

FRELINGHUYSEN TOWNSHIP PTO
Meeting Minutes
(Meeting was held via Google Meet)
December 12, 2023

CALL TO ORDER

The Zoom meeting was called to order at 7:02pm

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

QUORUM CHECK OF EXECUTIVE BOARD

Nicole Wladich - present
Cynthia Mardin - present
Louise Neate - present
Kristin Keesser - present
Tammy Arfken - present

APPROVAL OF MINUTES

1st Motion: Cynthia Mardin 2nd Motion: Louise Neate

APPROVAL OF TREASURER'S REPORT

1st Motion: Cynthia Mardin 2nd Motion: Louise Neate

CSA REPORT

- Mrs. Veras stated the school is in full holiday mode and discussed all of the upcoming holiday events
- She stated the tree lighting was great and thanked the PTO and said how enjoyable it was and recognized all the work put into it
- Mentioned how spectacular the Pre-K to 3rd grade holiday show was and they put out 160 chairs and there were still people standing in the back
- Noted the 4th through 6th grade holiday concern was on Thursday at 6pm, Polar Express Dance is Friday, and mentioned the toy drive and mitten tree
- Rate for busing is \$85/hour and they are going to start booking field trips at least one per class and the school may have some funds they can allot towards the field trips. Turtleback zoo is scheduled for May and they will be booking Kalahari
- Brackets for basketball hoop are in and she is currently waiting to hear back about insurance so the parents can install them

FUNDRAISER / EVENT UPDATES

- **Spirit Wear** - Coordinator Nicole Wladich. Ongoing. November commission was \$2.50. F&T will be our vendor for Spirit Wear next year and Jamie Lafferty is going to put together a sample of items to showcase.
- **Roadside Cleanup** - Complete. Check from the Township received and will be deposited and posted for December.
- **Box Top\$** - Coordinator is Tammy Arfken. Current profit \$77.20.
- **Chess Club** - No new updates. Jen is caught up on payments through November.
- **Ski Club** - 1/7/24 - Chair Cynthia Mardin. Profit is \$226.25. Shawnee was going to charge our debit card but there was an issue so Kristin dropped a check in the mail.
- **Fall Clothing Drive** - Complete. Check received and total profit \$451.72.
- **Cards for a Cause** - Complete. Total profit is \$481.
- **Family Portraits** - Complete. Total profit was supposed to be \$175 but the photographer gave us \$200. We filled seven time slots. Photographer is receiving excellent feedback and she would like to do it again next year.
- **Winter Wonderland Tree Lighting** - Complete. Eleni has some expenses coming in a little over \$100. Unanimous vote to donate \$100 out of the Sunshine Club to Frelinghuysen Township Fire Department. Kristin asked Eleni to send her the information on where to send the check.

UPCOMING EVENTS - ON THE PTO HORIZON

- **Krispy Kreme** - Date TBD - Chair Louise Neate. No new updates.
- **Polar Express Winter Dance** - 12/15/23 - Chair Kristin Keesser with Jamie Alleyne, Heather Horville and Boriana Vassileva. Chairs spent \$300 so far out of the \$500 budget. Still need to purchase some snacks. Kristin mentioned if they go over budget they will ask for family donations. They did a Polar Express backdrop and cardboard trains that can be reused and will be stored in the shed. Razan is donating cookies for the event.
- **Display My Art** - Date TBD - Coordinator Aimee Kronmiller. Aimee is currently coordinating with the vendor. Nicole believes it is 25% commission but she will verify. Projects will be done and delivered by the end of the school year.
- **Spring Book Fair** - 3/6/24 through 3/8/24. Chair Nicole Wladich and Co-Chairs Louise Neate and Tammy Arfken. No new updates.
- **Book Bingo** - 3/6/24 or 3/7/24 - Chairs Tammy Arfken and Nicole Wladich. No new updates.
- **BOGO Book Fair** - 5/15/24 to 5/17/24. No new updates.
- **You Have Been Egged** - Chair Louise Neate. No new updates.
- **Spring Clubs** - Usually begin in March. Proposed clubs include Storytime Steam, Lego, Gardening, and Crochet. Five meeting dates each and Nicole will

get the particulars from Mrs. Veras and Carolyn, such as time and place for each, so she can create the registration forms.

