



# Dunellen PTO

PTO Meeting Minutes	November 13, 2017
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**Time:** 7:01pm

**Attendance:**

Pamela Vail, President  
Silke Carlson, Co-Vice President, Committee Chair  
Nicole Moore, Co-Vice President, Grade Level Oversight  
Laurie Mann, Correspondence Secretary  
Brittany Meyer, Recording Secretary  
Monique Phua, Treasurer

**Teachers in Attendance:**

**Board Members in Attendance:**

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**Welcome/Call to Order: Pamela:** Thank you all for coming! We know this is an off night but unfortunately we had to switch it due to conferences and half days.

**Mr. Lubisco:** Thank you everyone for coming tonight!

We had a lot of great events that just passed. We had Officer Phil come in as part of the yearly assembly. We also had Anti-Violence week and Red Ribbon week, both had activities both in the classroom by the teachers and some led by the Guidance counselor, all tied in with our greater theme of PBSIS. We also had school pictures so thank you to all who volunteered. Thank you also to all our current Book Fair volunteers as that is underway this week. Other great events included the PTO Blood Drive, 3<sup>rd</sup> Grade Invention Convention, and all of our Halloween celebrations and parade.

Upcoming events include Parent Teacher Conferences this week on Wednesday and Thursday. We also will be having 2 students from the 5<sup>th</sup> grade class presenting the students perspective on the PBSIS program in front of the Board of Education. It will be a different take and really tap into what the students are experiencing through this program. Those students are Trevor Fucito and Isabella Trevaras. Our Thanksgiving parties are also right around the corner.

Report cards will be finalized ahead of your Parent Teacher conference if you are coming into meet your teacher this week.

Big thank you to Mrs. Kelly Dow and to all the others who helped cut out the PBSIS Buoy Buck tickets. We really appreciated it! Hopefully it will carry us through to the new year.

We have some new staff members. 4<sup>th</sup> Grade leave replacement will be joining. Her name is Ms. Sloop and she is filling in for Ms. Crawford who is beginning her maternity leave. She

most recently came to us from Hillsborough Intermediate School. We also have a new Autism classroom that will officially start on Wednesday. The new teacher's name is Ms. Petito. She most recently came from the Middletown school district.

Last piece of business is Teacher of the Year submissions. This was in the most recent edition of the Principally Speaking. The form is due by Thanksgiving.

Just following up on one of the topics from last month's meeting. The request was made for an additional evening of conferences and this is something I won't be able to tackle until the calendar creation in the spring with the Superintendent. This will be something that we will discuss for the future.

Open item: Request is made to post 2 months worth of Lunch menus as there is always a delay in having the next month's calendar posted for parents.

**Treasurer:** (Monique):

October's treasure report is on the table. We had quite a few memberships come in during October. Additional expenses included the Monster Bash. We did make a couple of hundred dollars in fundraising. As this was the first year having this type of event, we had to make a lot of purchases for games, etc which we will now not spend going forward. Next year we should make a decent profit. There were also a few t-shirts and sweatshirts as well as \$106 in Back to School donations.

**Can I have a motion to approve the October report? A second? The treasurer's report has been approved.**

Kid Stuff books fundraiser was successful. I just finished calculating all the profits and we ended up making \$750, selling about 60 books. Thank you for your purchases!

**Approval of Meeting Minutes:** (Brittany): Please take a few minutes to review the October 11th meeting minutes. **Any questions? No questions were posed. Can I have a motion to approve meeting minutes? A second? The October meeting minutes have been approved.**

We have a couple of events coming up. Holiday Bazaar will be coming December 11-15<sup>th</sup>. Ahead of that you will see your child come home with envelopes for purchases. We are working with A Small World Gift Shop again this year. We are going to need volunteers to help. A sign up will be sent out in the next week or two. If you have not signed up for the Holiday Bazaar committee and are interested in signing up, please let me know. We have submitted the room request so we are just waiting to find out where it will be located. The teacher schedule will be finalized and posted in the next week or two as well.

