

May Agenda 05/17

Tuesday / 17 May 2022 / 7:00 PM / ZOOM ONLY! v Ch

[://psu.zoom.us/j/98317797940](https://psu.zoom.us/j/98317797940)

Attendees: Rebecca Desmarais, Jonna Belanger, Terri Buchignani, Jamie McClintock Brenner, Kristy Stroschein, Nicole Titus, Evelyn Bellinger, Amber Ligetti, Jess Quinter, Renee Link, Erin Loy, Steven Calderone, Jhoselyn Contreras as, Jendy Cicero, Carly Sebolt, rGina Brannick

AGENDA

1. Principal's Remarks
 - a. PTO board thanks Dr. Quinter for a great first year together. Getting ready for end of year activities. Amazing turnout for book picnic. Band and orchestra last week, choir tomorrow. Celebrating Mrs. Begg at her last concert before retirement.
2. Introduction of officers & members
 - a. Officers and attendees introduced themselves and answered the icebreaker "Beach house or cabin in the woods"
3. Approval of April minutes
 - a. Eve Bellinger moved to approve the minutes, Carly Sebolt seconded. April minutes are approved.
4. Treasurer report and updates
 - a. The full report can be viewed on page 8 of these minutes.
 - b. Brought in over \$300 through PayPal. \$6300 in the account in total. Will be moved into bank account.
 - c. Venmo not used at all.
 - d. NorthWest bank account. Six cents in interest. Will move all money to PNC once all outstanding items have been reconciled. Will start PNC savings account at that time.

- e. Spent quite a few funds this month for teacher appreciation, book picnic, 5th grade celebration
 - f. Total of \$32,000 in the PTO account. This amount is a healthy balance at this time of year.
 - g. Next expenses will be school supplies, retirement gifts, field trips
 - h. If the PTO owes you money, please submit the Request for Reimbursement Form by June 30, 2022:
https://www.pfepto.com/files/ugd/738a6a_4a7ee3f24d344bccb68383043c883b3c.pdf
5. Yearbook update
- a. Karen Martin and Rebecca have done a fantastic job giving us a different option this year with a different company and netted over \$600 instead of being in the red as we have been in the past.
 - b. Yearbooks will be distributed the last week of school
6. Slam Fair update
- a. 53 entries
 - b. Was entirely virtual - the Loy family has done a good job moving it to virtual in the last couple of years
 - c. Would like to plan something in person next year
 - d. If someone is interested in this project, they could start working with Erin Loy next year to learn details before taking over in the future
7. Teacher & Staff Appreciation Update
- a. Was fantastic! Teachers indicate they were very thankful
 - b. Seemed well-received - did some different events this year
 - c. Charcuterie and food truck worked out really well
 - d. Most rewarding were the notes shared

8. Usborne Book Fair update
 - a. Very successful - Purchased teacher wish lists and gave \$200 to the library to purchase books from usborne with the rewards from the sale
9. 5th Grade Celebration update
 - a. Have a good plan for the 1st but are working on a backup plan in case of thunder/lightening
 - b. June 2nd inside is an option - with as many vendors who can make the change - as of now they all are available
 - c. For the 1st - water slide, photo booth, ice cream truck
10. Book Picnic: update
 - a. Great turnout
 - b. Some students have already read their free book!
 - c. First-time attendees thought it was cute and loved the siblings sharing books
 - d. Almost 300 kids had families or visitors there
 - e. Mrs. Ligetti heard children inviting other children to join them if they didn't have visitors
 - f. Miss Ollendyke has submitted a grant to the SCASD foundation to continue this and have a sustainable funding source
11. Field Day: Friday, May 27th
 - a. Jonna is helping the PE teacher to schedule it
 - b. Sign up genius is available for folks who want to volunteer
 - c. Last few items still needed are food and snacks which will be purchased prior to the event
12. Camp out: Friday, May 27th vote on budget

- a. Families can camp around the track at the school. Two families are running it together (they are brand-new to the event but are getting some support from folks who ran it previously)
- b. RSVPs are due May 23rd so they can plan for food
- c. Jendy Cicero moves to vote to approve the expenditure of \$500 for food and drink for camp out. Eve Bellinger seconded. An anonymous poll was used to vote. 10 yea. 0 nay. 0 abstained. The expenditure is approved.

