



Dunellen PTO



PTO Meeting Minutes

February 11, 2019

Time: 7:05pm

Attendance:

- Pamela Vail, President
- Silke Carlson, Co-Vice President, Committee Chair
- Nicole Moore, Co-Vice President, Grade Level Oversight
- Gwen Perdomo, Correspondence Secretary
- Jessica McGarry, Recording Secretary
- Monique Phua, Treasurer
- Laurie Mann, Teacher Liaison

Teachers in Attendance: None

Board Members in Attendance: None

Welcome/Call to Order: (Pam): Thank you all for coming! Mr. Lubisco will be here later on. We are going to get started. We have a guest tonight, Jonathan from Ms. Chocolate Fundraising.

(Jonathon): My name is Jonathon Schneider from Ms. Chocolate Educational Products Fundraising. The Spring Brochure is chocolate, kitchen items, along with a mixture of spring products. Out of all the catalogs, the biggest is the Fall Catalog with wrapping paper, chocolate, and gifts. We have a Christmas brochure as well as smaller ones such as cookie dough and popcorn.

~How do the brochure sales work?

(Jonathon): I make it as simple as possible. You tell me how many kids are in the school, and I give you brochures in a kit with the order form and prize brochure included. What is nice about the prize brochure is that all the prize levels are cumulative. I also create the letter for you. People also have an option to purchase online. No matter what catalogs you pick, you can still purchase from any other one online to credit the school. We make all the kits for you. I pick up all the order forms to get them processed. Once it's shipped to the school, it is all packaged by student. The only thing we offer not packaged by student, is the pies.

We offer a \$200 shopping spree when you sign up for our Fall or Spring brochures as a way of saying thank you. We also offer a Holiday Shop. If you choose to participate by using the Main Brochure and the Holiday Shop, we'll give you a \$500 shopping spree out of the brochure.

~Is there any incentive with the Holiday Shop if you generate a certain amount of money?

(Jonathon): If you choose the Holiday Shop and the catalog, I can give you the \$500 shopping spree.

~What is the price ranges of these items?

(Jonathon): It ranges from a few cents up to \$10-\$15, but most items are under \$5 knowing who the audience is. I can get you in to the website so you can see the prices of items. If there was any special incentive that you get from your current Holiday Shop, we could possibly match it. Tell me what you think is reasonable, and I would be more than happy to see about matching it.

Cash and carry sales are great for smaller groups to fundraise. We have Hershey products, chocolate covered pretzels, and our own private label. World's finest chocolate bars make the best profit from sales. There is no money up front. You have a full month to sell the product. If no box is opened, I will take it back at the end of the month. If a box is opened, it's not returnable.

We also sell custom T-shirts. Ms. Chocolate has partnered with Educational Products who has in-house artists to create the shirts. There's no charge for the artwork.

The last thing we do is a school supply program. We stock over 6,000 items where it's set up so parents can purchase what is on their teacher's school supply list. We make custom kits for each grade level. The cost for each kit depends on what is on the teacher's list, but you do see an average of 30% cost savings than you going to every store to purchase each item yourself. We have a school year product guarantee. If any product fails during the school year, we will replace it for free.

~What does the school get back for the school supply sale?

(Jonathon): The school supply sale is dependent upon your mark-up. You decide how much to mark up just like the holiday shop.

Treasurer: (Monique): Our bank account currently has \$43,846.19, with extra in the account due to the gift card raffle fundraiser. Please take a look at the December/January report and let me know if you have any questions. We have received a few new memberships. We always have t-shirts and sweatshirt orders every month. We started a few purchases for tricky tray items, such as envelopes, stamps and yearbooks. Reflections Studio gave us a profit of \$2,289.48 just for using them for school pictures.

Any questions about our report? No questions were posed. Can I have a motion to approve December/January's treasurer report? A second? The December/January treasurer report has been approved.

Approval of Meeting Minutes: (Jessica): Please take a few minutes to review the December 5th meeting minutes. **Any questions? No questions were posed. Can I have a motion to approve the December 5th meeting minutes? A second? The December meeting minutes have been approved.**

President: (Pam):

Reflections Studio sent a thank you card. Also, the P.B.A sent one for another \$1,000 check we received from the clothing bin out front. Whatever gets donated into the bin gives us a percentage back. This was the second \$1,000 check from P.B.A.

Tricky Tray – The first meeting is this Wednesday, February 13th here in the library for those who signed up for the committee. If you can't make it, so I'll send out a follow up email. A letter went home for donation lists to all the classes.

