



Dunellen PTO



PTO Meeting Minutes

September 28, 2016

Time: 7:10pm

Attendance:

Pam Vail, President
Nicole Moore, Co-Vice President, Grade Level Oversight
Kelli Castro, Correspondence Secretary
Monique Phua, Treasurer

Absent: Silke Carlson, Co-Vice President, Committee Chair
Brittany Meyer, Recording Secretary

Teachers in Attendance: DeSousa, Gavin, Mann, Kipnis, Vanraes

Board Members in Attendance: Guzzi

Welcome/Call to Order: Pam: Good evening everyone. Sorry for the hold up. Usually the first meeting has a good turn, but I think this looks like the best turn out in the last 7 years that I have been doing this, so thank you. We are going to go ahead and get started. I want to thank you all for coming. Mr. Lubisco is on a conference call so he said that as soon as he is done with that, he will pop in. We are going to start off with Ken who is taking Heidi's place and is going to give us an update on Harvest Fest that is coming up, so welcome Ken.

Ken: I am Ken Baudendistal and Heidi asked me to come talk to everybody about Harvest Fest. The Downtown Committee is running the 4th Annual Harvest Fest. So I am here just to talk to you a little about Harvest Fest I want to encourage participation in the apple pie contest, as well as the scarecrow contest. So as I said, this is our 4th year having it, it is October 9th at Washington Park from 11 – 4. Scarecrows can be submitted and there are prizes. I think there are 3 categories for the scarecrow and top 3 prizes for the apple pie. The rules are online and it is very simple. It can be any kind of scarecrow and needs to be set up at the park by 10:30am on October 9th. They circle the gazebo with them. Once they are set up, the scarecrow needs to be able to stand or be supported on its own. It can be any scarecrow you want. It's a great project for the family. The apple pie contest has to be in by 11am. It has to be handmade, including the crust. It could be a two-crust pie. We have a chef in town that does the judging. He is a professional chef that judges for us and chooses 1st, 2nd and 3rd place. Prizes are gift cards to local merchants. Any questions? None asked. We will have copies up here if you want any information.

Pam: I want to thank all of our teachers for being here tonight. Mrs. Gavin, our PE teacher, is going to talk about the fall-kick off event.

Mrs. Gavin: If you look on your tables, you will see a schedule for the day. It will take place on October 11th in the morning for our Fall Kick Off. The reason we are doing it this way is because at the end of the year things tend to get crazy with scheduling so we are trying it this fall. There will be more team building activities to work together and they will be fall themed. I need pizza boxes. There is a sign in the office. I need about 30-40 pizza boxes. I will also need volunteers. The rain date is October 14th. Goes from 8:45am – 11:15am. There will be no Field Day in May or June for 1st through 5th Grades. The only Field Day in the spring will be for Pre-K and K. They will not be ready for these activities. How many volunteers? Probably need about 10.

Treasurer: Monique: Hi, on your tables you will find a whole lot of paperwork. You will find June, July and August reports. June was all of the Tricky Tray, but we discussed in the June meeting. It was a little lower for Tricky Tray this year. We made more in the event itself, but less pre-sales and less people came to the event. July was minimal, just last minute items that we bought and last minute receipts from end of year. August just from Family Fun Day and one membership. The new teach luncheon is also August. Family Fun Day not the best turn out, but whoever went had fun.

.Please take a minute to review Treasurer's summary for month ending June, July and August. **Any questions? No questions were posed. Can I have a motion to approve? A second? The treasurer's reports have been approved.**

Aside from that, you have the budget for this school year. There are two changes. CPA from \$1,500 - \$200. We did not have a CPA last year thanks to a gracious PTO family. Brought it down just to cover the necessary fees Also lowered the advertising fees from \$600 - \$300. Everything else is pretty much the same. Any questions? None raised.

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

President: Pam: For those who haven't met me yet, my name is Pam Vail and I am the president. Start off by thanking Meghan and all the helpers that helped with the back-to school luncheon. This year we did something different. It was outside with all 3 schools. We will see for next year what happens. Hopefully we will have some more feedback. Faber teachers were very happy to not have to go back to the High School.

The summer family fun day was difficult. We tried to plan it to have families get together. Not a great turn out, and not sure if it was because of the change of date or what. This was the first time we planned something over the summer. It was still ok, not the turn out we wanted, but the families that did get to go had fun. We had a dunk tank and the kids had a lot of fun with that. Different carnival games. We might try again next summer.