13. Spike Group Tickets- Available now

- a. Ticket available through June 6th
- b. Game is June 7th
- c. Not able to purchase on a mobile device - use a computer to purchase the discounted tickets.
- d. About 25 tickets have been sold so far. We are hoping for over 100.
- e. Teachers and friends may join, as well.

14. Vote on retirement gift

- a. Mrs. Begg is retiring - we typically provide a retirement gift of \$250 - we will get a card from her favorite restaurant and a downtown State College gift card
- b. Carly Sebolt moves to vote to approve the expenditure of \$250 for Mrs. Begg's retirement gift. Amber Ligetti seconded. An anonymous poll was used to vote. 10 yea. 0 nay. 0 abstained. The expenditure is approved.

15. Vote on school supplies

- a. We have always been able to help purchase school supplies which helps with education equity
- b. \$10,000 is the same amount as last year.

- c. Teachers get about \$300. Specials teachers get a smaller amount. Amounts calculated by the treasurer and principal.
- d. Jendy Cicero moves to vote to approve the expenditure of \$10,000 for school supplies for the 2022-2023 school year. Carly Sebolt seconded. An anonymous poll was used to vote. 9 yea. 0 nay. 0 abstained. The expenditure is approved.

16. Vote on new officers

- a. Term starts June 15
- b. Candidates were moved to the waiting room for the time of the vote.
- c. Vice President
 - i. Steven Calderone moves to vote to approve Eve Bellinger as Vice President. Gina Brannick seconded. An anonymous poll was used to vote. 8 yea. 0 nay. 0 abstained. Eve Bellinger is approved as Vice President.
- d. Secretary
 - i. Gina Brannick moves to vote to approve Jendy Cicero as Secretary. Christy Sebolt seconded. An anonymous poll was used to vote. 8 yea. 0 nay. 0 abstained. Jendy Cicero is approved as Secretary.
- e. Bank account changes
 - i. With the new officers approved, Eve Bellinger (Vice President), Rebecca Desmarais (President), and Terri Buchignani (Treasurer) must obtain access to the PNC Bank account. Jonna Belanger (outgoing Vice President) should be removed from the PNC bank account.

17. Vote on Kindergarten Party funds

- a. Started a week of themes to keep everyone's energy up the last week of school.

- b. Likely will be less than \$300 but asking for \$300 in case of unexpected need.
- c. Amber Ligetti moves to vote to approve the expenditure of \$300 for kindergarten party. Carly Sebolt seconded. An anonymous poll was used to vote. 9 yea. 0 nay. 0 abstained. The expenditure is approved.

18. Dates for new school year meetings

- a. Will continue to be on third Wednesday of month
- b. Attendees agreed that zoom is the preferred method
- c. No meeting in December
- d. Will continue occurring at 7pm.

19. Any other items -

- a. Renee Link presents 2023 author visit
 - i. Ms. Link has a proposal and slides of the information
 - ii. Budget between \$3000 and \$3500 to cover honorarium and travel, hotel, and food
 - iii. Book sales help defray the costs
 - iv. Still narrowing down which author they will invite
 - v. Author time would be split among the schools participating so the author would be at PFE for probably one day.
 - vi. PTO may want to consider providing some funds to purchase books for students who are not able to afford to purchase them to be signed
- b. The PTO Board presented first-year president Rebecca Desmarais with a gift card to Rapid Transit to thank her for her excellent work this year

- c. The PTO Board presented outgoing Vice President, Jonna Belanger, with a tumbler featuring her favorite restaurant to thank her for four years of service to the PTO board.
- d. The PTO Board presented outgoing Secretary, Jamie McClintock Brenner, with a donation in her name to Centre County PAWS to thank her for her two years of service to the PTO board.

There being no further business, Eve Bellinger made a motion to adjourn the meeting at 8:02pm. Amber Ligetti seconded the motion. The motion carried.

Respectfully submitted by: Jamie McClintock Brenner



Date Submitted: May 25, 2022

Date Approved: September 21, 2022

NEXT MEETING -

WEDNESDAY, **September** 21, 2022/ 7:00 PM/ Zoom ONLY!

