

FRELINGHUYSEN TOWNSHIP PTO
Meeting Minutes
(Meeting was held via Google Meet)
April 4, 2023

CALL TO ORDER

The Zoom meeting was called to order at 7:32pm.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

QUORUM CHECK OF EXECUTIVE BOARD

Nicole Wladich - present
Anthony Alleyne - late arrival at 8:26pm
Michele Lohman - present
Cynthia Mardin - present
Tammy Arfken - present

APPROVAL OF MINUTES

1st Motion: Cynthia Mardin 2nd Motion: Michele Lohman

APPROVAL OF TREASURER'S REPORT

1st Motion: Nicole Wladich 2nd Motion: Tammy Arfken

CSA REPORT

1) Nicole emailed Mrs. Bonaparte on April 4th and requested status updates on the Optimus Prime assembly, Field Day, Last Day of School/Graduation, and the basketball backboards. Mrs. Bonaparte responded as follows:

- Optimus Prime: Still trying to schedule with them. Currently waiting for a response from them regarding dates and pricing. She will follow up.
- Field Day: Scheduled for June 2nd with a rain date of June 5th. She hasn't heard back from Maschios regarding discounted lunches/dessert so she will follow up.
- Last Day of School/Graduation: Last day of school is June 16th and graduation is June 15th.
- Basketball Backboards: Will be installed this summer.

2) Kim Neuffer to discuss the process for the CSA Search. CSA Search Committee includes Janet DeFilippis, Eleni Peterson, Kristin Keesser, and Kim Neuffer. All four in attendance at the PTO Meeting. NJ School Board Association to guide them through the process. Ad is posted on several platforms and will be up until April 21st. Results

will be compiled and BOE will only review applicants that meet the criteria and they will decide who to interview. There can be up to three rounds of interviews that will be held during the executive sessions. Community and staff surveys will go out for feedback and be anonymous. CSA Search Tab on Frelinghuysen School Website will include survey, pool reports, pertinent dates, etc.

FUNDRAISER / EVENT UPDATES

- **Spirit Wear** - Chair Lenore Hicok. Vendor is 24ink. Ongoing. Received a check for \$7.80. No additional updates.
- **Box Top\$** - Coordinator is Nicole Wladich. No new updates.
- **Amazon Smile** - No new updates. Michele is still waiting for our final check.
- **Chess Club** - Chess club finished with a pizza party. Pizza party over approved budget but members voted unanimous to cover the additional costs. Paid in full.
- **Gertrude Hawk Sale** - Chairs are Anthony and Jamie Alleyne. Current profit to date is \$1,489.42. Waiting for final numbers, which will reflect 5% commission, as a result of the delivery mishap.
- **Spring Book Fair** - Chairs Lisa Naomi and Eleni Peterson. Held March 8th through March 10th. Final profit for the event \$1,212.96. We received additional scholastic dollars and customer rewards. Our current Scholastic Dollars are \$685.78, which will be used for upcoming Book Bingo and possibly books for the teachers.
- **Book Bingo** - Great turn out and the kids had a great time. Abbi Gurbi called the numbers and the 6th graders helped by writing down the numbers called.
- **Spring Clubs** - As of April 4th Board Game Club and Storytime Steam have concluded and Art Club and Lego Club are ongoing. Amount in club accounts is currently low since grant money is not being paid to us until Thursday. Assume all is going well since we have not heard otherwise.
- **Beefsteak TT** - Chair Cynthia Mardin. Very successful event with positive feedback. Total net profit was \$6,315.97. Ticket sales were \$4600, raffle ticket sales for the baskets were \$4410, 50/50 sales totaled \$441, and cowbells were \$40. Monetary donations were \$1,478.20. Expenses totaled \$4,653.23, which included the licenses, DJ, gift cards, venue and caterer.

UPCOMING EVENTS - ON THE PTO HORIZON

-BOGO Spring Book Fair - 5/17/23 to 5/19/23 - Chairs Lisa Naomi and Eleni Peterson. Online shopping will be May 16th through May 29th. Our school will receive 100 books free for booking a BOGO Book Fair but the books must be ordered for one grade level only. Lisa reached out to the teachers to see who needed books and Mrs. Smolen and Mrs. Puzio could use books for their classroom libraries. Decision was made to purchase 1st Grade level books and we will purchase additional books for Mrs. Puzio using our Scholastic Dollars. Lisa will give some books to PTO for future Book Bingo events and disperse the rest to the classrooms. Unanimous vote by PTO Members and Board. Shannon Maza informed us that Scholastic does not give out Scholastic Dollars or other incentives for BOGO other than the 100 free books.

- Book Bingo - Date TBD. Chairs Tammy Arfken and Nicole Wladich. Will run the event similar to the last one and include Scholastic Gift Certificates, snacks/drinks, and little prizes.

