



Dunellen PTO



PTO Meeting Minutes

October 11, 2018

Time: 7:10pm

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: (Pam): We are going to get started. Thank you all for coming! We will start with Mr. Lubisco's Round Table.

Mr. Lubisco: (Principal): It's great to see everyone. I'm going to talk about things coming up, and things that just happened.

Upcoming:

Fire Safety Assembly next week
Anti-Violence Week – Lessons in the classroom led by our guidance counselor
Red Ribbon Week – Different theme each day
5th Graders and safety ambassadors from the High School involving an anti-drinking campaign
Faber Fun Day – First one of the year will be next Friday
Invention Convention and Halloween Monster Bash will be on October 26th

For Halloween, we will send out information via email regarding this day. Parents will be able to attend the parade outside. Children are not allowed to wear masks or bring weapons, as everyone needs to be safe. It's a very fun event.

Our 3rd PBSIS Fundraiser will be on November 1st at Texas Roadhouse. Information will be sent out via email and text as it has been.

Parent teacher conferences are also coming up. If you did attend Back to School Night, most likely you had a chance to sign up the evening. If you did not have the opportunity to sign up, please reach out to your teacher. There are days to see them on the 15th and 16th, but if your schedule does not permit, I'm sure you can work something out with the staff member to set up a meeting.

We had a wonderful Back to School Night. We thank you all for attending. It was great to see everyone come out and support their children and meet their teachers.

We had our school picture days, and Week of Respect happened. The lessons happened that week, but the dress up days happened the week after so it didn't have any issue with our picture days.

We had Stomp Out Bullying Day, and Walk Your Child to School day was on October 10th. It was well attended, and with our police and fire presence, it made it the best year yet.

As always, thank you for all your PBSIS support. Our first two events (Chuck-E-Cheese and Red Robin) were really well attended, and it's helped increase the prize cart for six-hundred students. The prize cart will be able to be brought out more frequently. All your support is really helpful to make this possible.

Principally Speaking – There has only been one sent out so far. We will post them also in the Backpack online.

Answers to Questions that were posed at the last meeting:

Already had a meeting with the Kindergarten team addressing the issue on the Orientation and the first day of school. For parents who haven't been to Faber before, we will issue maps showing where drop-off is located, and give information about lunchroom procedures.

Our new phone system – it is a transition, we are trying to fix any issues, and trying to figure out the correct way since it's a new system and district wide.

For the Scholastic Book Sale and Holiday Bazaar – It's tough since we don't have any open classrooms. We can wither use the stage or the Media center. The problem with both places is that they are not cut off from after school hours. Aftercare uses both rooms. We will make the adjustments internally to help with the Chair of those events.

Questions?

~With the emphasis on Kindergarten Orientation, will you be implementing an orientation for the Pre-K classes?

Mr. Lubisco: That does fall under someone else's jurisdiction, but I will talk with them. They did mention they wanted to do an event for the new children and parents in Pre-K to help them out with the transition.

~For Second Grade dismissal, can you move the cones back towards the school so that everyone doesn't walk through the teacher's line of kids while dismissing? It's been pretty chaotic.

Mr. Lubisco: It might take us a few days, but I will talk to them about it.

~At the beginning of the year, the Parent Portal had the option to enter the names of people to pick up your child, but now it's no longer there?

Mr. Lubisco: I will speak to our IT guys regarding pick-up options. That would make things easier for us online.

~My questions is about absences. It shows online that it is unexcused absences. Why is it unexcused?

Mr. Lubisco: Good question. The State of New Jersey only allows religious holidays that are recognized by the State (it's a really long list – Google it), and Take Your Child to School Day.

The State allows 90% threshold, 18 absences. There were ways that it was being interpreted up to last year, and we now have to adhere to the new attendance initiative by the State of New Jersey. We cannot excuse days anymore, so all the days are just tallied, and as long as they don't pass the 18 day threshold, they will be ok. If for some reason they pass the 18th day, conversations will be had at that time or at the end of the school year. If it's not substantiated by doctor's notes and such, it can result in a recommendation for retention.

~Will there be any reconsideration of holding parent teacher conferences with two evening and one day instead of the schedule with two days and one evening? A second night option instead of a second day option would be beneficial to parents who work full time.

Mr. Lubisco: I will definitely have that conversation with the higher ups. I hope we can maybe fix that for next year.

~Will someone be able to check out the entrance where the Pre-K kids come in and out of, as there seems to be a lot of bees?

Mr. Lubisco: Our guys did remove a nest from the gutter earlier in the year, but I haven't hear anything since. I will make sure it is checked out.

~I'm still having an issue getting in to the Parent Portal?

Mr. Lubisco: If you email me directly, I will have our IT people look into the issue.

