

Park Forest Elementary PTO Meeting Minutes

April 21, 2021

Attendees: Jonathan Klingeman, Nicki Rusca, Jonna Belanger, Jamie McClintock Brenner, Amber Ligetti, Hilary Field, Terri Buchignani, Rebecca Desmarais, Emily Brandenburg, Caitlyn Ollendyke, Courtney Beers, Melinda Turner, Jackie Huff, Jendy Cicero, Susan Lunceford

President Nicki Rusca called the meeting to order at 7:00pm.

1. Principal's Remarks

- a. Rapidly approaching end of school year – end of year plans are well underway

2. Approval of March 2021 Minutes

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

3. Treasurer Report and Vote

- a. See full report on pg 4
- b. PayPal account has over \$10,400 – getting high so probably will transfer into bank account in next couple of weeks as Fun Run money comes in.
- c. Disbursement was coffee bar for teachers, pear deck for 4th grade, administrative professionals gift cards
- d. Upcoming potential expenses – Teacher appreciation, 5th grade celebration, school supplies, retirement gifts
- e. Terri Buchignani has volunteered to act as Treasurer. Vote held. 10 votes yea; 1 abstain. Terri is approved to become Treasurer – Nicki will share materials and resources with her and add her to the appropriate accounts.

4. Fun Run – Friday, May 7th

- a. Melinda Turner gave updates – envelopes went out today to in-person and remote. Virtual students will receive an email. Jonna is moving the penguin to summer vacation in Chicago to visit its cousins at Shedd Aquarium – families will contribute to mileage. Courtney has updated the website – got the first donation today

5. Yearbook Update

- a. Some ads have already been ordered – website is up and running for people to order – distribution likely will be in summer due to late photos and production of the yearbook
- b. Families are encouraged to share photos of the year that could be added – photos of upcoming events will be added, as well – email to PFEPTO@gmail.com

6. Aquarium

- a. There is no interest in maintaining the aquarium at school so the family that supported it previously will pay to take the equipment

7. Spring Events

- a. Book Fair ongoing until April 25th
- b. SLAM Fair, Wednesday, May 12th – entries will be submitted through FlipGrid – deadline is 5/7 to submit – can submit in every part but only one entry per category – specials teachers will show entries from the class to the class on May 12th – there’s a video on the PTO facebook page – Mr. Klingeman has offered to send out more information to parents to make sure they understand the event
- c. 5th Grade celebration, Wednesday, June 2nd – Students will walk to Park Forest pool to have a celebration here (will check with school nurse regarding health and safety protocols and per CRPR protocols)

8. Family Reading Picnic, May 18th-21st

- a. Miss Ollendyke is joining from the Parent and Family Engagement committee – she has always had a family reading picnic for her class, and they are going to expand it this year – save the date flyer is available – staff readers will attend with students if families cannot come – hopeful for many families participating because it is the only event where families can come to school this year – will follow health and safety plan by having many volunteers to help with hand sanitizing and distributing snacks – about six volunteers each morning – Nicki has the sign-up link – may sign up for same time when student’s picnic is – Jonathan will send more information this week – personal invite per grade will be sent later with the times for that grade – funded to get drink and snack for every child and a book for every child through scholastic book fair – funded partly through Title I funding – sign-up for parents will go out shortly – here is the link: <https://www.signupgenius.com/go/4090f48a9a628abff2-pfereading>

9. SCASD PTO Diversity, Equity and Inclusion Committee update

- a. Courtney Beers attended on behalf of PTO

- b. PTO's from all over the district represented at the meeting – discussed the committee they created at Easterly parkway and throughout the district – they shared events that could possibly be put on throughout the district (clothing drive for winter, book club with reading and discussion, book fair to increase library's books that represent different identities) – PTO at Easterly is willing to share everything they already planned if we want to put it on for PFE families – Easterly is doing one more book club and they will share the link for other families to attend – families purchased 100 books for the library during the book fair and PTO helped fund- Easterly is drafting letter to share with Superintendent O'Donnell to encourage improving diversity in hiring, looking for volunteers to help draft the letter – will have another PTO networking meeting in May (anyone who is interested is welcome to attend) – Courtney will send information to Nicki to share with families
- c. Elementary principals are working hard to improve diversity in hiring – there will be hiring needed at PFE before the new principal is in place, and Mr. Klingeman has diversity as a key focus on hiring

10.PTO website Update

- a. Rebecca Desmarais is working on the PTO website upgrade through Wix.com so we have our own domain name (less expensive than Membership toolkit used to be) – she has created a preview and still must create the directory – bringing links families need on one page – should be able to do all selling through it (spirit wear, etc.) – goal is to have it transitioned by June 15 – prior to then will need to download information from membership toolkit that we would need to use going forward – can start using the new website at any time – Rebecca will check to see if she can save sent emails from Membership Toolkit

11.Teacher Appreciation Week, May 3-7

- a. Jackie has developed plan – will be celebrating teachers and all school staff every day of the week – free coffee every day – will be movie-themed – personalized coffee cups with names on marquees – Hollywood walk of fame stars with teachers' names – Cinco de Mayo themed day – breakfast on Monday – will be nominating teachers for the Oscars of teaching – will encourage teachers to nominate “best supporting teacher” for those who have helped them throughout the year – nominees get entered into raffle

12.Summer Bridging Books

- a. Online ordering so PTO doesn't have to collect orders – families just go to the link and order for themselves and books will be sent directly to the students' home – PTO will purchase bridging books for Title I students – if PTO wants to help purchase bridging books for every student, we could give money to help cover that if we wanted (no further discussion on that)

13. Retirees Gift card spending approval

- a. Have given \$250 gift card in the past (will try to figure out if there is a specific card that they would appreciate or downtown gift card or Visa gift card) – have two retirees so would need to vote to approve \$500 expenditure – there is also a librarian who has worked part-time with PFE this last year who is retiring – should a gift be approved, that will be paid through a separate amount that will be low enough not to require a vote – Vote was held to approve \$500 expenditure. 11 yea 0 nay 0 abstain. Expenditure is approved.

14. Other items

- a. Having extra set of gloves/hats in the classroom (one parent has donated to her son’s classroom before) – could this be done with health and safety plan? Teacher could wash them or quarantine them so this donation could be done this year. The nurse also has extras and might be willing to collect – funds are still available from Penguin Huddle and could address needs like this as they come up

Next Meeting – Wednesday, May 19th, 7pm – zoom only

There being no further business, Melinda Turner made a motion to adjourn the meeting at 8:05pm. Rebecca Desmarais seconded the motion. The motion carried.

Respectfully submitted by: Jamie McClintock Brenner

Date Submitted: 4/28/21

Date Approved: _____

PFE PTO Treasurer’s Report April 21, 2021 Submitted By: Nicola Rusca Paypal Account

Starting balance, March 17 2021	\$10,333.68
Income	
Yearbook ads	\$70.00
Total income	\$70.00
Disbursements	\$0
Ending balance, April 21 2021	\$10,403.68

Bank Account

Starting Balance – March 17, 2021	\$5,635.11
Income	
Interest	\$0
Basket Bingo	\$10.00
Total income	\$10.00
Disbursements	
Good Day Cafe. Check # 1322	\$222.33
Pear Deck subscription. Check #1323 Ona Feinburg	\$35.98
Gift cards for Administrative Professionals Day. Check # 1324 Nicki Rusca	\$100.00
Total disbursements	\$358.31
Ending balance, March 17 2021	\$5,286.80

Total PTO Funds \$15,690.48

Upcoming Potential Expenses:

- Teacher Appreciation
- 5th Grade Celebration
- School Supplies
- Retirement gifts