You will also be seeing a flyer for Box Tops going home. We are putting in a collection for this month. Please turn in your Box Tops by December 1<sup>st</sup>. The class that collects the most will win a small party from the PTO. Please make sure your teacher's name is on the outside of the bag so your class can receive credit. If you are on the committee, you will receive an email requesting help in counting and sorting in the next week or so. We will be submitting to Box Tops by the end of December in order to receive credit (many box tops expire in December).

Last, the board has reviewed the by-laws that were last updated in June 2016. We discovered that there were a few things within the by-laws that are no longer valid. This included committees that no longer exist: Market Day, Campbell's Soup Labels, Newsletter, etc. These have been removed from the by-laws and we have also updated the board members. We are

submitting for approval at the next meeting on December 6<sup>th</sup>.

**President: (Pam):**

Teacher Membership contest is still underway. We still have a few members that need to join from each school: Faber: 6, LMS: 9, DHS: 17. Last year we extended a few times to get as many members as possible. We will extend this year for the last time before the next meeting.

We received a check from Dunellen PBA for the Clothing bin outside the Faber Main office. The PBA asked us last year to help sponsor the clothing bin and receive approval from the school for which we would receive a portion of the proceeds. It is planning on staying there for a while as there has not been any talk about removing it. Thank you for all who has donated as we received a check for \$1000 from the PBA.

We have a bake sale coming up for the 4<sup>th</sup> Grade classes. If you would like to donate, please let us know. It will be hosted on 11/29 with a rain date of 11/30. We are asking for volunteer help from the 4<sup>th</sup> grade parents so please sign up.

'Mom's Night Out' movie night is coming up this weekend! Dunellen Theater will be showing Bad Moms 2 and we will be hosting a fundraiser this Saturday night and 7:45. You can order food and drinks.

The PBA is hosting the Polar Express movie night at Dunellen Theater on 11/30. It is a toy drive so admission is an unwrapped, unopened toy. Officer Dudley provided a flyer that was sent out with the agenda and will be sent out with your students. You can arrive in your pajamas and they will be serving hot chocolate just as with the Polar Express events.

This was brought up at the last meeting and for those of you who weren't here, Mrs. Piano, the choir teacher at the high school, has requested funding and sponsorship from the PTO in support of a Guitar Club. Funding would be used for paying a guitar teacher to come to the school once a week on Wednesday's from January to June. The Dunellen Education Foundation had previously provided a grant for the purchase of 6 acoustic guitars so she would like to bring in a teacher for the students. There would be about 15-20 students involved. She is requesting \$880 of which we can vote at the next meeting on the amount. We will be voting tonight on PTO sponsoring this club and for how much.

Comments raised:

Monique raised that we spend large amounts of money on other activities within the school including Assemblies and that this is small by comparison. PTO has funding available and therefore is not in a position where budget would be an issue, especially after receiving the \$1000 PBA check. This is a great program for the students at DHS and should be considered. It was raised that this could be a full sponsorship for 2018 to help raise awareness and funding for future years but the amount would be reviewed for next year. It was also raised that we do not need to provide the full amount.

**Vote on full sponsorship and funding of the Guitar Club for 2018 January – June in the amount of \$880: Y: Unanimous; N: None**

We will be sending out Save the Dates for our annual Tricky Tray. The flyer will be going out later this week or next week. Tricky Tray will be on Saturday April 21<sup>st</sup>. All donations welcome! If you see any good deals during your holiday shopping, please think of us! We will also be sending out a Facebook event that can be shared.

One of the Para-professionals at DHS has reached out to the PTO for sponsorship of a parenting awareness program regarding young adults and drug abuse. This program would help teach parents what signs to look for in their children. She sent me a link to a website that helps teach this information.