Remind Me App – Verizon will not be charging for it, so we can keep on using it.

Candy-grams – These were due last Friday. We are just under 500 candy-grams.

Box Tops – There was a check for \$267+/- that came in from the most recent collection.

Jeans Days for Tricky Tray – This is going on throughout the district for teachers, where they pay to have dress down. All of the money goes towards Tricky Tray prizes.

Bake Sale – March 27th, with a rain date of the 28th. This will also go towards Tricky Tray.

Drama Club – We will purchase an Ad in their playbill of Little Shop of Horrors.

Vice President – Committee Chair: (Silke):

Book Fair – Will take place sometime either before or after Spring Break. We don't have a final date yet.

Scholarships – The applications will go out to all graduating high school students before Spring Break, and they will be collected after. Usually 15-25 students apply, 10 will be interviewed, and 6 will receive \$1,000 scholarships.

Vice President – Grade Level Oversight: (Nicole):

Talent Show – February 1st was the date of the show. We collected a lot of donated food that will be delivered to FISH. Our total made after expenses are taken out is \$467.00. The fundraiser for the Leyden Family was \$131, and we discussed having another bake sale to go towards the Leyden Family. The PTO may help round-up the total. They have an education fund set up for the kids.

Upcoming Parties – Spring party for most grades. Team Leaders please check you're your teacher. Some are having it the first day of Spring March 20th, and some are having them the day before Spring Break. Kindergarten has their 100th Day Party and Valentine's Day Party back to back February 13th and 14 this week. Not all the grades are collecting items for Valentine's Day. Make sure you reach out to you teachers for all events coming up for your grade level.

Yearbooks – To receive the discount for you Faber yearbook, your order must be placed by Friday, February 15th. After that is goes up to \$20. LMS yearbook is \$20 until March 1st which goes up to \$25 after that.

Correspondence Secretary: (Gwen):

Like us on Facebook, or for any reminders, please go to the website. The next meeting will be on Wednesday, March 13th at 7pm.

Teacher Liaison: (Laurie):

Thanks to everyone who continues to support the PBSIS fundraisers. We just received our check from Chipotle for \$183. Our next fundraiser is Applebee's Flapjack on March 9th. I have order forms and flyers if you need. The tickets are \$10.

(Pam): Mr. Lubisco's Round Table will begin now.

Mr. Lubisco: (Principal): There have been many things that have happened, Breakfast w/Santa, our Chorus Concert, and Instrumental Concert. Polar Express movie went very well. Faber Fun incentive days have been occurring supported by PBSIS. Thank you Mrs. Mann and

her committee for continuing to give us the money they raise to help all the students. The prizes this year are picked every other month from the prize cart. The game room has had more access for the older kids to benefit. First time breakfast for the little ones was fun. First grade had Chinese New Year.

Upcoming:

Half day in-service for Teachers is Thursday, February 14th

Presidents Day off on Monday, February 18th

Read Across America is at the end of the month, the week of 2/25, speakers and mascots

Family Night in the Media Center

Governor's Teacher of the Year is Miss Nancy Cortese

2nd Year for Musical Character Education – 2 day clinic for every single student, for the younger students it was learning how to deal with emotions, for the older students it was dealing with increased workload and test anxiety

Questions?

~How will the Teacher Appreciation Committee gain access to the schools?

Mr. Lubisco: I need to put in a request for how they want to handle that. It's a little easier here than at the High School or Middle School. I will find out by putting the general request through the central office.

~Does the key fob have access to every room? My concern is that means it includes the PTO closet, and anyone can gain entry and grab whatever they want/need.

Mr. Lubisco: I have already been discussing how to remedy this. We may have a separate key entry, but it's still in the works.

(Silke): If you miss more than 5 days of school, the parents will pay a fine of \$25, and if there are more days, every other day will be up to \$100. I brought it up to Mr. Lynch, but it's a State Law, but Dunellen doesn't charge. It was coming from an email coming from Genesis.

~The doors didn't open the one morning early when they say they will open at 7:25. They didn't that morning and it was freezing cold. Is there a way we can make sure the doors will open?

Mr. Lubisco: I will speak to the teachers about it. It usually is the 7:35 mark, but we will make sure someone is there.

~I noticed there is a new parking spot labeled Police in the teacher's lot. Why would they now need a parking spot when they normally park in the road in front of the school?

Mr. Lubisco: There will be a police officer going between all the schools, so it will be his spot.

Open Discussion: None

Closing Remarks: None

Adjourned: 8:18pm

Respectfully submitted: *Jessica McGarry*