~Are you guys planning to bring the Safety Patrol back outside for morning drop-off?

Mr. Lubisco: We are going to bring them back outside periodically. Not every day, but on and off throughout the year.

~Do the lunch people tell the kids what they need to eat?

Mr. Lubisco: The only comments that may be made are in a loving way, so if they had mistaken that, we try to urge kids to eat the good stuff before the desserts. They try to encourage them.

~In the lunchroom, if a 10 year old student tells the lunch aide that she's allergic to something, and because she was given a lunch that has something she's allergic to in it, why would the lunch aide tell her she has to eat it, and it can't be switched out?

Mr. Lubisco: The nurse is the person who manages our food allergy list, and you should contact the nurse so we can have it on file.

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

Call to Order: (Pam): Thank you all for coming. I'm going to turn it over to Monique Phua, our Treasurer.

Treasurer: (Monique): First, I will go over September's report. As you can see our Back to School Luncheon for the teachers is there. The Kindergarten Breakfast is there and all the Paypal lines are memberships. I have already deposited over \$2,000 in memberships, so thank you for all the members! If anyone has any questions, I'm happy to answer them. You'll notice in September there is an \$880 check to Mr. Kupiac. That was for the guitar club we approved as a membership last year. It was for the High School, and we offered to pay for it for them the first year, so they asked us again this year. As per our discussion with everyone in the membership, we had stated they need to should be fundraising to see what money you can get, and perhaps we'll cover a portion.

Last year's budget is up to date, so you'll see we were under budget by almost \$5,000. The bottom is separate since those items are done yearly and change so often, so I keep it separate. All fundraising portions are at the bottom.

This year's budget is on the other side. Our Faber electric sign is still holding at \$448 for three years now, and we haven't done anything yet with it. Every grade level bake sale earnings are on there. We house that money for them. As a Board we're trying to figure out how best to allocate the unused funds for bake sales.

The only changes you will see are the CPA field taken out until we need it because a family in town helps us with our taxes for free. We added \$200 to Socials and Contests because we discussed Academic Achievement Night, so we could provide snacks that evening.

Any questions? No questions were posed. Can I have a motion to approve the Budget for the year and September's treasurer report? A second? The Budget for the year and September's treasurer report have been approved.

The next item I want to discuss is Kid Stuff. Currently, we've only sold ten books. I have four boxes of books which I will be sending back. We only sold 10, but last year we sold 100. I'm not sure if it's the communication or the time of year as to why we didn't sell that many. I will be in touch with the Kid Stuff people. We can hold a stash of them, so we can still sell books.

Approval of Meeting Minutes: (Jessica): Please take a few minutes to review the September 19th meeting minutes. **Any questions? No questions were posed. Can I have a motion to approve the September 19th meeting minutes? A second? The September meeting minutes have been approved.**

President: (Pam):

Teacher Membership Contest – We are maybe about half or a little more at Faber. LMS and DHS are about a quarter of the way. We will end their contest on October 30th. So hopefully, we'll be able to get 100% membership at one of the schools again, and give them a breakfast again or maybe something different this year from last year.

DHS – One of the English Teachers (Mrs. Pair) had reached out with possibly helping them out with a class trip this year. She had spoken to the principal, and he suggested the PTO may be able to help her. They want to go to Chamber Theater in Lakewood, NJ for an excerpt from Edgar Allen Poe. It's a live performance, and the encore is a collection of the five stories from Edgar Allen Poe, Washington Irving, W.W. Jacobs, (unknown name), and Mark Twain. They are trying to keep it at about \$25 a student in the hopes that most of them will go. This sophomore class is a big class size of 116 students. They would need two buses which are \$375 per bus, being a total of \$750. They are asking the PTO if we could help with \$500 to go towards the buses. There may be approximately 100 kids going. Does anyone have any questions, input, or comments on that? Do we want to wait until next meeting to vote?

Silke: In general, the High School and Middle School don't go on class trips.

Pam: Only certain clubs go on trips. The trip would be scheduled for December 20th.

[Suggested from the membership] The sooner we would vote on this would be better so they can secure their spot at the venue.

Pam: They would need Board approval too. Does anyone want to motion to vote on this?

~Is this going to be something for every grade every year, if we vote on this now?

Pam: She didn't bring that up, but it is possible. If it's worthwhile, she may bring it to us again next year, and at that point we can decide if we will put into the budget, or still help with, or tell them they should fundraise more. If it's really good, she may want to take the next class.

~ Do we have the \$500?

Pam: Yes. At the last meeting Monique said we have money in the savings that we have not touched yet, \$13,000. It will not take away from any of the budgeted items

Motion to approve \$500 for the 10th grade English class? Unanimous

Faber Shirt Orders – I filled all of the orders that have come into the PTO mailbox thus far. Unfortunately we're out of a couple of the youth sizes, and a couple of the larger adult sizes. We will be placing another order, so if you are still interested in a Faber t-shirt or sweatshirt, you can still send in the forms, and it might take a week or two to receive it.