We will be planning a Holiday Drop n Shop and seeking approval for Friday December 8th from 6:30-9:30. This will be the same event that we sponsored last year. Parents can pay a small fee per child and drop their children off (ages 4-Grade 5) and go shopping or to dinner, etc. We will have games and activities for the children while parents can relax and enjoy an evening out. More information to follow once we have official approval.

Thanksgiving Day Pie orders has been extended to November 15<sup>th</sup>. Please get your orders in!

Breakfast with Santa will be on December 9<sup>th</sup> so please save the date!

**Vice President's Remarks:** (Silke):

PTO Board will be taking over the organization role on the larger week-long events in order to help facilitate the events and avoid any delays or miscommunication for volunteers. This has proven to be more effective for these types of events. The committee chairs will still handle all the major roles, it will simply be the set up of the sign up lists that the PTO board will be handling going forward.

We still need a chair for Assemblies. Please let me know if you are willing to sign up to help organize the Assemblies at the 3 schools.

We have an organization in town called DREAMS. This is an organization that helps families with special needs. Maureen McCabe, who used to be the president of the PTO, still chairs this organization. We will be directing any volunteers for the Special Needs Committee to Maureen. If you signed up for the Special Needs committee, you may receive an email from Maureen looking for help with Dreams.

Winter wonderland dance will be on December 1<sup>st</sup> at LMS. We have 2 volunteers: Heather Anderson and her husband. If anyone else is available to chaperone the event, please let me know. Your child cannot be in 7<sup>th</sup> and 8<sup>th</sup> grade in order to volunteer.

I want to thank everyone who is able to help at the Book Fair this week. We had every slot filled with volunteers. Clean-up will be this Friday. Book Fair will be open Wednesday from 5:15-7:45pm during conferences.

The Monster Bash Family Fun Night was a great success. We will be having more events coming up this year and Nicole will have all of that information during her update. We are hoping to try some more bigger events with smaller events in-between to keep the fun going for the kids.

**Vice President:** (Nicole):

As of right now, we have 166 families and 101 teacher memberships. One more signed up today.

An email was sent out to all Team Leaders with reminders for the parties. Next parties will be Kindergarten and First Grade Thanksgiving Feasts on Nov 22 and Nov 21 respectively.

Kindergarten also has the Handprinting and Laminating event coming up which will need volunteers. All classes next event will be the Holiday party in December.

All Team Leaders: Please remember to send in your completed party lists. They are due by November 25<sup>th</sup>. All 4<sup>th</sup> Grade team leaders have turned this in, so thank you! If you have blanks, still turn your event list in so we can help as needed. Please make sure you are being fair with sign ups to allow all parents a chance to volunteers. And please make sure you are giving your volunteers time to respond.

The next Family Fun Night will be the annual Talent Show. This will be on Friday, January 26<sup>th</sup>. Renee Jankowski will be helping to run this event. We are working on having the auditorium at the High school again in order to have more participation. This event will be open for Faber and LMS. DHS runs their own Talent show and therefore has chosen to not participate. Stay tuned for more information! In March we will be looking to do a smaller event such as a movie night, craft night, etc. Our final event will be in May/June which will potentially be the Duct Tape your Principal.

Our Warrior Fundraiser raised \$500! 7 students signed up totaling \$483 and Warrior Fitness rounded up to \$500 for us. Thank you to all who signed up!

**Corresponding Secretary:** (Laurie):

Draft of the By-laws has been added to the website along with the T-shirt and Sweatshirt order forms. Check the website and follow us on Facebook. Please also follow the school on Twitter. Our next meeting will be on December 6th.

**Open Discussion:**

Faber sign is now limited as the Mr. Lubisco is focusing on the Principally Speaking. Question was raised on what to put up on the sign. Agreement made to put the Dunellen PTO website and school website on the front of the sign and PBSIS logo on the backside.

**Closing Remarks:** (Pam):

**Adjourned:** 8:06pm

**Respectfully submitted:** Brittany Meyer