



# Dunellen PTO



PTO Meeting Minutes

September 19, 2018

**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:** Ms. Keen, Mrs. Reilly, Mrs. Vakulchik

**Board Members in Attendance:** None

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**Welcome:** (Pam): We are going to get started. Thank you all for coming and I hope you continue to come! We will start with Mr. Lubisco's Round Table. For those of you who don't know, this is our Principal Mr. Lubisco.

**Mr. Lubisco:** (Principal): It's great to see everyone. This meeting is a chance for me to talk about initiatives in the school and new things we're doing. There will be a chance to ask questions regarding everything. When it comes to most conversations about your children, it's best to start with their teacher. I think it's in everyone's best interest to form positive and strong relationship with that person. You can get to know who your child's with everyday for seven plus hours. If any issue does need to go to Mr. Tennant and I, of course, we're there for you, and you can bring it to us as well. The best way to make sure we're available to speak to you would be to shoot us an email or call and we'll set up a meeting. Of course if it's an emergency, we'll meet with you if needed.

Great thanks for everyone that supported us in our PBSIS Faber Fun Day! For those who don't know what PBSIS (Positive Behavior Support In Schools) is, I would like to give a brief overview. Also, you can go online and Google PBSIS and add the word Rutgers in there. It will bring you to the website. It's something we started three years ago with the Rutgers Boggs Center. For over twenty years the Rutgers Boggs Center has been supporting schools with this initiative, and it's only gotten better each year.

When you're accepted in this program, you have two years of training with them, and a coach. Our coach has decided to stay on with us past those two years and is staying for another half year. The coach provides training for your team. The team brings it back to the school, and trains everyone in the school. Then, the coach comes in for monthly meetings with the team. The idea behind it is to catch kids doing the right thing, and then we reward them with something called buoy bucks. Our buoy bucks are tickets that all teachers and adults have to

reward a child who is doing the right thing. Studies have shown that most kids are going to do the right thing when the expectations are clear and communicated properly, are posted throughout the school, and are universal to everyone in the school. So all adults use the same expectations all throughout the school, and it's in most rooms in English and Spanish. When kids are doing the right thing, like walking down the hallway with your class, the teacher will point out the kid who's walking properly instead of the kid not walking properly in the hallway. Then, they may be rewarded with a buoy buck, and studies have shown that other students are going to want that positive praise. That's just a little piece of what PBSIS is, and of course there are many other layers. Again, we thank all of your generous donations to PBSIS to help keep our treasure box and reward system going. After the buoy bucks have been given, there's a weekly drawing in the classroom, and monthly drawings per grade level, and eventually there are reward carts where the kids can cash their buoy bucks in for prizes.

#### Upcoming Events:

Back to School Night next week, School Picture Day in early October, Week of Respect, Stomp Out Bullying, Walk Your Child to School Day, Anti-Violence Week, Red Ribbon Week

October is packed with all those different recognition weeks. Our guidance department, our PBSIS team, and of course you all in the PTO help us roll out all those different things. If you can participate for Walk Your Child to School Day, please join us because it's a fun day. There will be a flyer with all the details.

We've had some great events. We also have a very large student population that's growing each year. We have five Kindergartens, five first grades and that's the first time we've had back to back grades like that. We are growing and expanding. We're just over six hundred students in the school.

We had a great Boo-Hoo Breakfast. Thanks to the PTO again. We did PBSIS kick-off the first Friday and had lessons all next week in the classroom so those expectations are taught, using videos that were produced from the children here last summer, and also lessons produced by our PBSIS Team. Again, the kick-off celebration was wonderful and thanks again to all the volunteers. We also had our Officer Phil Assembly which is provided by the county for us.

There are a couple things I want to point out because they came up a few times. This year's entrance didn't work as well as last years. We're very much apologetic about that. We moved things inside two years ago to the gym because of safety concerns. Things went smoothly going to the gym last year, but this year we had a bit of a bottleneck. All of it is done with safety in mind. We had some good suggestions, so we really appreciate it.

