



# Dunellen PTO



PTO Meeting Minutes

June 6, 2018

**Time:** 7:00pm

**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 (Absent)

**Teachers in Attendance:**

**Board Members in Attendance:**

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**Welcome/Call to Order:** (Pam): We are going to get started, Mr. Lubisco may be here later. Thank you all for coming! I want to introduce our new board for those of you who may not have been at the other meeting, and for those of you who do not personally know them. Welcome Gwen who has taken Ms. Mann's spot, and Jessie who has taken Brittany's spot. We welcome them. Treasurer reports and minutes are on the tables.

**Treasurer:** (Monique): Please take a look at May's report that just has basic expenses, ins and outs. You'll notice Family Fun night deposits from Duct Tape the Principal, Kindergarten and First grade bake sales, Teacher Appreciation. Also, please take a minute to look at our budget. This is everything we brought in and spent, and how it's split up for the year.

**Any questions?**

~How does it compare to last year?

Monique: It's actually about the same as last year. Our budget last year was \$31,000, and we had \$9,000 left over. This year we had \$30,000 and we have \$8,700 left over so it's about the same that we still have in surplus, even though we changed the budget. We added things and took things out. We added a scholarship this year. We added \$1,000 for PBSIS for their kick-off. We currently have \$45,000 in checking and another \$10,000 in savings.

~Is there a possibility of us donating equipment next year, possibly helping the school out again?

Monique: I was hoping the Kid Stuff fundraiser may be designated for that. This past year Kid Stuff brought in \$725. If we wanted to sell Kid Stuff again, I was hoping we'd sell Kid Stuff for raising the money for something specific.

**Can I have a motion to approve the May and the yearly budget reports? A second? The May and yearly budgets report has been approved.**

Monique: Let's talk about the Kid Stuff coupon books. They called me and there's something a little different now. It comes with an app. You get the book and also the app. You get to use both the coupons in the book along with the ones in the app. If you're traveling you can find coupons for your location. You have the benefit of the book and the app. It's still the same price, \$25, and we get half. We want to ask Mr. Lubisco if we can donate the money for something specific. Parents are more inclined to purchase if it goes for a specific purpose. With the new app, it should make it more exciting. How does the membership feel about selling Kid Stuff books again?

[Suggested from the membership] If it's anything extra, we won't be in the deficit.

Monique: We can start selling earlier this coming year. Most coupons don't expire until the end of the year. The coupons in the app don't expire at the same time. As you update the app, they also update the coupons. You can order for any area available. Thank you for all of your input. We'll touch base in the beginning of the year as to what the sales will go towards. Hopefully, we can get this information within the next few weeks. We also need to advertise the sales of it more.

**Approval of Meeting Minutes:** (Jessica): Please take a few minutes to review the May 10 meeting minutes. **Any questions? No questions were posed. Can I have a motion to approve the May 10 meeting minutes? A second? The May meeting minutes have been approved.**

Box Top update! Mrs. Laurie Mann's class will be having their pizza party on June 18th because her class had won.

**President:** (Pam):

Again, I want to thank you all for joining the PTO and coming to the meetings, helping out, and volunteering. Also, we want to thank the principals for being good sports and being duct taped to the walls. We had gotten them visa gift cards as a small token for being duct taped to the wall.

The art culture commission flyers for the summer should have gone home. They have a bunch of different things kids can do over the summer.

Bake sale updates: All the class levels have had their bake sales. There will be another ice pop sale Friday because yesterday's sale didn't do that great. We have a lot of ice pops left over.

Monique: The amounts earned for each grade are: 5th grade \$328.16, 4th grade \$300 (but they used it by purchasing books from Scholastic for their grade level), 3rd grade \$295, 2nd grade \$200, 1st grade \$263, Kindergarten \$171 (which they are using for Proud Day), Pre-K \$193. We're hoping that they will take advantage of their bake sale earnings.

It's not on the Agenda, but Project Graduation this year, after spending for the gift cards for the kids, food expenses, and entertainment for the night, we found out that Rutgers had paid us over \$1,000, so Project Graduation used it, and had to pay back \$1,013. It's two weeks to graduation, how do you fundraise to gain that money back. We want to bring it to the membership if PTO can donate an additional amount to help them out.

~How did Rutgers overpay us?

Pam & Monique: Rutgers overpaid because the seniors volunteer their time at the concession stands. That's how the kids earn their money towards Project Graduation. They work hours and Rutgers gives us a percentage of the money. This helps the families from having to pay out more than \$100 for their child for them to participate.

~What if, to spark the kids to get started, the PTO offers to match every dollar their make? If kids don't know that we're still willing to cover, let's see if the kids are willing to continue working towards covering it?

