

**FRELINGHUYSEN TOWNSHIP PTO**  
**Meeting Minutes**  
**(Meeting was held via Google Meet)**  
**May 9, 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  
Cynthia Mardin - present  
Louise Neate - present  
Kristin Keesser - present  
Tammy Arfken - present

**APPROVAL OF MINUTES**

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

**APPROVAL OF TREASURER'S REPORT**

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

**CSA REPORT**

- Field day lunch options will include ham and cheese sandwiches for \$2.00 or hamburger/hot dog for \$3.50. We considered going with an outside vendor to grill onsite but given the numbers and potential insurance issues just easier to go with Maschios this year.
- We opted to not get the ice cream truck for Field Day and instead schedule it for the last day of school. The cost is \$50 for the truck plus \$3.00-\$3.50 each for an individually wrapped ice cream.
- PTO needs to spend approximately \$14,442.70 left in the 2020 Raffle Account. Need to keep some money in the account for licensing and finals for beefsteak wrap up. We still need to settle any money owed to the State, which is projected at \$20 for every \$1,000 in profit.
- Two teachers already have promethean boards. Approximately \$2,500 per board. PTO would like to buy them for the core teachers which would be a total of 6 boards if we have enough money. We are currently awaiting quotes from Mrs. Bonaparte and Louise's husband. Two boards were already replaced because they were broken.

- Nicole confirmed with Mrs. Bonaparte that graduation will take place on June 15th.

## **FUNDRAISER / EVENT UPDATES**

- **Spirit Wear** - Coordinator is now Nicole Wladich. Looking into S&T potential new vendor for next year.

- **Box Top\$** - Coordinator is Nicole Wladich. We received a check for \$70.90 for Box Tops accrued from November 2, 2022 through March 1, 2023.

- **Amazon Smile** - No new updates. Still waiting for our final check.

- **Gertrude Hawk Sale** - We still have not received the final numbers. Awaiting receipt of the \$50 gift card from the vendor.

- **Spring Clubs** - Still need to do final reconciliation.

- **Teacher Appreciation Week** - 5/8/23 thru 5/12/23 - Chairs Cynthia Mardin, Louise Neate, and Tammy Arfken. Started off well. Lots of gratitude. We collected \$1,330 in donations with an additional \$350 budgeted amount. A majority of the Wish List items have already been purchased from Amazon and a few from BJ's. Louise and Cynthia are going to do a daily treat that will be given to all of the staff. Breakfast is being donated by Dale's and they are giving us a break on the pricing for dessert. We are over budget approximately \$100 and anonymous approval to pay the overage. Kelly Corsi donated yogurt. We need to send thank you cards to Kelly as well as Dale's. We will post a thank you on Facebook to all the parents that donated and a thank you to Hope Dunkin Donuts for the coffee.

## **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 free books for scheduling a BOGO Book Fair but the books must be ordered for one grade level only. Eleni to do Sign Up Genius. Proposing to keep the book fair open until 6pm on Wednesday, 4pm on Thursday, and noon on Friday.

- **Book Bingo** - 5/17/23 - Chairs Tammy Arfken and Nicole Wladich. Purchased 100 piece treasure chest from Oriental Trading using a \$20 Gift Card so final cost to us was \$6.98. Similar to the last event we will get lollipops, water, and chips

for the event. We will look to possibly get pizza for Fall Book Bingo to sell at the event.

- **Mother's Day Plant Sale** - 5/12/23 - Chair Raelyn Kempinski. All volunteers are secured. Kristin is going to get Raelyn the petty cash. Nicole donated a cash box to the PTO and Kristin will hold onto it between events. Kristin will be at the plant sale to wrap it up and get the cash box.

- **Display My Art** - Chair Shannon Maza. No new updates.

- **Field Day** - 6/2/23 with a rain date of 6/5/23 - Chair Mr. V - Maschio's will be providing lunch.

- **Miner's Night** - Tentative date 6/16/23 - Chair Eleni Peterson - No new updates.

- **Graduation** - Tent is secured and set up has been scheduled with Grand Rental. Use Form has been approved.

- **Ice Cream Truck** - 6/16/23 - Ice cream truck secured and Use Form has been submitted to BOE for approval.

## **BUSINESS**

- **Treasurer Transfer** - Kristin has the books and now has access to all the bank accounts and the Google Account.

- **Audit Findings** - Audit conducted by Crea Mallory and Rihaz Chughatta. Items discussed as follows:

- No more use of personal Venmo accounts. We are going to set up a PTO Venmo account for next year. Nicole mentioned in the past we were told we could not have one as a 501c3 but apparently Venmo now includes nonprofits. Paypal and TechSoup were two other options discussed.
- Kristin discussed using Quickbooks moving forward and she is going to look into the costs of it.
- It was recommended we note gross versus net proceeds.
- Level of documentation we do is great but laborious for upkeep.
- Crea mentioned PTOs lack of liability insurance and Nicole mentioned that we fall under the school's insurance that we are covered under the umbrella as an additional insured.
- Discussed the handling of petty cash. Nicole explained that the handling of petty cash is documented on the Event Reconciliation

Form that gets filled out by the event chair, petty cash handler and relinquisher which documents the total monies.

- We were told we should be recording the fair market value for all donations coming in.

**-Student Mustang Folders** - Folders were ordered. No new updates.

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

**-Walmart Grants** - The 2019 Newton grant was declined.

**-Network for Good Donation** - We received \$250 from Walmart Sparks Good Round Ups.

**-CSA Exiting Gift** - Will be discussed at the June meeting.

**-School Nurses Day** - Purchased Mrs. Toronzi flowers from North Warren Pharmacy total approximately \$46. Nicole to deliver in the morning.

### **CORRESPONDENCE**

- Thank you cards were received from Ms. Pryor and Mrs. Mulcahy showing their gratitude for the TAW gifts.
- Camp Mason sent us a thank you card for holding the beefsteak at their venue.

### **OPEN PUBLIC DISCUSSION**

- Jamie Alleyne asked why we were not having an ice cream truck at Field Day. Nicole explained to her Maschio's would be supplying icee's at lunch and that we were going to be bringing in an ice cream truck on the last day of school.

**ADJOURNMENT** - Meeting was adjourned at 08:30pm.

**IN ATTENDANCE** : Anthony Alleyne, Crea Mallory, and Jamie Alleyne (7:41pm)

*Respectfully submitted by: Tammy Arfken, Secretary*

**\*\*NEXT PTO MEETING VIA GOOGLE MEET 06/05/23 @ 7:30pm\*\***