

FRELINGHUYSEN TOWNSHIP PTO
Meeting Minutes
(Meeting was held via Google Meet)
November 14, 2023

CALL TO ORDER

The Zoom meeting was called to order at 7:03pm

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: Nicole Wladich 2nd Motion: Cynthia Mardin

APPROVAL OF TREASURER'S REPORT

1st Motion: Nicole Wladich 2nd Motion: Louise Neate

CSA REPORT

- Mrs. Veras is following up with the teachers regarding after school clubs and staff interests
- Cynthia spoke to Mrs. Veras about having a school-wide science assembly and they are currently working on the details
- Mrs. Veras spoke to the Environmental Commission about doing a presentation at the school. The topic is going to be 'Frelinghuysen is a Cool Place' and they will focus on all the biodiversity in the area
- Contractor for the school fell through so Anthony Alleyne is going to take the lead on the backboard installation

FUNDRAISER / EVENT UPDATES

- **Spirit Wear** - Coordinator Nicole Wladich. Ongoing. September commission was \$38.02 and October commission was \$3.20. Both checks were deposited.

- **Fall Book Fair** - Completed. Total sales were \$3,625.16 and the total profit was \$877.53. We have approximately \$661 in Scholastic Dollars left to spend.
- **Book Bingo** - Completed. Unfortunately not as good of a turnout as previous times but kids still had a fun time.
- **Roadside Cleanup** - Completed. Kristin has not received the check yet from the Township. It will be in the amount of \$500 and is being sent to the school.
- **Halloween Treat Trail** - Completed. Good feedback on the event. Candy donations were overwhelming thanks to the candy monster collection bins in the vestibule.
- **Box Top\$** - Coordinator is Tammy Arfken. No new update.
- **Chess Club** - All enrollments are in. Kristin cut a check to Mrs. Fowles for the first month's expenses. Mrs. Fowles is aging out so we will need a new individual to run this club next year.
- **Ski Club** - 1/7/24 - Chair Cynthia Mardin. Fifteen individuals are enrolled and total profit is \$226 for this year.
- **Fall Clothing Drive** - We collected 261 bags total and Cynthia said we should be getting a check from them in a week or so and it is being mailed to the school.
- **Cards for a Cause** - Completed. Thirty seven boxes purchased including 22 on order forms and 15 online purchases. Total profit is \$481.

UPCOMING EVENTS - ON THE PTO HORIZON

- **Family Portraits** - 11/18/23 (Rain Date 11/19/23) - Chair Cynthia Mardin and Co-Chair Kelly Corsi. Seven time slots secured so far. Carolyn is going to send out another reminder.
- **Winter Wonderland Tree Lighting** - 12/6/23 - Chair Eleni Peterson. We received the \$150 check from the Township and it has already been deposited.
- **Krispy Kreme** - Date TBD - Chair Louise Neate. Cynthia Mardin and Doreen Pandiscia offered to help with the event.
- **Polar Express Winter Dance** - 12/15/23 - Chair Kristin Keesser with Jamie Alleyne and Heather Horville. They are planning to have a dance as well as some events and snacks. A volunteer sign up will be going out.
- **Display My Art** - Date TBD - Coordinator Aimee Kronmiller. Nicole sent Aimee the vendor contact information. Planning on getting an early start to this event to allow plenty of time for students to complete their artwork.
- **Spring Book Fair** - 3/6/24 through 3/8/24. Chair Nicole Wladich and Co-Chairs Louise Neate and Tammy Arfken. No new update.
- **Book Bingo** - 3/6/24 or 3/7/24 - Chairs Tammy Arfken and Nicole Wladich. No new update.
- **BOGO Book Fair** - 5/15/24 to 5/17/24. No new update.
- **You Have Been Egged** - Chair Louise Neate. No new update.

- **Spring Clubs** - Usually begin in March. No new updates. Registration forms will be sent out in February.
- **Beefsteak/Tricky Tray** - 5/4/24 - Chairs Cynthia Mardin and Kelly Corsi. First donations committee held 11/13/23. Cynthia was informed we are not covered by the schools insurance so she contacted the insurance company directly and submitted last year's contract to them and is waiting to hear back from them. It will be approximately \$280 for a single day certificate for liability coverage. Nicole stated we will want a certificate of insurance for the place and liquor liability. Nicole requested Cynthia keep Greg in the loop since he acts as liaison since it's the school's policy.
- **Miner's Night** - Date TBD - Need a chairperson. No new update.
- **Graduation** - The price for the tent this year is going to be \$2356 and Nicole reserved it. PTO is paying for it as part of our approved budget.
- **Ice Cream Truck** - Dates TBD - No new update.
- **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 update.
- **Mother's Day Plant Sale** - 5/10/24 - Chair Raelyn Kempinski - No new update.
- **Field Day** - Date TBD - No new update.

