will be sent in Dr. Quinter's weekly PTO email
  - c. Camping theme - event every day (a graphic was created to advertise each event for the teachers)
  - d. Parents will have an opportunity to write gratitude notes that can be attached to a small gift distributed at the end of the week
  - e. Teachers and staff will have an opportunity to demonstrate appreciation to each other throughout the week
12. Book Picnic: May 17th, rain date 18th, volunteers needed
- a. 1:30 pm - 2:30 pm (the whole school will do it at the same time)
  - b. Set up still being planned but parents will come to the school to sit outside with their students to read books provided by Title I funds and the school (each grade will have their own book that every student in that grade gets)
  - c. Volunteers will staff tables of snacks and drinks
13. Field Day: Friday, May 27th, volunteers needed, see sign up genius will be sent out
- a. Vote on supplies \$650.00
  - b. PTO will support some of the activities - purchase buffs (in a different color for each grade 4th yellow, 2nd red, kindergarten green, first blue, 5th black, 3rd orange) and mid-morning snack and popsicles in the afternoon
  - c. Volunteers can sign-up on the sign-up genius sent in Dr. Quinter's email: <https://www.signupgenius.com/go/8050545ada72dabf49-20221>
  - d. Danielle Struble moved to vote to approve spending \$650 on supplies for field day. Jackie Huff seconded the motion. An anonymous poll was used to vote to spend \$600 on supplies for field day. Attendees were alerted that this poll will be amended to indicate an expenditure of \$650. The vote went on with this

amendment in mind. 8 voted yes. 0 voted no. 1 abstained. The expenditure is approved.

14. Camp out: Friday, May 27th Committee and volunteers needed

- a. Same night as Field Day
- b. Set up is typically 4pm or 5pm. Takes place on Fun Run track area. Food provide (pot luck for dinner and breakfast)
- c. A few families have reached out to help with coordinating. A Park Forest paraprofessional who is a Girl Scout Troop leader has indicated that their troop would like to come help set up tents, monitoring the fires for s'mores, run activities, etc. Several of the girl scouts were Park Forest students in the past.

15. Spike Group Tickets link- Available April 26th

- a. Happening June 7th - game is at 6:35pm - gates open at 5:35pm
- b. Tickets are \$8 per person - link will come from Spikes next week
- c. Will be sitting on 3rd base side near the Kid Zone, but we don't yet know if it will be free or will have a charge that night

16. Any other items

- a. Next meeting is on a Tuesday because the choir concert is on the Wednesday that week in May - we will vote on school supplies and open officer positions that week.

**NEXT MEETING -**

**TUESDAY, MAY 17, 2022/ 7:00 PM/ Zoom ONLY!**

There being no further business, Danielle Struble made a motion to adjourn the meeting at 8:07pm. Eve Bellinger seconded the motion. The motion carried.

Respectfully submitted by: Jamie McClintock Brenner



Date Submitted: April 28, 2022

Date Approved: May 17, 2022

# PFE PTO Treasurer's Report

April 18, 2022

## PAYPAL Account

Income (3/16/2022 – 4/18/2022)

<u>Budget Category</u>	<u>Amount (net)</u>
Yearbook Ads	\$140.38
Yearbooks	\$743.32
Spirit Wear	\$55.01
<b>TOTAL PayPal Income:</b>	<b>\$938.71</b>

Disbursements (3/16/2022 – 4/18/2022)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
NONE		
	<b>TOTAL PayPal Disbursements:</b>	<b>\$</b>

Fees (3/16/2022 – 4/18/2022)

<u>Budget Category</u>	<u>Amount</u>
Yearbook Ads	\$9.62
Yearbooks	\$41.68
Spirit Wear	\$1.99
<b>TOTAL PayPal Fees:</b>	<b>\$53.29</b>

April 18, 2022 PayPal Balance: \$5,924.67

## VENMO – Attached to PNC

Income (3/16/2022 – 4/18/2022)

<u>Budget Category</u>	<u>Amount (net)</u>
NONE	
<b>TOTAL Venmo PNC Income:</b>	<b>\$0.00</b>

Bank Transfers (3/16/2022 – 4/18/2022)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
NONE		
	<b>TOTAL Venmo PNC Bank Transfers:</b>	<b>\$</b>

Fees (3/16/2022 – 4/18/2022)

<u>Budget Category</u>	<u>Amount</u>
NONE	

<b>TOTAL Venmo PNC Fees:</b>	<b>\$0.00</b>

**VENMO – Attached to Northwest**

**Income (3/16/2022 – 4/18/2022)**

<b><u>Budget Category</u></b>	<b><u>Amount (net)</u></b>
NONE	
<b>TOTAL Venmo Northwest Income:</b>	<b>\$0.00</b>

**Bank Transfers(3/16/2022 – 4/18/2022)**

<b><u>Date</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
NONE		
	<b>TOTAL Venmo Northwest Bank Transfers:</b>	<b>\$0.00</b>

**Fees (3/16/2022 – 4/18/2022)**

<b><u>Budget Category</u></b>	<b><u>Amount</u></b>
NONE	
<b>TOTAL Venmo Northwest Fees:</b>	<b>\$0.00</b>

**April 18, 2022 Venmo Balance: \$0.00**

**NORTHWEST BANK Account**

**Income (3/16/2022 – 4/18/2022)**

<b><u>Date</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
03/31/2022	Interest	\$0.06
<b>TOTAL Northwest Bank Income:</b>		<b>\$0.06</b>

**Disbursements (3/16/2022 – 4/18/2022)**

<b><u>Date</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
NONE		
<b>TOTAL NORTHWEST Bank Disbursements:</b>		<b>\$0.00</b>

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

**April 18, 2022 NORTHWEST BANK BALANCE: \$7,304.07**



**PNC BANK Account**

Income (3/16/2022 – 4/18/2022)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
Multiple Dates (3/18 – 4/15)	18 Wix Deposits; Spirit Wear, Yearbook Ads, Yearbooks	\$2,014.99
<b>TOTAL PNC Bank Income:</b>		<b>\$2,014.99</b>

**Disbursements (3/16/2022 – 4/18/2022)**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
3/22/2022	Vista Print; PTO Supplies (stamps)	\$36.66
3/31/2022	Evelyn Bellinger; Check #1655; Garden (supplies)	\$105.83
<b>TOTAL PNC Bank Disbursements:</b>		<b>\$142.49</b>

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

**April 18, 2022 PNC BANK BALANCE: \$26,554.37**

**TOTAL PTO Funds: \$39,783.21**

Submitted by: Terri T. Buchignani Date: April 18, 2022

Upcoming Expenses:

- Staff/Teacher Appreciation
- School Supplies
- Retirement Gifts
- Concert expenses
- Field Day
- Field Trips