

March Minutes 03/16

Wednesday / 16 March 2022 / 7:00 PM / ZOOM ONLY!

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

Attendees: Jonna Belanger, Jamie McClintock Brenner, Terri Buchignani, Rebecca Desmarais, Christy Junod, Amber Ligetti, Amy Lawrence, Gina Brannick, Danielle Struble, Brenda Hartman, Betsy Bowman, Jhoselyn Contreras, Liz Minich, Jose Domic, Jendy Cicero, Jackie Huff

President Rebecca Desmarais called the meeting to order at 7:04pm

AGENDA

1. Principal's Remarks
 - a. Dr. Quinter is traveling and is not available to attend and give remarks - Mrs. Ligetti reports on her behalf that things are going well.
2. Introduction of officers & members
 - a. Officers and attendees introduced themselves and answered the icebreaker - What is your favorite season?
3. Approval of February minutes
 - a. Jendy Cicero moved to approve the February minutes. Danielle Struble seconded. Minutes approved.
4. Treasurer report and updates
 - a. See the full Treasurer's report on Page 8 of these minutes.
 - b. PayPal income - \$3000
 - c. Venmo goes straight into bank accounts so there is never any money sitting in Venmo
 - d. Northwest bank account still open, awaiting outstanding checks to be reconciled before closing the account
 - e. PNC account \$24, 000

- f. Total of \$36,000 - this is a healthy balance for this time of year
 - g. School supply checks are coming up and might cost about \$10,000 - this is a very important part of PTO's purpose - to create equity in resources for the students. Teachers get to buy what they need so they can adjust based on what they still have in their room and can make sure they get the right things they need
5. Crossing guard update
- a. Cliff Wilson passed away in February. The PTO sent flowers to the service and the PTO President attended the service. New Crossing Guard is Rick and is happy to be on the job.
6. Basket Bingo recap
- a. Jamie Brenner called Bingo and Miss Ollendyke called basket winners
 - b. Over \$4000 brought in for the school
7. Yearbook Ads available - March 1st-30th
- a. \$15 - pay on the pfepto.com website
 - b. Can be for any student (not just 5th graders)
 - c. Photo is uploaded into a safe site where only the PTO President and Karen Martin, from the main office who is creating the yearbook, can see them
 - d. Slight increase in price of book this year but we will earn some income rather than having extra yearbooks for which we have to return money to the company
 - e. Yearbook purchase runs through mid-April (\$22) - PTO is buying extra yearbooks to be able to distribute to those who aren't able to afford them - it may be in the past that the PTO made sure that 5th graders all had a yearbook even if they did not purchase their own - Mrs. Ligetti will look into this - Mrs. Ligetti will connect with folks in the district to see how others are doing it and to see if there is a way to identify students who might need it - let

teachers know that they are available so they can connect with us to get them to the students who need one - maybe create a google doc for teachers to list students they have identified as having a need

- f. We will be having a drone take a photo of the fifth graders outside in the shape of their 5th grade graduation year - '22
8. Slam Fair - Virtually April 18th-May 6th
- a. Science, Language Arts, Arts, and Music Fair
 - b. Child submits a project, song, drawing, etc. onto FligGrid
9. Spikes Group Tickets update
- a. June 7, 6:30 pm
 - b. \$8 per person - \$2 menu items for Tuesday - will be trying to find a way to help families attend the game if they can't afford to go
10. Summer Bridges books follow up
- a. PTO typically paid for books for students receiving Title I support, but there are enough Title I funds to cover that this year. Title I students will bring them home from school.
 - b. PTO will send out flyer in May inviting families to purchase the book, if they want (book will ship directly to the family's house)
11. PFE Garden update
- a. Eve Bellinger is spearheading garden care - it is time to move into seeding the garden
 - b. Hope to go into every classroom in early April and have the students make newspaper pots and plant the seeds - VOLUNTEERS NEEDED! Sign-up genius will be distributed for volunteers to sign-up
 - c. Lettuce, kale, broccoli, native flowers, and marigolds. Grow towers will foster the seeds inside until May when they will be planted in the garden

- d. Wiscoy donating the seeds
- e. Local company donating wood chips (Eve wasn't able to attend, but we will share the name of the company when we get it from her)
- f. If we have extra produce or other items, we might have a "flower sale" during concerts or around that time (could put funds back into the garden, which was done previously - and faculty and staff bought many items!)