Pam & Monique: The issue is that graduation is in 10 days, so we're not sure. Everything's been said and done. That's why the Café Nune fundraiser was a back-up cushion for them, and it was a good thing. Then we found out about the issue, but we don't get that much from them, so at least it's something to go towards the deficit.

~ But it shows \$1,000 still available for project graduation in the budget?

Pam: That amount we leave to the next class. Each year, each Project Graduation has to leave \$1,000 for the next class, as a cushion to get them started.

~ How will it be covered if they don't raise enough money?

Pam & Monique: We'll all have to do something. PTO would end up trying to raise the money for the next class. They are still trying to make up the money. They are selling tickets for a 50/50. Everyone is ok with covering Project Graduation for the extra amount they may need. The membership agrees that we help them regardless of how much they need. The max limit is \$1,000.

**Can we make a motion to cover the amount Project Graduation will need up to the limit? A second? The additional money (up to \$1,000) for Project Graduation has been approved.**

**Vice President – Grade Level Oversight:** (Nicole):

Field Day: Thank you to the Team leaders for the volunteers you were able to get. We have 30 volunteers. They asked extra substitutes to come in to make sure they are covered. Laurie Mann was working on assigning people for places to be because of all the games for the kids, plus help with the barbeque. Parents will be helping with everything. When you get in, the main office will know where you're going to help. Once we were able to allow the volunteers in for a half day, that's when we were able to get all the volunteers. We have a few extra people for the morning, but that's great because the younger kids will be outside. Make sure to send your child in with a hat, towel, sunscreen, and their shirt color. They did email out the flyer for the shirt colors. We are set for field day.

~Since my child won't eat the food that's there, does it really need to be a brown bag that I need to put his lunch in or can it be his lunch bag?

Pam & Nicole: You could use a plastic shopping bag or something he could throw out. That way they won't lose their lunch box.

The End of the Year Parties are either the 19th or 20th of June. Team Leaders, make sure you speak with your teachers to confirm.

June 14th is the 2nd grade Young Authors. I have someone to sign parents in for that.

Pre-K Graduation is June 15th. I do need a volunteer to sign in the parents.

June 18th is Proud Day. We need a volunteer to sign parents in that day.

That's it for the end of the year, and I'd like to thank all the team leaders for everything you've done this year. If there are any issues, please let me know.

Last is Family Fun Night for Duct Tape the Principal. We had moved it here because it was only Mr. Lubisco and Mr. Tenant. It was a fun night and we raised \$495.25 after expenses.

~Is the 5th grade Farewell Party covered with enough volunteers?

Pam & Nicole: Yes. Bridget has enough people to chaperone.

Pam: Mr. Lubisco is not making it tonight. You can contact him about anything you need to, and a big thank you to the PTO for all their help throughout the year.

Sunshine committee - Whether or not in the past whoever had a baby, or there was a death or families needed a food chain, shouldn't this be for PTO members only? Board of Ed. meeting with teacher of the years and retirement coming up.

Monique: Every year we give each teacher of the year in every school and support staff of the year, a \$50 gift card. Do we still give them the \$50 gift card even though they aren't PTO members or do we just send them a card saying thank you, congratulations.  
[Suggested from the membership] I would say you have to make it fair for everybody. Either you give everybody the gift card or you don't.

Pam & Monique: People say isn't that the perk of being part of the PTO. It' a \$10 membership. They get a back to school lunch, teacher appreciation breakfast, lunch and desserts that PTO pays for. They get supplies for their grades level or classes when they ask for it whether they're members or not. They get class trip money. We should put it out there as a teacher perk for joining the PTO. Maybe we should give the non-members less money in the gift card. At least they will still get a gift card and be acknowledged. It's a good idea to state that there are perks on the membership forms.

**Vice President – Committee Chair:** (Silke):

8th Grade Promotion party is June 19th followed by the promotion ceremony here at Faber. 8th grade has a limited amount of volunteers needed for the party. They really need more parents to help. The promotion if 6:30-7pm at Faber, then the kids walk over to the LMS for their party.

5th Grade Farewell - Everything is good for their party.

Scholarships - We had our scholarship interviews last Wednesday. Six candidates were chosen to receive their \$1,000 scholarship on graduation night at Washington Park.

**Correspondence Secretary:** (Gwen):

Like us on Facebook, for any reminders go to the website. This is our final meeting for the school year.

Tentative the next meeting will be on September 19th 2018.

Nicole: Stay tuned for the email over the summer looking for volunteers for the PBSIS kick-off event the first Friday of school. We need volunteers for the 3rd day of school.

**Open Discussion:**

None

**Closing Remarks:**

Thank you for coming! See you next year!

**Adjourned:** 8:10pm

**Respectfully submitted:** Jessica McGarry