

**Frelinghuysen Township PTO Meeting  
MINUTES  
December 11, 2018**

- **CALL TO ORDER**

- The meeting was called to order at 7:08pm.

- **PLEDGE OF ALLEGIANCE**

- **MOMENT OF SILENCE**

- **QUORUM CHECK OF EXECUTIVE BOARD**

- President: Shannon Maza-Absent
- Vice President: Lisa Naomi-Present
- Vice President: Deanna Soldano-Present
- Secretary: Lori Naomi-Present
- Treasurer: Barbara Butrymowicz-Present

- **APPROVAL OF MINUTES**

- 1st motion: Lisa Naomi 2nd motion: Aimee Kronmiller

- **APPROVAL OF TREASURER'S REPORT**

- 1st motion: Aimee Kronmiller 2nd motion: Deanna Soldano

- **FUNDRAISER/COMMITTEE EVENTS UPDATE**

**Tree Lighting:** \$400 budgeted from PTO for this event (\$150 of this is money from the town). Money spent for event as follows: \$114.32 additional tree lights, \$100 gingerbread house contest, \$58.93 refreshments. Changes for next year: more refreshments will be offered.

**Santa Shop Fundraiser:** Items sold at Santa Shop were purchased for \$229.92. Sales were \$678 with a total profit of \$448.08. Discussed that we may try and buy items for the Santa Shop a year in advance (when stores are having sales on holiday items.) No changes as of now.

**Candy Cane Grams:** \$40 has been collected so far. Copies of order forms made and given to each teacher. Will send a reminder as well as advertise in Mustang Messenger. Deadline for ordering 12/18, grams to be disbursed 12/21.

- **UPCOMING EVENTS**

**Beefsteak:** Lori Swistak to chair event. Suggested dates: Saint Patrick's Day time (3/15 or 3/16.) Eleni to message Lori with date suggestions. Looking to hold event at Frelinghuysen Rec center. Lisa to contact Frank Desiderio to check availability. Will have a small tricky tray at event with class baskets to be made and donated. Lisa to send out email asking for a volunteer per grade to collect money and make class basket as well as choose a theme. Raffle license will need to be purchased through the town for this event and will need a minimum of 60 days processing time.

**Book Fair:** Set up: 3/4 , Sale days 3/5, 3/6, & 3/7. Book Bingo: 3/7.

- **OTHER BUSINESS**

**Profits for Fall fundraisers:**

Book Fair-\$870.51

Yankee Candle-\$817

Spirit Wear- \$190

Family Paint Night- \$231.34

Box Top\$- \$443.50 processed. In online account-\$716.40. Check pending.

LifeTouch- \$594.80

**Use Forms:** An email from Mrs. Bonaparte to the executive board was shared regarding the school policy on submitting use forms. Use forms must be filled out prior to any PTO event held at the school including set up time, clean up time, shed access, and any event held during the school day involving a PTO member (ie BoxTop\$ ice cream party.) Forms must be filled out 1 week prior to BOE meeting for approval. Discussed that the use form policy will be shared with PTO members as needed including any and all event chairs.

**PTO Budget Approval:** 36 votes to approve the regular PTO budget. No objections noted.

**After School Clubs:** Looking for after school club programs. Ideas are Lego, Art, Treps. Lisa will reach out to local Kaleidoscope coordinator for program pricing. An email will be sent to Mrs. Bonaparte to see if she would like to offer the after school clubs to any faculty members prior to us asking for community members. Fingerprinting requirements will also be inquired about.

- **CORRESPONDENCE**

-A thank you note from Billie McKenna's Foundation for the \$50 donation.

-A thank you from the family of Susan Zeek for the \$50 donation made to Billie McKenna's Foundation in her memory.

-A thank you from Ms. Caravito for the BoxTop\$ ice cream party.

-A thank you from the Frelinghuysen Teacher's Association for coordinating the book drive.

- **CSA REPORT**

None

- **OPEN PUBLIC DISCUSSION**

**PTO Executive Board position openings:** The positions of Vice President, President, and Treasurer will be opening in the Spring. Lisa to consider position of President, Barbara to possibly continue in the position of Treasurer. Lori suggested Abbi Gurba for VP, Eleni suggested Aimee Kronmiller volunteer. Will assemble a nominating committee closer to election.

- **ADJOURNMENT**

The meeting was adjourned at 8:34pm.

***IN ATTENDANCE:*** Aimee Kronmiller, Eleni Peterson.

Respectfully submitted by: Lori Naomi, Secretary