Remind Me App – As I mentioned at the last meeting, it is something that I'm still working on, so hopefully in the next week or so, I'll have that all set. It can be another form of communication. Sometimes a quick text message is nicer than a lot of emails.

Book Fair and Holiday Bazaar – Mr. Lubisco had discussed that earlier.

Vice President – Committee Chair: (Silke):

Thank you all for signing up on the committees. The papers are still over on the table if you want to sign up, or check your information is correct. We still need a chairperson for Assemblies, and one for Bake Sales. We try to have once a month bake sale per grade so they can have extra money for class trips or whatever they need it for. We just need one person to organize the bake sales.

Winter Wonderland will be December 7th. It's mainly for 8th grade students, but 7th grade students are invited as well. 6th grade students are not allowed to attend this event. They vote who is King and Queen of the Middle School. We need parent volunteers who don't have student in this grade. You don't have to clean or set up, just be there from 7-9pm.

Red Ribbon Week will be October 22nd – 26th.

Book Fair is the week of November 12th – 16th We will set up the Friday before the week we are off.

Box Tops – The flyer will come home in the next few days. They are due on October 19th.

High School Fall Play – Charlotte's Webb November 16th and 17th, Friday evening, Saturday afternoon and evening

Vice President – Grade Level Oversight: (Nicole):

First, the membership update is now 158 families and 65 teachers for the total of 223 members.

Team Leaders – I have packets for everyone tonight. In them you have your class party list. If the teachers gave me dates, then they are listed. I would still always check with your teacher for the date and the time of the party. Volunteer lists are in there. Some of the classes only have a few volunteers. That's when you reach out to the other Team Leaders in your grade to see if they have extra volunteers willing to help with your class as well. There is a sample

email for what you can send out to all your PTO members for the class. The team leader contract is also in there which you can sign and give it to me tonight. Halloween Party volunteers I need to have by October 26th. The school needs the list of everyone's name. Always keep me updated. In the contract I ask for all your completed lists by Thanksgiving, November 21st the full completed party list sent to me. Make sure you are being fair to all the volunteers, and that everyone that wants to be in the class, has a chance to come in and volunteer. I know that it's difficult for those that are 5th grade. The only time 5th grade volunteers are asked to be in the class is Field Day. There may be a lot of parents that want to help for 5th grade, it's only Field Day that we get to go into the class. The other grades have different parties and events that they need help for. Make sure you are spreading out the donation and volunteers to allow everyone to be involved.

Raffle Fundraiser – The tickets are ordered and should be in sometime next week. We are going to start to sell tickets November 1st through December 12th. The drawing will be December 13th at the LMS/DHS Choir Concert for the three winners. The prizes are 1st - \$1,500 Visa gift card, 2nd - \$750 Amazon gift card, 3rd \$500 Target gift card. Tickets are \$10 each. We will be sending home a flyer to be sent back in. You can order however many tickets you would like. We'll sell 1,000 tickets.

Family Fun Night – Monster Bash October 26th from 6:30-9pm located in the Faber gym and the Media center. No blood drive this year. There will be food, crafts, games, and a DJ. We are looking for face painters and a DJ. Let us know if you know any DJ or face painters.

Halloween Parade and Parties – October 31st, parade is usually at 1:45pm. Some teachers may want you there early so make sure to check with your teacher. We will send home a pass for the Monster Bash as long as you are a PTO member since it's free because you are a PTO member. If you're not a member, you can join at the door for \$15 or pay \$5 per person.

Correspondence Secretary: (Gwen):

Like us on Facebook, or for any reminders, go to the website. The next meeting will be on Wednesday, November 14th at 7pm.

Teacher Liaison: (Laurie):

(Pam) Laurie thanks everyone that was able to attend the Red Robin fundraiser to support PBSIS. It was a great turnout.

The next PBSIS fundraiser will be at Texas Roadhouse on November 1st. They will also be starting the candy guessing contest during lunch. Kids will be able to guess the amount of candy for 25 cents for one guess. They do help the younger grades with their guesses.

The High School Project Graduation has a pie sale every year. They are \$12 each from Pinos bakery in Roselle. The orders are due Wednesday, November 14th. You pick them up on Tuesday, November 20th at DHS Cafeteria between 2:30 and 6pm. The flyer will be going out.

Save the date for Breakfast with Santa on December 8th at Faber in the lunch room from 8am-12pm.

Open Discussion: None

Closing Remarks: None

Adjourned: 8:17pm

Respectfully submitted: Jessica McGarry