PFE PTO Treasurer's Report

May 16, 2022

PAYPAL Account

Income (4/19/2022 – 5/16/2022)

<u>Budget Category</u>	<u>Amount (net)</u>
Yearbooks	\$374.95
Spirit Wear	\$14.95
TOTAL PayPal Income:	\$389.90

Disbursements (4/19/2022 – 5/16/2022)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
NONE		
	TOTAL PayPal Disbursements:	\$0.00

Fees (4/19/2022 – 5/16/2022)

<u>Budget Category</u>	<u>Amount</u>
Yearbooks	\$21.05
Spirit Wear	\$1.05
TOTAL PayPal Fees:	\$22.10

May 16, 2022 PayPal Balance: \$6,314.57

VENMO – Attached to PNC

Income (4/19/2022 – 5/16/2022)

<u>Budget Category</u>	<u>Amount (net)</u>
NONE	

TOTAL Venmo PNC Income:	\$0.00
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Bank Transfers (4/19/2022 – 5/16/2022)

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

Fees (4/19/2022 – 5/16/2022)

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

VENMO – Attached to Northwest

Income (4/19/2022 – 5/16/2022)

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

Bank Transfers (4/19/2022 – 5/16/2022)

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

Fees (4/19/2022 – 5/16/2022)

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

May 16, 2022 Venmo Balance: \$0.00

NORTHWEST BANK Account

Income (4/19/2022 – 5/16/2022)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
04/29/2022	Interest	\$0.06

TOTAL Northwest Bank Income:		\$0.06
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Disbursements (4/19/2022 – 5/16/2022)

Date	Description	Amount
4/29/2022	Rebecca Freeman; Venmo; Spirit Wear	\$132.00
TOTAL NORTHWEST Bank Disbursements:		\$132.00

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

May 16, 2022 NORTHWEST BANK BALANCE: \$7,172.13

PNC BANK Account

Income (4/19/2022 – 5/16/2022)

ate	Description	Amount
4/19/2022 – 5/11/2022	9 Wix Deposits; Yearbook, Spirit Wear	\$1,021.96
TOTAL PNC Bank Income:		\$1,021.96

Disbursements (4/19/2022 – 5/16/2022)

Date	Description	Amount
4/28/2022	TreeRing; Credit Card; Yearbook	\$3,883.11
4/29/2022	Classic Cones; Credit Card; 5th Grade Celebration	\$270.00
5/2/2022	Ahhmazing Grace; Check #1620; Teacher Appreciation	\$460.00
5/2/2022	Pam Shellenberger; Check #1617; Concerts; Cake for Mrs. Begg	\$80.00
5/2/2022	Lauren Kooistra; Check #1618; Concerts; Accompanist for Choral Concert	\$250.00
5/2/2022	Rebecca Clayton; Check #1619; Concerts; Accompanist for Band and Orchestra Concert	\$125.00
5/5/2022	Nick Cowels; Check #1622; Teacher Appreciation; Food Truck	\$1,393.00

5/5/2022	Fort Roberdeau; Check #1621; Field Trip; 5th Grade Field Trip	\$420.00
5/9/2022	SamsClub.com; Credit Card; Book Picnic; Snacks and water for book picnic	\$195.70
5/10/2022	Sams Club; Credit Card; Book Picnic; Snacks and water for book picnic	\$178.62
5/13/2022	Rebecca Desmarias; Check #1657; Teacher Appreciation; Coffee, Tea, and Cream for March and April	\$261.26
5/13/2022	Jackie Huff; Check #1623; Teacher Appreciation	\$209.84
5/15/2022	Jonna Belanger; Check #1658; School Supplies; Sanitizer wipes and hand sanitizer	\$37.10
5/15/2022	Jonna Belanger; Check #1659; Field Day; Buffs/Gators	\$416.52
5/16/2022	Rebecca Desmarias; Check #1661; Teacher Appreciation; Coffee, Tea, and Cream for May	\$159.26
TOTAL PNC Bank Disbursements:		\$8,339.41

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

May 16, 2022 PNC BANK BALANCE: \$19,237.02

TOTAL PTO Funds: \$32,723.72

Submitted by: Terri T. Buchignani Date: May 16, 2022

Upcoming Expenses:

- School Supplies
- Retirement Gifts
- Field Day
- Field Trips