

# Park Forest Elementary PTO

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## September Agenda - 09/19

Thursday / 19 SEPTEMBER 2024 / 7:00 PM / ZOOM ONLY!

[PFE PTO ZOOM LINK](#)

The meeting was called to order by Rebecca at 0703 pm.

## AGENDA

- Principal's Remarks
  - Welcome to the first PTO Meeting of the year! Rebecca and Dr. Quinter provided a summary of what the PTO does and how it helps throughout the school. Planned activities, fundraisers, PTO budget, volunteer recruitment, and information sharing with families was discussed.
  - Dr Quinter reported that Back to School Night was a success with over 50% of PFE families attending.
  - Dr Quinter sends out weekly emails to families which have been well received.
  - More information regarding fall field trips, kindergarten football night on October 4th, the Penguin Shuffle, Book Fair, and Harvest Parade will be sent in the coming weeks.
- Introduction of officers
  - Rebecca Desmarais, Carly Sebolt, Jialing Wang, Dr Jessica Quinter, Lori Valent, Mallory Devore, Naila Mukhtaroua, Robert Moir, Jennifer Walters, Katelyn Espenshade, Christy Junod, Liz Minich, Mary Hodges, Maria Delcormen, Georgi, Sarah, Stacy, Rima Patel, Jessica Dehaut, Joy, Laura Potts, Jona Luapher

- Approval of May minutes - view the minutes here  
<https://www.pfepto.com/meetings>
  - Approved by Lindsey Zapletal, Seconded by Mary Hodges.
- Treasurer report and vote on yearly budget
  - See attached treasurer's report.
  - See attached report for anticipated yearly budget. The PTO would like to vote on their yearly budget for routine expenses and field trips, with any additional expenses over \$250 requiring further approval. The major fundraiser for the year is the Penguin Shuffle, which covers a significant portion of the school supply checks and other expenses.
  - Motion to approve a Yearly Budget of \$36,005.00 by Jessica Dehaut, Seconded by Rima Patel. The vote passed unanimously.
- Back to school night recap
  - Super Fun! Loved the setup of the rooms and the PTO area. We made and distributed over 150 bags of popcorn as well as other snacks. A great way to meet new families and connect with parents, as well as sell merch.
- Back to school breakfast recap
  - Word around the halls, it was delicious!
  - Bagels, cream cheese and orange juice supplied to teachers and staff by the PTO to start the beginning of the year. PTO supplies coffee and tea every month throughout the school year for faculty.
  - If anyone would like to help with any upcoming food events please contact the PTO (set up, serving, donations, cleanup).
- Spirit Wear updates - 5th grade design
  - Spirit wear is available year round on the PTO website. The items and designs offered changes every fall.

- Every year, Mrs Wassom organizes a contest among 5th grade students to illustrate a design that will be highlighted on merchandise in the PTO store. The designs are voted on by art teachers in the district. Other designs are featured in the yearbook.
- Penguin Shuffle (Fun Run) - Friday, October 18th, (rain date, October 25th) See attached letter, more info to come, Volunteers needed- signup genius coming!
  - This is our major fundraiser of the year, bringing in ~\$20,000.00 every year! The Penguin Shuffle is a fun event promoting movement.
  - Students are asked to gather pledges from family, friends, neighbors for a 15 minute walk/run/shuffle, however EVERY student participates in the shuffle regardless of the amount raised.
  - The funds raised go back to the school, teachers, and students as supplies, teacher grants, school garden maintenance, field trips expenses (including transportation).
  - Volunteers needed- sign up genius coming soon.
  - Nittany Entertainment is once again generously donating their time and service for this event.
  - Penguin Shuffle Form will be sent home Friday September 20th (orange paper). Classroom prizes started Thursday Sept. 19th. See Penguin Shuffle information form for an explanation of prizes and how they are broken down.
- Book Fair: October 30 - November 1st, volunteers needed, sign up genius coming!
  - October 30 (following the Harvest Parade) is when the book fair will start. Typically ~\$400 worth of books are sold at the Harvest Parade.
  - The Book Fair will remain set up during Parent Teacher Conferences. Kids are welcome to come and help parents setup/run the register/restock/cleanup.
  - One of the prizes for Penguin Shuffle is book bucks that can be redeemed at the Book Fair. We will have guest readers during the evening event.
  - Teachers make wish lists of books that parents can purchase and donate to the classroom.

- Kindergarten Field trip - included in yearly budget \$600 to Way Fruit Farm Sept 24th
  - Lori Valent provided a description of the event. The students will participate in a wagon ride through the apple orchard, learn about apple growth, and see a sorting machine. They will also get to take home a big bag of apples.
- Directory update - Scan QR Code to fill out directory form, if you haven't done it in the last two years.



- Any other items

Motion to end the meeting at 746 by Mallory Devore, Seconded by Jessica Dehaut

**Next MEETING - THURSDAY, October 10, 2024 / 7:00 PM / Zoom ONLY!**

Respectfully submitted by: Jendy Cicero on October 6, 2024.

Motion to approve by: \_\_\_\_\_ on \_\_\_\_\_

Seconded by: \_\_\_\_\_

Dear PFE Families,

Exciting news! Our annual fundraiser, the Penguin Shuffle, is just around the corner on Friday, October 18th, and we need your support! **Our goal this year is \$20,000.** *For extra fun, if we raise over \$22,000, we will have a school-wide prize!*

The Penguin Shuffle is more than a fundraiser—it's a fun and healthy event where students gather pledges before participating in a 15-minute run/walk/movement with their classmates. The best part? Almost all funds raised go directly to support essential initiatives at PFE:

- **School Supplies:** Ensuring every student has the tools for success.

- **Community Building:** Creating a close-knit, supportive environment with events and staff appreciation.
- **Equal Opportunities:** Providing funding for field trips and buses so every child can benefit from valuable experiences.

### How can you help?

- **Encourage pledges** from friends and family. Each student is encouraged to raise \$50, but all are welcome to participate, regardless of donations.
- **Prizes are available** for different fundraising tiers! The majority of our prizes are generously donated, including items contributed by one PFE family. This keeps our overhead costs low and allows over 97% of all funds raised to go back to the PTO for events.
  - Classroom Challenge: The classroom with the highest total donations raised online by the first weekend (deadline: Monday, Sept 23 at 8 a.m.) will win a Crumbl party that week.
  - Weekly grade level prizes after the first week.
- **Join us on October 18th** from 8:30–11:30 AM to cheer on the students with the sounds of Nittany Entertainment! (Rain date: October 25th). *Specific grade times will be shared soon.*
- **Volunteer** before or during the event—more hands make less work!
- **Spread the word** and share with family and friends.

Donating is easy at <https://www.pfepto.com/penguin-shuffle>. Cash or checks can be given to teachers for the PTO. Make checks payable to "PFE PTO."

Your support truly makes a difference in the lives of our students. Let's come together for the Penguin Shuffle and show our PFE spirit! Looking forward to seeing you there!

Warm regards,  
Rebecca Desmarais  
PFE PTO President  
pfepto@gmail.com