

**FRELINGHUYSEN TOWNSHIP PTO**  
**Meeting Minutes**  
**(Meeting was held via Google Meet)**  
**October 4, 2022**

**CALL TO ORDER**

The Zoom meeting was called to order at 7:01pm.

**QUORUM CHECK OF EXECUTIVE BOARD**

Nicole Wladich - present  
Anthony Alleyne- present (logged off early)  
Michele Lohman – present  
Cynthia Mardin - present  
Tammy Arfken - present

**APPROVAL OF MINUTES**

1st Motion: Michele Lohman      2nd Motion: Anthony Alleyne

**APPROVAL OF TREASURER'S REPORT**

1st Motion: Cynthia Mardin      2nd Motion: Tammy Arfken

**CSA REPORT** - Nothing to report

**FUNDRAISER / EVENT UPDATES**

- **Spirit Wear** - Chair Lenore Hicok. Vendor is 24ink. Online store available all year. Positive feedback so far especially on material and quick delivery.
- **Box Top\$** - Coordinator is Nicole Wladich. We get paid 2x per year. Nicole sent out flyers to parents to solicit additional participation.
- **Amazon Smile** - Coordinator is Michele Lohman. Nicole sent out flyers to solicit additional participation.
- **Back to School Night** - PTO Table a success. Gave away Staple's supply boxes. Provided information and handed out PTO Membership Forms & Spiritwear Flyers.
- **Chess Club** - Registration forms sent out. Twelve participants out of 25 to date. Club starts on 10/20/22 and will be instructed by Mrs. Fowles from 3pm-4pm on Thursdays. Mrs. Bonaparte verbally approved but on Agenda for next BOE Meeting. Discuss increase in registration fee due to increase in instructor fee so comparable to Spring Clubs and BOE offset last year resulted in lower costs.
- **Fall Book Fair** - In person 10/12, 10/13, 10/14 - Chairs Lisa Naomi, Eleni Peterson, & Lori Naomi. Parent letter distributed. Should be getting stuff today (10/4) or tomorrow (10/5). Only change from last year is charging sales tax.

Eleni to send out Sign Up Genius for parents to volunteer at the event. Need plastic bags. Will put a plea out on class pages requesting donations for plastic bags. \$5 coupons went out to teachers from Scholastic.

- **Halloween Treat Trail** - 10/21. Chair is PTO Exec Board with Nicole and Tammy taking the lead. Each class will be represented at the event. Jamie Alleyne and Katherine offered tables for anyone in need. No scheduled rain date. Nicole to ask Mrs. Bonaparte if we can hold the event indoors if inclement weather. If no interior access we will ask to give candy/items away on the day of the school halloween parade. Bumped budget line item from \$200 to \$300 and PTO Board Members all in agreement with the increase.

- **Poppin Popcorn/Holiday Fundraiser** - Chair Nicole Wladich. Booklets and order forms received just need to be stapled. One packet per child. All online from 10/28 thru 11/28 and will ship right away and directly home. 50% profit on all proceeds with a prize program. Packets will go out the week of October 17th.

- **Winter Wonderland Tree Lighting** - Chair Eleni Peterson. Sign Up Genius will go out in December.

- **Ideas for additional new Fundraisers**

**\*\*Ski Club** (Cynthia Mardin) - Flyer and registration form created. Cynthia to contact Ms. Stracco about distribution. Deadline for responses is 11/1/22. Max. # of participants is 40 and minimum for the group rate is 15. Cynthia to record the date on each form received in case we reach max participants.

**\*\*Family Photo Mini sessions** (Jamie Alleyne) - Have a lead on photographer; however, shelving this for now may do a Spring photoshoot around Easter.

**\*\*Save Around Coupon Books** - Michele received additional info. from the vendor. Boxes of coupon books will be delivered to the school. Books are \$25 each. They don't charge for missing books and can return books not sold. Books good through 12/31/23. Books distributed by region for use so they can be sold out of state. TAT for shipment is fast. Proposed date to go out to the kids is week of 11/14 and will sell until 12/9/22.

**\*\*You have been Egged** - Louise Neate proposed this. Shelved until Easter next year.

## **UPCOMING EVENTS - ON THE PTO HORIZON**

-**Gertrude Hawk Sale** - Chairs are Anthony and Jamie Alleyne. Runs 1/30/23 thru 2/24/23 (Delivery 3/27/23). No new updates.

-**Spring Book Fair** - Chairs Lisa Naomi, Eleni Peterson & Lori Naomi. In person March 8-10, 2023. No new updates.

-**Spring Clubs** - Usually begin in March. No new updates.

-**Read-A-Thon** - Chair is Michele Lohman. Looking to potentially run this during Spring Break. No new updates.

**-Beefsteak TT** - Chair Cynthia Mardin. Tentative date is 4/1/23. Venue will be Camp Mason at \$500 with optional helper/kitchen manager for \$100-\$150. They require a 20% deposit and contract to be sent over next week. Event can start as early as 3pm but last year we started at 7pm. Time TBD. 325 people maximum. Budgeted \$650 max cost. VIP tickets recommended by Jamie Alleyne. Charge \$50/person and PTO will make \$13/person on admission. 175 people projected. Nicole to get raffle permit. Pricing from JCs Beefsteak \$36.95 per person and they require a \$300 non-refundable deposit includes salad, pasta, beef, french fries, coffee & tea, paper products & servers. Cynthia to review the contracts along with Nicole and Cynthia to sign as VP. All board members in agreement on remitting payment for the non-refundable deposit to JCs and 20% deposit to Camp Mason. Cynthia to get together volunteers for the donations committee. Cynthia to keep running spreadsheet of donations for auditing purposes. Nicole to give Cynthia form letter for donation requests. Nicole taking the lead on insurance, permit, and license requirements and costs.

**-Color Run** - Date TBD. Chairs Abbi Gurba, Angela Marziaz & Jamie Alleyne.

**-Teacher Appreciation Week** - 5/1/23 thru 5/5/23 - Chair Cynthia Mardin.

**-Mother's Day Plant Sale** - 5/5/23 - Chair Raelyn Kempinski.

**-Display My Art** - Chair Shannon Maza- need to confirm.

**-Field Day** - Chair Mr. V (PTO to provide lunches/dessert this year and t-shirts (Lenore Hicok will coordinate). Will consider lunches through Maschio's, as in the past.

**-Miner's Night** - Chair Eleni Peterson - Pattie VanValkenburg offered to help via email.

**-Graduation** - PTO to provide the tent (already reserved through Grand Rental).

## **BUSINESS**

- Audit Committee for Treasurer's Books - Shannon Maza currently reviewing and will pass it on to Shauna Shea.

- Proposed Budget for 2022-2023 - To be sent out on 10/10/22. Unanimous approval of the proposed budget from the PTO Board Members.

- Membership 2022-2023 update - We have received 51 memberships to date and need 14 more to hit the budget quota. Will post a reminder on class FB pages.

**CORRESPONDENCE** – We received a thank you from FTS staff for the Welcome Back Luncheon.

## **OPEN PUBLIC DISCUSSION**

**-National Custodian Day** - Snack baskets given to the two full-time and one part-time custodian from the PTO Board.

**ADJOURNMENT** - Meeting was adjourned at 8:19pm.

**IN ATTENDANCE** : Jamie Alleyne, Louise Neate, Katherine K. and Michelle Schwartz

*Respectfully submitted by: Tammy Arfken, Secretary*

**\*\*NEXT PTO MEETING VIA GOOGLE MEET 11/15/22 @ 7pm\*\***