Substitute teachers: Last year we changed from having all in-house subs to a service, and now it comes with better coverage. We have better coverage, but we need some feedback. We have our support teachers giving us feedback, and if the substitutes aren't doing their job, then we need to get them off our list. There are full background checks on these people, and the criteria is the same criteria when we had subs internally as well. We are always looking for new substitute teachers, so if you know someone or would want to sub, you can join the substitute service. The way teachers' contracts work is that if a teacher resigns, and they are employed by us, they have sixty days that they are obligated to us. We also have obligations to them by filling the position, we have to post, interview, and make sure that person is qualified by the State of New Jersey. "Pass the Trash" checks are the new ways people are checked out to be able to take a teacher position. Every single employer that they ever worked for has to be called and verified. It does take a long time. They also have to be board approved.

PBSIS: We continue to ask occasionally for volunteers for all of our events, but there's two other things I always ask for help with, one being feedback, and two we need help with our buoy bucks. Cutting and copying is always needed. Ms. Dow has always spear-headed our operation for us.

~(Mrs. Dow) I was going to ask the PTO if we could make it a committee and I could be the head of it. The cutting takes a long time.

Breakfast Options: You can pay the same service as the after-care service, which is done through our Board of Education. Extended care runs as early as 7:30 a.m. If not, we open the doors at 7:35 a.m. The children have to eat breakfast if they come that early. Otherwise, the doors open at 8:05 a.m.

Kindergarten: They have them coming in the actual doors, and that will change on October 1<sup>st</sup>. Of course we will alert you to remind you of that. Everyone will enter the same door. There is safety patrol and adults posted throughout the building.

Principally Speaking: This came about from feedback from you guys. We tweaked it again since we've started posting it. We haven't sent one yet, so don't think you've missed one. There are a bunch of things coming up, and we want you alert you to them. It will be posted online in the backpack after it's emailed out.

Security Updates: Most of this will be updated by our Superintendent at Back to School night. There are a bunch of new installations going on in the district to improve our safety every day. Last year we did procedural changes, and this year there will physical changes.

### **Questions?**

~With Back to School night, do we know which entrance we're supposed to be going to?

Mr. Lubisco: We're going to enter you through the door next to the gym, and then everyone will be in the gymnasium. There will be two sessions that evening.

~I had to call my son out of school, and there were certain prompts to press, and now it's sending you to an extension that just beeps. Is this correct, and do I leave a message?

Mr. Lubisco: One of the things that have been updated is our telephone system. Now that I know that, I'll definitely look into it.

~I called the Nurse and it was the same thing, and it didn't say if I reached the Nurse.

Mr. Lubisco: Okay, I will certainly look into this, and find out how we fix it. Good to know.

~Do you send something home to all kindergarten parents about drop off and the horseshoe? Maybe if they have a map, it would help with the morning drop-off

Mr. Lubisco: I will make sure we provide the map from now on in the mailing.

Email or call if you need anything. Thank you all for coming out.

**Call to Order:** (Pam): Thank you all for coming. Those of you coming back from previous years and new members, welcome. On the tables are agendas, some of the budgets, and our meeting minutes from our last year's June meeting. Please take a look at those. I want to make introductions, I'm Pamela Vail and I'm the President. Silke Carlson, Vice-President. Nicole Moore, Vice-President Grade-Level Oversight, Jessica McGarry, Recording Secretary, Gwen Perdomo, Correspondence Secretary, Laurie Mann, Teacher Liaison, and Monique Phua, Treasurer.

**Treasurer:** (Monique): I will always give out a report from the month before. Because we're in the month of September, we still have transactions coming in and going out. The summer enrichment programs we support had made money and write them a check back.

Teacher of the year emblems were purchased so they can be displayed. We had our annual board meeting where we decide what our year is going to look like. Since it's our longest meeting of the year, we go out and spend 3-5 hours to decide our dates and times for many events throughout the year.

Amazon Smile dollars came in for \$19. If you shop at Amazon, and you're not linked to our smile, please do. Every penny counts. That's it for July and August.