12. Usborne Book Fair - April

- a. Scholastic doesn't offer virtual book fairs so we are moving to Usborne.
- b. Teachers can make a wish list - they will have a couple of weeks to create it
- c. Everything over \$250 that we sell, we get 50% back in books for the school
- d. Need suggestions for good dates for the fair 4/4-4/15 or 4/18-4/29 - leaning toward early April to get it done before state testing
- e. As soon as you submit your order, it is processed and shipping will follow immediately

13. 4th grade field trip vote

- a. For the last several years have taken the students to Penn's Cave and the Wildlife tour and lunch in the pavilion - only date still available is June 2nd - PTO has funded transportation and entrance fees in the past
- b. \$335 for two buses, 72 students at \$16 each (\$1152) - take some adults, as well. Total is about \$1700 (get one adult free for every 20 paid children so might be less) - Voting on \$2000 expense to make sure we have enough to cover any increase in fuel cost
- c. Anonymous poll used to vote on providing \$2000 to 4th grade for a field trip to Penn's Cave. 6 yes and 0 no. Expenditure approved.

- d. A nurse can be sent on the field trip. If there is a parent who is a nurse and would like to volunteer on the trip, please let Dr. Quinter know. Building nurses cannot leave for a field trip - a nurse would have to be hired from an agency, which would require additional fees. If a nurse is needed and one cannot be found, the entire field trip would be canceled.
- e. All events will go on as planned as long as community transmission of COVID-19 is low and there is no spread in our school

14. Teacher Appreciation Committee update and vote

- a. Changing the name to recognize that this is not just for teachers but all adults who support our students (don't have a name yet)
- b. May 2 - May 6
- c. Co-chairs are coming up with ideas and will need a budget for food and other goodies
- d. An anonymous poll was used to vote to approve a \$2000 budget for the appreciation week 7 yes, 0 no. The expenditure is approved.

15. Book Picnic - May 17th, volunteers needed

- a. Whole school goes outside to read and parents can attend to read with them
- b. Books, snacks, and drinks provided by the PTO
- c. 1:30 pm - 2:30 pm (the whole school goes out at that time)
- d. Families can sit together - parents will communicate with teachers about where their students will go if a family has student in more than one grade
- e. Parents will be able to take their children home from the event if they sign a permission form
- f. All of the students in each grade will receive a copy of the same book (chosen based on grade level)

16. Field Day - Friday, May 27th, volunteers needed (no rain date - would move indoors and every volunteer would have to have full clearances and proof of vaccinations)
 - a. Event is all day but volunteers may choose half day or full day
 - b. Every child gets a buff or gater, color-coded by grade
 - c. Snacks and popsicles
 - d. Could use a parent to co-chair this event in place of the PTO President
17. Camp out - Friday, May 27th Committee and volunteers needed
 - a. Pot luck dinner, s'mores, quiet time starts at 10pm - lights do not go off outside the school, potluck breakfast, bathrooms in the gym stay open all night
 - b. Need a committee of parents to help organize this and work the day of to make sure things go smoothly
18. 5th Grade Celebration or field trip, volunteers needed
 - a. No details on field trip yet
 - b. One suggestion is to go to the Park Forest Pool for two hours the last week of school but not the last day of school (would need to be booked at least three weeks in advance)
 - i. 12 noon - 2pm
 - ii. Parents could take children home from the pool
 - iii. \$210 to rent pool (includes lifeguards and facilities but have to have lifeguards available and they might not be able to get away from school to work)
 - c. Other suggestion is to have a party at school with bounce houses (K n B Inflatables Please could rent right now but might get booked soon - decision would need to be made ASAP)
 - i. Gina Brannick and two other fifth grade parents will plan the event

