

Park Forest Elementary PTO Meeting Minutes

February 17, 2021

Attendees: Nicki Rusca, Jonna Belanger, Jamie McClintock Brenner, Rebecca Desmarais, Andrew Angle, Courtney Beers, Michelle Carr, Susan Lunceford, Jendy Cicero, Pam Shellenberger, Melinda Turner, Juliana Mendez-Daughenbaugh

President Nicki Rusca called the meeting to order at 7:04pm.

1. Principal's Remarks

- a. Mrs. Lunceford provided remarks
- b. Appreciative of patience of parents while navigating remote learning and snow days
- c. Some parents are thankful for quick switch to remote for snow days this week

2. Approval of January 2021 Minutes

- a. Rebecca Desmarais made a motion to approve the minutes. Jendy Cicero seconded the motion. The motion carried.

3. Treasurer Report

- a. See the full report on page 4.
- b. A lot of activity in PayPal account (most from Basket Bingo) – Andrew is still reviewing Basket Bingo ticket sales thus far.
- c. Bank account – income from spirit wear checks and money out to Nicki for Basket Bingo prizes and teacher Valentine's date
- d. Two more invoices out for Spirit Wear (should be done by 2/22) – will pay invoice in full once all payments are in

4. Basket Bingo – Update, Friday February 26th

- a. Rebecca and Verna working very hard to get the event set up
- b. Ticket sales continue next week (big boost in tickets after sending out reminder to order by Tuesday for free pizza from Domino's)
- c. Over \$3000 already earned from ticket sales
- d. No sign-up genius form for volunteers yet
- e. Jonathan, Susan Lunceford, and Caitlyn Ollendyke will call bingo
- f. Jonna is monitor – all meeting attendees offered to help as needed
- g. Need four chat monitors – let people in, look for bingo (2 people), monitor chat for appropriate discussion (can move people back into waiting room or we could make a breakout room or we could block a person from chatting) - No Q&A feature unless in webinar, could make option to chat only with the host or cohost – we tested it and it didn't work so Jonna will play with it – Miss O will give instructions for appropriate zoom behaviors
- h. People will enter zoom using student's name
- i. Verna and Rebecca and Nicki will put baskets together this weekend (weather permitting)
- j. Photos of baskets will be shared on social media and in school (in-person and remote)

- k. Will need help to distribute them to winners
- l. Ticket deadline – Thursday 2/25 by 10pm
- m. Miss Dolores who was a PFE lunch lady has always donated the Barbie house furniture – she has more for this year and a restored dollhouse!
- n. Jamie will distribute sign-up genius to attendees to this meeting if Rebecca determines that she needs one to organize volunteers

5. Fun Run – Friday, May 7th

- a. Could the students do run during recess (each grade already has their own recess) – could use two tracks – could use front and back of school – recess is 30 minutes – could rotate individual classes onto and off the tracks while the others play on the playground
- b. Fun Run could be the culmination of a whacky week, could do themes among grade levels, etc to bring in some fun elements, might not have music because the period of running will be longer and music might disrupt classes in session – Susan will check to see if we can have volunteers there throughout the day (Melinda and Pam would be willing to stay the whole day) – CONFIRMED – four to five people could be there to volunteer along the route/track
- c. Remote and virtual students – can run on their own but maybe at the same time as their grade
- d. Prize structure will be among the whole grade, instead of classroom
- e. Chairs will write up a summary of their plan to show teachers, given that the teachers will be more involved in making the event happen
- f. Chairs and some others who are interested will meet separately to work out details

6. Board positions for 2021/22 School year

- a. This is Nicki's last year as PTO president (she will no longer have a child at PFE next year) – will still be working at school and is happy to answer any questions that come up (especially because events were not typical this year so those running it are not getting experience of in-person)
- b. Jonna had planned on being president – she is not going to be able to do that because she has other obligations that will take her time – she will remain VP
- c. There already is some interest, but anyone who wants to volunteer to be president should contact Nicki now to be in consideration
- d. No decisions have to be made now – just providing the update
- e. Pam and Melinda will be doing Fun Run for the last time in 2021/2022 so having someone to shadow them that year will help with transitions in the next year - Mrs. Walters husband, Mike (a PE teacher), is interested in helping with Fun Run, and their oldest child is in kindergarten
- f. Do a specific outreach to parents of Virtual Academy students to encourage them to participate in next year's PTO –

7. Other items

- a. None brought forward

Next Meeting – Wednesday, March 17th, 7pm – zoom only

There being no further business, Pam Shellenberger made a motion to adjourn the meeting at 8:05 pm. Jendy Cicero seconded the motion. The motion carried.

Respectfully submitted by: Jamie McClintock Brenner

Date Submitted: February 22, 2021

Date Approved: _____

PFE PTO Treasurer's Report

February 17, 2021 Submitted By: Andrew Angle

PayPal Account

Starting Balance – January 19, 2021	\$4,468.90
Income	
Spirit Wear	\$67.37
Basket Bingo	\$3,042.55
Total Income	\$3,109.92
Disbursements	
Total Disbursements	\$0.00
Ending Balance – February 17, 2021	\$7,536.82

Bank Account

Starting Balance – January 19, 2021	\$7,830.28
Income	
Interest	\$0.06
Spirit Wear	\$170.00
Total Income	\$170.06
Disbursements	
1314 Nicki Rusca – Reimbursement for Basket Bingo prizes and teacher Valentine's Day treats	\$118.14
Total Disbursements	\$118.14
Ending Balance - February 17, 2021	\$7,882.20

Total PTO Funds

\$15,419.02

Upcoming Potential Expenses:

- Collegiate Pride (Spirit Wear) \$1,723.98
- Field Trips (on hold indefinitely)