We want to thank Mr. DeLauro. He does quite a few programs over the summer and he always donates back to the PTO.

We still have Faber T-Shirts and Sweatshirts available to order. We have some here tonight and we have order forms. They will still do Faber Fridays, not as many as in the past, but it will still happen. It will be called Faber Fun Days now. Kids wear their shirts to try to get the most red.

Fundraisers for this year. One is coming up at Texas Roadhouse. I have some flyers, you have to bring it with you. They donate 15% back to the PTO. October 20th from 4pm – 10pm. We picked a Thursday because teachers get a 20% discount on Thursdays. Thinking of doing another one down the road. In November we are doing a gift card fundraiser and we get a % of the gift card sales. If we book another dining night out, then we can get a % off both the gift card and the dining night.

Team Leader requests need to be in by the end of September. Team Leader is the class mom/dad that helps to organize the volunteers for the class parties.

Check the committee lists to make sure your info is correct. If it is incorrect, let us know.

This year we are going to try something new. We are running a contest for the staff at the schools. Any school that gets 100% staff membership will get a free breakfast.

Also received a few thank you's. One from Mrs. Kime that retired last year. And one from Mrs. Procek that lost her father last year.

Vice President's Remarks (Committees): Nicole/Pam: As Pam said, the lists for committees is over in the middle of the room there. Those lists are only those people that have already signed up for committees when they sent in their membership forms. Some people are marked chair because they requested to be chair. They are not necessarily chosen as the chair. Some committees still needs chairs. Those committees are Holiday Bazaar, Spelling Bee, 8th Grade Promotion, Assemblies and Box Tops. If anyone is interested, please let us know. You can write it in on the lists and Silke will be in touch with you.

Red Ribbon Week is one of the first things coming up. It's not that much work. Usually just a little something for the students. More about the special themes for the days. That is up in the air what is going to happen.

If anyone is thinking about signing up for Assemblies, the person that did it had to step down, but she gave us a lot of information and is available to help get started. Come talk to us and we can talk to you about the assemblies. It's more of a behind the scenes job. First Assembly is November 17th. It's a weather assembly that we saw at a PTO Expo. It's a fun, cool science assembly using a green screen and making it fun for the kids. It's the half day for the kids. There will be 2 sessions Pre-k – 2nd and 3rd – 5th.

Book Fair will be November 14th – 18th. Save the dates if you want to come volunteer for the book fair. That's here at Faber.

Lastly, we picked a new committee, sort of. We are lumping back to school luncheon and teacher appreciation committees together.

Vice President Remarks (Grade Level): Nicole: Hi everyone, I'm Nicole and I'm the Vice President of Grade Level Oversight. I help to make sure everything runs smoothly for the in class parties that everyone wants to help with. First I am working on the lists for all of the team leaders so that when team leaders are chosen they will have the lists of all of their volunteers. I believe that it seems that we have at least a few volunteers for each of the classes. Hopefully a little better than last year, at least that's what it looks like with what I have been entering. I will have those lists by the next PTO Meeting.

The Team Leaders will be chosen by the PTO Board. We will give everyone until the end of September to put their requests in. The Board is meeting next week to do the drawing to make sure that we are being fair. I will notify everyone once the team leaders are chosen. Right now there are 4 classes that still need Team Leader volunteers: Reilly, Scolaro, Crawford and Gakos. Reilly and Gakos are not as urgent. Reilly can have the other pre-k team leaders help to organize her class because the pre-k does all the parties together. Scolaro is Kindergarten and Crawford is 4th grade. If you know anyone in those classes that is willing to be

Team Leader, please let me know. We definitely need team leaders for those classes. I have emailed all of the teachers to have them confirm the class party lists. I have heard back from most of them. I will have the final class lists by the next PTO meeting. A reminder, we updated the By-Laws. Team Leaders must attend meetings and provide feedback and keep me updated. We need the team leaders to be involved so they know what is going on with the schools. This change is referenced in the team leader contracts. The first party is the Halloween party and it will be on Halloween. Team Leaders must also reach out to the parents and must include their volunteers and allow all volunteers have a chance in the classroom. We need to be fair.

Memberships: 149 Families and 58 teachers. Good numbers so far, but it can be better.

Question about sending updates or reminders to parents that don't sign up for PTO in the beginning of the year. We will talk to the schools about sending reminders through Honeywell alert system.

Secretary Remarks: Kelli: You can like us on Facebook and get updates and reminders for everything going on at the schools and with the PTO. Try to remember to also like and share the posts on Facebook so they keep showing up.

Some of the programs for easy fundraising are not happening any more. Target Red Card is done. Campbell's Soup is only through this year. We'll divide the points through all the grades.

Box Tops we are still collecting. Those really add up.

The Stop N Shop card can be registered to the school and that runs from now until March and we get a small percentage back. Easy and doesn't take much time.

Also Amazon Smile is another great way to get money back for the school. Same as Amazon, just put smile.amazon.com.

Next PTO meeting is October 13th.

If you know of any other easy fundraisers, let us know.

Coming Up: Just a few dates coming up in October:

October 5, 6 and 7 – Faber school pictures. Forms will come home with your specific date on it. We will need volunteers.

October 4th – Walk Your Child to School Day

October 9th – Harvest Fest

October 10th and 12th – No School

October 13th – Next PTO meeting

October 18th – BOE

October 20th – Texas Roadhouse Fundraiser

October 21st – DHS Homecoming

October 28th – LMS Fall Dance

Open Discussion: Please clarify the next meeting is on a Thursday. Yes, because school is closed on Wednesday.

Principal Roundtable: Mr. Lubisco: Sorry for the delay, my presentation ran late. This is a great turnout. Really happy to see everyone. Hopefully I'll see you each month. If there is something directly related to just you or our child, please see me or make an appointment. I would love to help you. Anything general we can talk about at the end.

So this is my second year. I'm very excited for the new school year. Really happy with our staff and students. We got off to a good start this year. Had our first assembly with Officer Phil all about safety. Also had Kindergarten welcome breakfast on the first day of school. Thank you PTO and great turnout of the parents.

Upcoming events: Progress reports are coming out soon. We will notify, but that is the second week of October. Those will only be sent to those students that have concerns or are struggling. Some teachers send to all, but they are not required to do that. You can always reach out to your child's teacher for feedback. Remember your first contact should always be the teacher. They are always approachable and available to help and answer questions.

Our first Faber Friday is coming up towards the end of October. It is a school celebration that happens roughly monthly. We do try to tie it up with half days or days before holidays. Next time we are trying to get Sydney McLaughlin as a guest. Focus on teaching children that there is always room to grow and learn.

New technology is in the classrooms. Last year the PTO really helped to get more technology in the classrooms. BSI classrooms have 10 each. Grade 3 and 4 have 15 each and Grade 5 has 20 in each classroom. There are 2 mobile carts of 25 and 2 technology classrooms. We want our teachers to utilize the chrome books to enhance the learning process. Helps the kids to get ready for the PARCC testing. PARCC gets us good feedback so we can focus on the areas that students need the most help. Younger grades are getting more acquainted with computers which will only help them.

Working on getting a Twitter account for Faber. Ways to get updates and it's another way to communicate with parents.

District Calendar was updated to reflect the changes to the days off. Election Day schools are now closed and schools are closed on January 2nd. Reminders will also go out.

Report Cards will also be updated. Samples will be going out so you see the changes. Same as Grades 1 and 2. Takes the grade focus away so you can see if kids are progressing at grade level. What areas are students doing well in and what areas need improvement. Better feedback than other report cards.

PBSIS is a Behavior System built around positive reinforcement. This is supported by Rutgers. Provides us with a 1-to-1 coach that will work with our team to set up a behavior system to benefit our students. Overall schoolwide initiative. All built around positive reinforcement and will be celebrated using our Faber Friday that we already do. You can go online and google PBSIS to get more info. It's a free program supported by Rutgers.

A lot of this is repetitive from back to school night. Any questions or concerns, let me know. Questions on the report cards. Is there a key to tell us what the numbers mean? Yes, there will be a key to let you know what the numbers mean. The important part is the skill levels that will show you where your child stands and what areas need improvement. Will there be an honor roll? There is a committee looking into honor roll right now. We can still do honor roll, if the committee recommends it. There are ways to calculate. We are also looking as PBSIS to incorporate other aspects into honor roll so it wouldn't be just grades. Suggestion for ushers to help people that go to back to school night late get into the gym so more people can get in to hear what is happening.

Closing Remarks: (Pam) Thank you all for coming and don't forget to check the committee lists. Don't forget to sign in.

Adjourned: 8:18pm

Respectfully submitted: Nicole Moore