**Any questions? No questions were posed. Can I have a motion to approve the July and August treasurer reports? A second? The July and August treasurer reports have been approved.**

The budget this year is going to be between thirty and thirty-five thousand dollars. We currently have that in our account. Right now we're considering that for the entire budget. We haven't even done any fundraising yet. Usually that will go to next year's budget. If someone comes to the PTO to ask for help purchase items, then that's where we start making adjustments to the budget. There's still thirteen thousand dollars in the savings account. Nothing has been that enticing to pull that out of there.

I brought the box of Kid Stuff books. They now have an app for coupons so it makes it double coupons. If everyone sells five books you get a free book, if you decide to sell books. My email is on every flyer, so please email me if you have any questions.

**Approval of Meeting Minutes:** (Jessica): Please take a few minutes to review the June 6th meeting minutes. **Any questions? No questions were posed. Can I have a motion to approve the June 6th meeting minutes? A second? The June meeting minutes have been approved.**

**President:** (Pam):

I want to thank Megan and Trina who ran our Back to School luncheon. Thank you for putting that together and for everyone else who donated items. All the items are supposed to come to Faber.

Since the staff membership contest had Faber as the winner last year, the PTO gave them a nice breakfast for their 100% membership.

Back to School night is coming up next week. Unfortunately we're not going to do the babysitting like last year. It didn't turn out well, so we decided not to do it again.

Guitar Club was sponsored last year at the High School. Ms. Piano came back to us to see if we could do it again. We had told them last year that they need to fundraise for it. They also need to see how much interest there is for the club.

Five Hundred and change of Scholastic money was spent on plush chairs, an adult chair, ear buds, and cube things that will be used for our Tricky Tray Fundraiser.

Tricky Tray is one of our biggest fundraisers. We've done it for six years already. We send out letters to companies and also to our parents to get donations. Last year we hit our goal of over twenty thousand dollars. \$23,973.16 to be exact. It's a fun day. You buy raffle tickets, bring food and drinks, and try to win great prizes. We hope to see you there.

Remind Me App is something we're going to try this year. If you want to get a text message reminder, just let us know. We still send emails, but for just a quick reminder text, this app is worth a try. Mrs. Mann is familiar with the app.

Laurie: My son's sports teams use it in Piscataway. I'm actually going to try it this year with the parents of my fourth grade class. If you sign up, there's a code you enter, and then you get alerts. If there's an event at school, it would just help keep you informed. It's like a messenger, but it's called Remind. We talked about having different groups. If you're on a committee, instead of a group text, it could be a Remind alert.

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

On the tables by the column are all the committees for the year. We already printed out what you already have signed up for, so please check to make sure your phone number and email are correct. You can also sign up for any committee. Also, it would be great if you decide to be a chair person. There are some committees that already have a chairperson. We just got an email from the Box Top Chair saying she needs help with mailing and sending out the reminders. If you can help, please sign up.

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

First, as of right now, we have 98 families and 52 teachers signed up for the PTO, so a total of 150 members. I have some that came in today, but anything that was received yesterday, are all included. We do usually get a lot of memberships at Back to School nights.

The Team Leader (Mom or Dad) are the people who help plan the parties in the classroom. They organize the volunteers, and usually go on the class field trip. The Board will meet to draw the names of the parents chosen as the Team Leader for each class. The Team Leader will be notified by October 5<sup>th</sup> via email. We ask that all Team Leaders attend the October PTO meeting to receive the folder with all the information.

Picture Day is coming up for Faber. October 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>. They look for 1-2 volunteers for the day to help fix kids shirts, or hair. For anyone interested in helping with picture day, please let me know. I will be emailing out the schedule once I receive it.