- Color Run - Jamie did some legwork and could not find a company interested in supplying a platform for fundraising since we are too small of a school. Based on limited time and lack of chairs to coordinate this event, we are going to shelve it for now and possibly hold it in the Fall. Abbi will inform Mrs. Bonaparte.

- Teacher Appreciation Week - 5/8/23 thru 5/12/23 - Chairs Cynthia Mardin, Louise Neate, and Tammy Arfken. Budget is currently \$350 and we have some raffle money that we can use. A Wish List will be sent to the teachers via email by Tammy and a donation plea will be going out in the near term to parents.

- Mother's Day Plant Sale - 5/12/23 - Chair Raelyn Kempinski. Twenty eight (28) pre-orders were sent in. Raelyn to place the order with the farm next week. Raelyn will need foil and small pots which will be ordered off Amazon using the PTO Debit Card and is expected to cost approximately \$60-\$100.

- Display My Art - Chair Shannon Maza. Mrs. Smith stated the projects are nowhere close to being done. She will need the rest of April to finish the projects based on time constraints. End of April the papers will be sent in, approx. 2 weeks to get the order forms out to the families, and then 2 weeks for free shipping so she is aiming for the middle of May for families to place orders.

- Field Day - Chair Mr. V - Tentative date June 2nd. Going to 24ink for shirt pricing. Mr. V will be sending out the sign up form.

- **Miner's Night** - Chair Eleni Peterson - Pattie VanValkenburg to assist. No new updates.

- **Graduation** - Grand Rental to set up the tent June 9th or June 10th and will return to take it down late in the day on June 16th or on the June 17th.

- **Paint Fundraiser** - Unanimous decision to put this event on hold and possibly revisit in the future.

BUSINESS

-**PTO Executive Board nominations/elections** – New Executive Board Members were sworn in:

President - Nicole Wladich

Vice President - Louise Neate

Treasurer - Kristin Keesser

Four (4) PTO Lakeland Bank Accounts – need to update signer(s) on all accounts and online access

1. *Frelinghuysen Township PTO (Checking)*
2. *Frelinghuysen Township PTO (Savings)*
3. *Frelinghuysen Township PTO Club Account (Checking)*
4. *Frelinghuysen Township PTO Raffle Account (Checking)*

Kristin Keesser (incoming Treasurer) needs to be added as a signer on all Lakeland Bank accounts, added to online access and issued a debit card.

Michele Lohman (outgoing Treasurer) needs to be removed as a signer on all Lakeland Bank accounts, removed from online access and debit card canceled.

-**Treasurer's Audit** - Crea Mallory and Rihaz Chughatta are going to be conducting an audit on the books. Crea is getting the books tomorrow to start the audit process.

-**NWR Scholarship** - PTO Executive Board voted and the winner will be announced the night of the awards ceremony.

-**Basketball Backboard/Hoop** - One basketball backboard, 2 hoops and 2 nets were purchased using the PTO Debit Card and the total amount was \$962.79. Reimbursement will come from the 2020 Raffle Account Funds.

-**Walmart Grants** - \$1000 each and so far the 2023 Hackettstown one was rejected and the 2019 Newton one was resubmitted and is still pending.

-**Mustang Folders**: Current inventory down to 20 folders. Cost this year is \$914 for 500 folders with shipping (\$1.83/folder). We were offered a discount which brings the total down to \$875.25, which is over the budgeted amount.

Unanimous decision by all PTO Board Members present at the meeting to pay for the folders.

CORRESPONDENCE – Thank you cards were received from Mrs. Wagner, Mrs. Smolen and Mrs. Hackelberg thanking the PTO for the donated books for their class libraries.

OPEN PUBLIC DISCUSSION

-Money Transfer - Michele mentioned transferring an additional \$2000 from the 2020 Raffle Account to the Checking Account to pay for some items including the Field Day ice cream truck (\$1000), folder overage (\$225), and for TAW-related items that would directly benefit the students. It was a unanimous decision to transfer a total of \$4000 from 2020 Raffle Account to Checking Account (the budget approved \$2000 transfer plus this additional \$2000).

ADJOURNMENT - Meeting was adjourned at 08:59pm.

IN ATTENDANCE : Kristin Keesser, Barbara Butrymowicz, Katherine Kostovski, Michelle Swartz, Louise Neate, Abbi Gurba, Eleni Peterson, Chiara Brown, Jamie Alleyne, Shannon Maza (740pm), Janet DeFilippis (743pm), and Kim Neuffer (747pm).

Respectfully submitted by: Tammy Arfken, Secretary

****NEXT PTO MEETING VIA GOOGLE MEET 05/09/23 @ 7:30pm****