19. Position Election

- a. Jonna Belanger will be stepping down as VP after this year - VP position will be open. There is one person interested, but anyone else who wants to indicate their interest should let Rebecca know (pfepeto@gmail.com)
- b. Per the bylaws, positions that have been held by the same person for two years must be brought up for elections. Secretary will be brought up for election. Anyone who is interested should contact Rebecca (pfepeto@gmail.com)

20. Any other items

- a. Add PFE Spirit Wear to Penguin Huddle giveaways at holiday time - there is Spirit Wear at the school for a student who might need it - we also can order any time because our store is now open all year
- b. May meeting moved to Tuesday, May 17th to avoid conflict with choir concerts

There being no further business, Jendy Cicero made a motion to adjourn the meeting at 8:41pm. Liz Minich seconded the motion. The motion carried.

Respectfully submitted by: Jamie McClintock Brenner



Date Submitted: March 23, 2022

Date Approved: April 20, 2022

NEXT MEETING -

WEDNESDAY, **April** 20, 2022/ 7:00 PM/ Zoom ONLY!

PFE PTO Treasurer's Report

March 15, 2022

PAYPAL Account

Income (2/16/2022 – 3/15/2022)

| <u>Budget Category</u> | <u>Amount (net)</u> |
|-----------------------------|---------------------|
| Basket Bingo | \$2,684.02 |
| Yearbook | \$312.57 |
| Yearbook Ad | \$13.99 |
| | |
| TOTAL PayPal Income: | \$3,010.58 |

Disbursements (2/16/2022 – 3/15/2022)

| <u>Date</u> | <u>Description</u> | <u>Amount</u> |
|-------------|------------------------------------|----------------|
| Refund | Basket Bingo Refund | \$60.00 |
| | | |
| | TOTAL PayPal Disbursements: | \$60.00 |

Fees (2/16/2022 – 3/15/2022)

| <u>Budget Category</u> | <u>Amount</u> |
|---------------------------|-----------------|
| Basket Bingo | \$97.98 |
| Yearbook | \$17.43 |
| Yearbook Ad | \$1.01 |
| | |
| TOTAL PayPal Fees: | \$116.42 |

March 15, 2022 PayPal Balance: \$4,985.96

VENMO – Attached to PNC

Income (2/16/2022 – 3/15/2022)

| <u>Budget Category</u> | <u>Amount (net)</u> |
|--------------------------------|---------------------|
| Basket Bingo | \$938.27 |
| | |
| TOTAL Venmo PNC Income: | \$938.27 |

Bank Transfers (2/16/2022 – 3/15/2022)

| <u>Date</u> | <u>Description</u> | <u>Amount</u> |
|-------------|--|-------------------|
| 2/20/2022 | Bank Transfer | \$435.05 |
| 2/25/2022 | Bank Transfer | \$761.99 |
| 2/27/2022 | Bank Transfer | \$58.76 |
| | | |
| | TOTAL Venmo PNC Bank Transfers: | \$1,255.80 |

Fees (2/16/2022 – 3/15/2022)

| Budget Category | Amount |
|------------------------------|----------------|
| Basket Bingo | \$21.73 |
| | |
| TOTAL Venmo PNC Fees: | \$21.73 |

VENMO – Attached to Northwest

Income (2/16/2022 – 3/15/2022)

| Budget Category | Amount (net) |
|--------------------------------------|---------------------|
| Basket Bingo | \$99.04 |
| | |
| TOTAL Venmo Northwest Income: | \$99.04 |

Bank Transfers (2/16/2022 – 3/15/2022)

| Date | Description | Amount |
|-------------|--|-----------------|
| 2/27/2022 | Bank Transfer | \$149.52 |
| | | |
| | TOTAL Venmo Northwest Bank Transfers: | \$149.52 |