- **Beefsteak/Tricky Tray** - 5/4/24 - Chairs Cynthia Mardin and Kelly Corsi. We are not covered by the schools insurance due to BYOB. Nicole spoke to her broker and we got a policy for \$134 for the day. She put it on the PTO debit card. This expense is going to come out of Raffle Line Item. Kristin will assist Cynthia in creating the flyer for this event. Nicole mentioned doing a Save The Date and we will post it on social media and blast it out through the school email. It was decided we will charge \$50/ticket. We will start selling admission tickets ASAP and Nicole mentioned making the tickets non-refundable. They discussed not doing PayPal and if they do decide to they will charge \$53/ticket to offset the fees. The \$25 gift card donated to us from Walmart that was not used for Winter Wonderland will be used as part of this event and Louise already picked it up.
- **Miner's Night** - Date TBD - Chair is Eleni Peterson. No new updates.
- **Graduation** - No new updates.
- **Ice Cream Truck** - Dates TBD - No new updates.
- **Gertrude Hawk** - 1/29/24 - Chair Anthony Alleyne. No new updates.
- **Teacher Appreciation Week** - 5/6/24 through 5/10/24 - Chairs Cynthia Mardin and Louise Neate. No new updates.
- **Mother's Day Plant Sale** - 5/10/24 - Chair Raelyn Kempinski - No new updates.
- **Field Day** - Date TBD - No new updates.

BUSINESS

- **Acme Give Back & Fall Portraits** - Still waiting on checks.
- **Basketball Backboard** - Waiting to hear back on insurance coverage. Proposed date for install is 1/6/24.
- **Membership Enrollment** - Ongoing enrollment. No new updates.
- **Auditing Committee/Taxes** - Crea Mallory and DJ Baird are done with the audit. Kristin needs both of them to sign it. No big issues identified, only small recommendations and Kristin will have a full report for us in January. Kristin has a call scheduled with the accountant tomorrow. He had a question for her regarding our tax filing.
- **Online Apps** - Generation Genius purchased for the school. Cost was \$1,036 and money already transferred out of the Raffle Account since this money was originally put aside for student beanies. Mrs. Toronzi is going to follow up with the teachers to see if they are using the App and to get preliminary feedback on it.
- **2023-2024 Assembly Ideas** -
 - **Mad Science** - Cost is \$625 and has been paid in full. Cynthia is coordinator. Monies came out of the PTO Events TBD budget line item. Nicole mentioned if needed we can reallocate the money and take it out of the Raffle Account to allow monies to remain in the PTO Events TBD line item.

- **NJ Snakeman** - The cost will be \$400 and Louise is coordinating with Mrs. Veras. Monies will come out of the Assemblies line item of the approved budget.
- **Imperfect Phil** - Will be scheduled for February. Going to combine classes. Cost is \$300 for the day. We will take the money out of the Assemblies line item of the approved budget. We will then have \$77 left over for assemblies. Mrs. Toronzi will coordinate with Mrs. Veras.
- **Class/Staff Gifts** - All around positive feedback on the winter beanies for the students and staff shirts from F&T Apparel.
- **Community Grant Money** - Considering giving it to Girl Scout Troop #97721 to complete their Bronze Award Project at the school. The troop is to present their project at our January meeting.
- **Drama Club/School Play Proposal** - Nicole explained to everyone that Mrs. Thompson is looking to put on a play and she provided us with a proposal in the amount of \$3,240. If approved this money would come out of the Raffle Account. Nicole asked Mrs. Veras if she could provide any assistance with the cost, in particular the stipend. Mrs. Veras is going to check with Greg to see if there is some money in the activity fund. It was reiterated the maximum PTO would fund is \$3,240 and it will come out of the Raffle Account with the stipulation Mrs. Veras will talk to Greg and Mrs. Thompson about the stipend money and see if it can be trimmed in any way. Mrs. Veras mentioned Mrs. Thompson will have to submit a timesheet and document her hours. The vote was unanimous with all 8 people in attendance voting yes to fund the play.

CORRESPONDENCE

- Thank you cards from Mrs. Kronmiller & the FTS Teachers & Staff for the shirts, Mrs. Naomi and the 1st Grade Class for the beanies, and from Mrs. Toronzi.

OPEN PUBLIC DISCUSSION

- Nicole said we are going to have F&T Apparel create the FTS Field Day shirts.
- Nicole mentioned reaching out to Mrs. Veras to request that PTO get recognition for the purchase of Generation Genius, funding Drama Club, purchasing the student beanies and staff shirts, and coordinating/funding the assemblies.

ADJOURNMENT - Meeting was adjourned at 8:00pm.

IN ATTENDANCE : Jarlyn Veras, Ruth Toronzi, and Eleni Peterson

Respectfully submitted by: Tammy Arfken, Secretary

****NEXT PTO MEETING VIA GOOGLE MEET - 01/16/24 @ 7pm**