We are going to do a new raffle fundraiser. We just got the approvals for it. Starting in November, the tickets will be \$10 each, and the sales will be about six weeks. There will be three prizes: \$1,500 Visa gift card, \$750 Amazon gift card, and \$500 Target gift card. We're going to sell 1,000 tickets for a total of \$10,000 raised. The expenses are going to be about \$3,000, so \$7,000 would be raised for the PTO. We can put some of the money toward bigger prizes for Tricky Tray, or even if there is anything else that may come up in the beginning of the year. The winners will be drawn at LMS/DHS Winter concert on December 13<sup>th</sup>. We will probably Facebook Live it so everyone can see the winners. The winner does NOT need to be present. Stay tuned!

The Monster Bash will be on October 26<sup>th</sup>. We just got the approval. We will not be hosting the Blood Drive again this year. The gym will have a DJ and some games. The media center will have crafts and a quieter place to be, just in case any kids need to get away from the noise. We will also have a bake sale.

We do need a lot of volunteers to help run this event. Save the date, Friday October 26<sup>th</sup>, from 6:30pm to 9pm.

Heidi from Dunellen411 has asked us to make an announcement about Harvest Fest. It is Sunday, October 7<sup>th</sup> from 11am to 4pm. The library will start off with a mother goose segment at 11am. There will be pony rides this year from 12pm-3pm, but are not free. Anyone can enter in the apple pie baking contest and the pumpkin decorating contest. For the apple pie, it has to be a homemade crust and filling all from scratch. For the decorating pumpkin it can be carved, painted or whatever. You drop them off at the tent by 11 am. Winners will receive Visa gift cards. There is more information on their Facebook page and on their website.

**Correspondence Secretary:** (Gwen):

Like us on Facebook, or for any reminders, go to the website. The next meeting will be on October 11th.

**Teacher Liaison:** (Laurie):

I am part of the PBSIS team. I am the chairperson for fundraising. We've planned a whole bunch of restaurant nights where we get rewarded. Thank you for coming out to the night at Chuck E. Cheese. Mr. Lubisco mentioned our PBSIS kick-off at the beginning of the year, and thank you to Nicole for helping me get some volunteers. It wasn't as big as the end of the year event, so we will need more volunteers at the end of year celebration. The staff bought tie-dye shirts that say Faber Fleet set sail. We also had a fundraiser for staff.

The next fundraiser coming up is October 4<sup>th</sup> at Red Robin. You'll get the flyers next week. There's another one booked November 1<sup>st</sup> at Texas Roadhouse.

We're going to have another Winter Concert bake sale. We use this money to give away prizes. Last year at the end of the year, we were able to give away six Kindle Fires, five to children and one to a staff member. We have our weekly drawings in our class, and teachers have bins/prize boxes. They hold monthly drawings in the lunchrooms. To fund this, I have to fund raise. Candy guessing at lunch will continue this year. The kids love it.

Monique: Earlier I had talked about adjustments to our budget. Last year the PTO had donated \$1,000 to get the PBSIS started with prizes. It affected all our Faber students, and we figured that if we could jump start it, they can start getting prizes sooner. This year because we were under budget on so many things, we decided as a Board to add a budget line of \$500 each year for PBSIS. Mrs. Mann said they won't touch it unless they need it.

Laurie: The end of the year is our big celebration, and last year we were able to have a barbeque outside. Mr. Lubisco arranged with the Board office that Maschio's Food Service had come out to grill. They also scooped out Italian ices at the end for the kids.

Silke: Our Scholastic Book Fair will be the week of November 12<sup>th</sup>. The week before the school is closed for NJ convention week, so we will want to set up the Friday before then. There are also no rooms available.

Holiday Bazaar will be the week of December 3<sup>rd</sup>. If you are able to help with either the Book Fair or the Holiday Bazaar, that would be great.

**Open Discussion:**

[Suggested from the membership] Regarding assemblies, the owner of USA Karate in Green Brook has said they do free anti-bullying assemblies.

**Closing Remarks** (Pam):

As Gwen has said our next meeting will be on October 11<sup>th</sup> at 7pm. November's meeting will be on November 14<sup>th</sup>. December's meeting is on the 5<sup>th</sup>. There will be no meeting in January.

**Adjourned:** 8:07pm

**Respectfully submitted:** Jessica McGarry