Fees (2/16/2022 – 3/15/2022)

| Budget Category | Amount |
|------------------------------------|---------------|
| Basket Bingo | \$0.48 |
| | |
| TOTAL Venmo Northwest Fees: | \$0.00 |

March 15, 2022 Venmo Balance: \$0.00

NORTHWEST BANK Account

Income (2/16/2022 – 3/15/2022)

| Date | Description | Amount |
|-------------------------------------|------------------------------|-----------------|
| 2/28/2022 | Interest | \$0.06 |
| 2/28/2022 | Venmo Transfer; Basket Bingo | \$149.52 |
| | | |
| TOTAL Northwest Bank Income: | | \$149.58 |

Disbursements (2/16/2022 – 3/15/2022)

| Date | Description | Amount |
|--|--------------------|---------------|
| NONE | | |
| | | |
| TOTAL NORTHWEST Bank Disbursements: | | \$0.00 |

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

March 15, 2022 NORTHWEST BANK BALANCE: \$7,304.01

PNC BANK Account

Income (2/16/2022 – 3/15/2022)

| Date | Description | Amount |
|-------------------------------|--|-------------------|
| 2/22/2022 | Venmo Transfer; Basket Bingo | \$435.05 |
| 2/25/2022 | Venmo Transfer; Basket Bingo | \$761.99 |
| 2/28/2022 | Venmo Transfer; Basket Bingo | \$58.76 |
| 3/2/2022 | AmazonSmile Donation | \$203.78 |
| 3/10/2022 | Wix.Com Deposit; Yearbook Ads | \$14.26 |
| 3/15/2022 | Basket Bingo (cash) | \$40.00 |
| 3/15/2022 | Intramurals (volleyball reimbursement) | \$70.56 |
| | | |
| TOTAL PNC Bank Income: | | \$1,584.40 |

Disbursements (2/16/2022 – 3/15/2022)

| Date | Description | Amount |
|-------------|---|---------------|
| 1/22/2022 | Giant; Penguin Warm Up | \$31.56 |
| 2/24/2022 | Myfreebingocards.com | \$30.00 |
| 2/24/2022 | Myfreebingocards.com | \$16.00 |
| 2/25/2022 | Bank Fee (International POS Fee Vis) | \$0.90 |
| 2/25/2022 | Bank Fee (International POS Fee Vis) | \$0.48 |
| 3/2/2022 | Woodrings Floral; Miscellaneous – Cliff Wilson’s funeral | \$79.40 |
| 3/3/2022 | DicksSportingGoods.com; Intramurals; Volleyballs | \$23.52 |
| 3/3/2022 | DicksSportingGoods.com; Intramurals; Volleyballs | \$23.52 |
| 3/3/2022 | DicksSportingGoods.com; Intramurals; Volleyballs | \$70.56 |
| 3/11/2022 | Wix.com; Website payment | \$343.44 |
| 3/13/2022 | Check #1650; Rebecca Desmarais; Basket Bingo – Reimbursement for supplies | \$94.28 |
| 3/13/2022 | Check #1651; Rebecca Desmarais; Website- Reimbursement for Domain | \$24.85 |

| | | |
|--------------------------------------|---|-------------------|
| 3/13/2022 | Check #1652; Rebecca Desmarais; Teacher Appreciation – February reimbursement for coffee for teachers | \$143.13 |
| 3/13/2022 | Check #1653; Rebecca Desmarais; Teacher Appreciation – January reimbursement for coffee for teachers | \$145.66 |
| 3/13/2022 | Check #1654; Jonna Belanger; Retirement – reimbursement for a gift card from June 2021 | \$100.00 |
| 3/14/2022 | Becky Freeman; Venmo Transfer; Spirit Wear order | \$33.00 |
| | | |
| TOTAL PNC Bank Disbursements: | | \$1,160.30 |

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

February 15, 2022 PNC BANK BALANCE: \$24,681.97

TOTAL PTO Funds: \$36,971.94

Submitted by: Terri T. Buchignani Date: March 15, 2022

Upcoming Expenses:

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