

CEDAR GROVE

PTO Executive Board Meeting

October 2, 2025 / 6:30PM – 9:00PM

Location: Cedar Grove Elementary School-Cafeteria, 173 Cedar Grove Road

ATTENDEES

Lauren Maccaquano – PTO President
Tiffany Murphy – PTO Vice President (**Tardy**)
Jennifer Caswell – PTO Treasurer
Christine Ferreira– PTO Co-Treasurer
Cristen Zukowski– PTO Co-Treasurer
Marianna Rutzler– PTO Communication Webmaster
Devon Purdom– PTO Co-Communication Webmaster
Noelle Reeves– PTO T.E.A.M. Liaison

Not Present:

Jaclyn DeMaio– PTO Co-T.E.A.M. Liaison
Cassandra Socha– PTO Co-Recording Secretary

CEDAR GROVE PTO BYLAWS

[CGEPTOBYLAWS25-26](#)

CALL MEETING TO ORDER

President of PTO Board calls meeting to order.

6:37 PM – Lauren Maccaquano (President) - “This meeting is called to order.”

APPROVE AGENDA AND MINUTES

The board must approve minutes of prior meeting.

With the approval of the directors present, Lauren Maccaquano acted as Chairman of the meeting and Lauren Maccaquano recorded the minutes. (Cassandra Socha was unable to attend meeting)

The previous Board Meeting was September 4th, 2025 from 6:30PM-9:30PM.

The agenda of the previous meeting was unanimously approved as distributed.

The minutes of the previous meeting were unanimously approved as distributed.

COMMUNICATION AND FINANCIAL REPORTS

Communication/Announcements -

- Vote in minutes from 09/04/25 PTO Meeting.
 - **Motion to vote - Cristen Zukowski**
 - **Motion Seconded- Jenn Caswell**
 - **Results:**
 - **Yes - Unanimous vote.**
 - **No - XXX**
- September 4th, 2025 PTO Meeting Minutes were finalized and sent to Communications Team to publish them onto PTO website.

Financial Reports -

The board treasurer should read financial reports to keep members current.

- **Beginning Monthly Budget - \$22,284.16**
- **Ending Monthly Budget (as of October 1, 2025) - \$15,929.14**
- **Withdrawals – \$25,067.59**
- **Deposits - \$17,535.09**

Discussion starts-

- **Two members concerned about upfront costs so early in school year**
- **Budgets were created by Treasurers as per by-laws. Budgets were distributed to each committee & event based on last year expenses.**
- **In August Meeting - we discussed tweaking some budgets to better fit needs to today's world.**
 - **ie : TAW increased to 5 days; etc.**
 - **Budgets were distributed during September Meeting to each committee - no objections to it at time of meeting. However, there was not a formal vote.**
 - **Formal Vote to be taken at November meeting.**

- Updated budgets and expense reports will be vetted by Treasurers to distribute to group for review prior to vote.
- Key Take Away - include a Financial Report Link to show the full picture of what is being spent as events take place

CEDAR GROVE PTO FINANCIAL REPORTS

25-26 PROPOSED BUDGET

25-26 FINANCIAL REPORTS

MEETING MINUTES

Old Business

Summarize the discussion for each existing item, state the outcome, and assign any action item.

PRESIDENT

Lauren –

Committees

- 10 committees have been created.
- 50 interested members signed up.
- Each committee was assigned 5 members based on survey results.
- Each committee team was emailed by Cedar Grove PTO President with each advisor on copy.
 - Each advisor has reached out to their teams to start the planning processes

Discussion starts-

- Status of Meetings - most committees were meeting tonight around 7:30pm in person to meet & greet and to go over action plans & ideas.
- No one is too concerned yet over non-participation - however this will be followed up by November to address any needs.