BUSINESS

- **Acme Give Back** - Event is complete but we have not received our profit check. We will keep an eye out for it.
- **Basketball Backboard** - Mrs. Veras is still waiting on contractor to get the parts.
- **Proposed Budget for 2023-2024** - Budget voted on and approved by General Membership.
- **Membership Enrollment** - Ongoing enrollment. No new update.
- **Auditing Committee/Taxes** - Crea Mallory and DJ Baird will be auditing the books. Audit is not complete yet. Crea is hoping to be done this week. Kristin confirmed with the accountant this is for internal purposes and does not affect our tax filing. All tax-related documents have been submitted to our accountant.
- **Mrs. Hicks Plaque** - Erik Arfken created a mount for the plaque and it is affixed to one of the posts at the school garden.
- **Online Apps** - Discussed Kahoot and Generation Genius. Kahoot is \$567/year and is for K thru 6th. Generation Genius is science based and is \$1036/year for a school license. Mrs. Veras is in favor of Generation Genius due to instructional content. Ms. Allen chimed in that she does not use either of them. Ms. Allen offered to send an email out to the staff to get feedback on their preference. Originally the Board unanimously approved taking money out of the Raffle Account to pay for the winter beanies; however since the beanies were

graciously donated by F&T Custom Apparel, we will reallocate the funds to pay for Generation Genius. All in attendance at the meeting were in agreement.

- **2023-2024 Assembly Ideas** - As discussed, monies are already available in the approved 2023/2024 budget so as a Board we are going to move forward with these events ASAP to get them on this calendar year. Kristin noted we have \$723 left in our approved budget for assemblies.

- **Mad Science** - Mrs. Veras gave the 'green light' to proceed with scheduling. Cynthia explained they can provide two separate shows to cater to the grade levels or one show. First show would be \$380 and the second show would cost \$245. It's a 45 minute show with a \$25 travel fee. We can also add in a half hour slime making session for \$160/group but we are option not to. Two sessions without slime making would be \$650. Ms. Allen stated the assemblies are typically one period long. Nicole proposed paying for this using money out of the PTO Events TBD Budget line time.
 - **NJ Snakeman** - Louise will coordinate booking and scheduling with Mrs. Veras. The cost will be \$400. Nicole proposed paying this out of the Assemblies line item of the approved budget.
 - **Imperfect Phil** - Visiting author. Mrs. Toronzi got the rate down to \$300 for the day. We will combine the classes PreK/K, 1st/2nd, 3rd/4th, and 5th/6th. The author will bring a book for each classroom and a small gift for the teachers. Mrs. Toronzi already discussed this with Mrs. Veras and we are looking for a date in February. Nicole proposed paying this out of the Assemblies line item of the approved budget.
 - **Jenkinson's Aquarium** - They do not have any dates of availability to visit with the penguins until the end of May/beginning of June. That time of year is already busy enough so we are going to table this for now and schedule for next year.
 - Ms. Allen brought up the idea of having an author come in to talk to the students. We discussed Imperfect Phil. She also mentioned possibly doing a sensory walk or some type of permanent black top game. Tammy mentioned the girl scouts Bronze Award project and that they will be doing permanent 4 square board(s) and were going in front of the BOE this month for approval.
- **Class Gift Ideas** - Nicole will be putting the hats in gift bags and Louise is making gift tags/stickers. Will drop the final product off at school next week for distribution.
- **Pumpkin Decorating Contest** - Completed. Ten dollar Amazon gift cards provided to the winners.
- **Drama Club/School Play Proposal** - Proposed by Mrs. Thompson. Will be open to all 4th through 6th graders. Nicole will send the Board Members the actual proposal for review. Discussed potentially making Drama Club one of the

school clubs and giving Mrs. Thompson the registration fees. Mrs. Thompson will need an answer from us in a few weeks as she needs to purchase the license for the show sooner than later. The Board is going to look into this and get more details.

CORRESPONDENCE

- Thank you cards were received from Mrs. Mulcahy, Ms. Allen, Mrs. Naomi, Mrs. Wagner, Mrs. Kronmiller, Mrs. Hackelberg and Mrs. Toronzi for the books donated by the PTO as part of the Fall Book Fair.

OPEN PUBLIC DISCUSSION - None

ADJOURNMENT - Meeting was adjourned at 8:01pm.

IN ATTENDANCE : Krista Donnelly (Pellen), Kim Allen, and Katherine Kostovski

Respectfully submitted by: Tammy Arfken, Secretary

****NEXT PTO MEETING VIA GOOGLE MEET - 12/12/23 @ 7pm**