VICE PRESIDENT

Tiffany – nothing to report

TREASURER

Jennifer – nothing to report

Christine – nothing to report

Cristen – nothing to report

RECORDING SECRETARY

Cassandra – nothing to report

WEBMASTER

Marianna – Concerns over Voting Process

Discussion starts-

- Missed first meeting where votes took place on By-Laws.
- Reviewed the minutes from August Meeting to confirm that vote was taken and recorded.
- Understanding of votes and how it is calculated - Each member has a vote on items that get brought up to be voted on. It will be recorded in the minutes with individual votes recorded. The same as it always has been.
- For minor items - such as voting in the minutes; protocol will be: a member must make a motion. After the motion is seconded and any debate concludes, the presiding officer will say, "All those in favor say 'aye,' all those opposed say 'no,'" and proceed based on the responses.
- This allows for more transparency when it is recorded in the minutes.

Devon – Concerns over Voting Process - refer to above discussion notes.

T.E.A.M. LIAISON

Noelle – nothing to report

Jackie – nothing to report

TEACHER LIAISON -

Dyanne – nothing to report

New Business

Start discussion for each item and assign any action item.

PRESIDENT

Lauren –

Recording Secretary Vacancies

- Morgan Resigned
- Cassie Stepping Back due to son's injury

Discussion starts-

- Follow the by-laws - Must wait for volunteers to be eligible
- Keep eye on volunteers and who may have interest in role.
- Tabled due to time: Can anyone fill in while we wait for members to start volunteering?

VICE PRESIDENT

Tiffany – Book Fair Updates

- Tomorrow set up, 62 volunteers for the week. Need help to clean up.
- Classroom incentives - ewallets.
- Teacher wish-lists will take place still along with Library Build List
- Plenty of flyers have been created for the week to promote. English & Spanish
- Ice Cream Social & Spirit Wear - confirmed will be present during Book Fair
- Spring Book Fair & May Book Fair have been finalized
- Use scholastic dollars for bogo event for teacher baskets

TREASURER

Jenn – Upcoming Fundraisers; Holiday Shop

- Star Your Yard for October. Signs to be picked up on Monday
- Candy Grams continue in November - flyers going out
- Started buying product for Holiday Shop now.

Christine – Nothing to report

Cristen – 5th Grade Things

- Emailed - Ms Burak & Ms Hanson about Safety Patrol & Peer Leadership - 5th grade teachers being involved from the start.

RECORDING SECRETARY

OPEN –

Cassie – Bulletin Board

- Committee Member decorated the Bulletin Board for October

WEBMASTER

Marianna – Halloween Dance

- 154 tickets sold so far (pre-K, K, 1, 2)
- 187 tickets sold so far (3, 4, 5)
- We have had in-school sales after BTS night.
- DJ & Photo booth secured
- Food Donation - Wawa Pretzels
- Inflatables, Temp Tattoos. Activities
- Need help to decorate

Devon – Ice Cream Social

- Jenn was able to buy ice cream - 5 vanilla, 5 chocolate
- Still need italian ice - looking into Rita's or Ralph's due to time restraint.
- Schedule made with Dyanne for the teachers to scoop.

T.E.A.M. LIAISON

Noelle – Veteran's Day Assembly

- Send out survey earlier - talked to Marianna & Devon to post.

Jackie – PD Day Updates

- Committee Member was able to stock the lounge with remaining treats we had in closet for the teachers & staff.

TEACHER LIAISON -

Dyanne – Nothing to report

Other Business

Nothing to report

CALENDAR OF IMPORTANT DATES

[PTOEVENTDATES2025-2026](#)

[CULTURE & CLIMATE CALENDAR](#)

CHAIRS

- Waiting for committee advisors to report back.

CLOSING THE MEETING

President of PTO Board adjourns meeting.

Meeting was called to end at 7:26PM by Lauren Maccaquano (President).

The next general meeting will be November 13th @ 6:30pm (due to teacher convention break) with an executive meeting to follow at 7:00pm.

BREAK

- [Committee Advisors met with their teams](#)

PARENT MEETING COMMENCES

General Parent Meeting called to order 8:01pm

[Discussion Starts-](#)

- [Review Presentation in-person & Virtually](#)
- [Guest Speakers - from Toms River Police Department to discuss Internet Safety](#)

General Parent Meeting ended - 8:38pm

Social - PTO E-Board Members socialized with all in-person families who showed up. Refreshments and snacks were served.

Minutes Submitted by: Lauren Maccaquano

Approved By: