

CEDAR GROVE

PTO Executive Board Meeting

September 4, 2025 / 6:30PM - 9:30PM

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

ATTENDEES

Lauren Maccaquano – PTO President
Tiffany Murphy – PTO Vice President
Jennifer Caswell – PTO Treasurer
Christine Ferreira– PTO Co-Treasurer
Cristen Zukowski– PTO Co-Treasurer
Morgan Malast– PTO Recording Secretary
Cassandra Socha– PTO Co-Recording Secretary
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

CEDAR GROVE PTO BYLAWS

[CGEPTOBYLAWS25-26](#)

CALL MEETING TO ORDER

President of PTO Board calls meeting to order.

6:35 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 Morgan Malast and Cassandra Socha recorded the minutes.

Previous Board Meeting was August 22, 2025 from 6:30PM-8:45PM.

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 8/22/25 PTO Meeting.
 - **Motion to vote - Lauren Maccaquano**
 - **Motion Seconded- Tiffany Murphy**
 - **Results:**
 - **Yes - Unanimous vote.**
 - **No - XXX**
- August 22, 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 - \$23,333.61**
- **Ending Monthly Budget (as of September 4, 2025) - \$22,284.16**
- **Withdrawals – \$1,049.45**
 - Orientation T-Shirts, New Student Orientation Supplies, Building Thinking Classroom papers.
- **Deposits - \$0**
 - Outstanding C&G Dine to Donate balance of \$100 to be collected.

MEETING MINUTES

Old Business

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

PRESIDENT

Lauren –

Committees

- Create Committees where each Committee will have a lead.
 - Board member will be an Advisor and have a team of Chair and Co-Chair
- Assigned a budget for each Committee based off of past events.
- A sign up was distributed to Cedar Grove families to get involved and choose which committee they would be interested in volunteering for.
 - 32+ Families have already signed up.

Discussion starts-

- Approved Admin requests from last month will come out of budget.
- Calendar was sent to and approved by Mrs. Monetti.
- Morgan stocked the Teacher's room fridge.
- Orientation was a success
 - PTO provided shirts and lanyards to PreK, Kinder and New Students ▪ Planned for 130 shirts and still some left over- send to office.

VICE PRESIDENT

Tiffany – nothing to report

TREASURER

Jennifer – nothing to report

Christine – nothing to report

Cristen – nothing to report

RECORDING SECRETARY

Morgan – nothing to report

Cassandra – nothing to report

WEBMASTER

Marianna – nothing to report

Devon – nothing to report

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

Committees

- **Committees were assigned to each Executive Board member and were tasked with presenting an action plan.**
 - Each Committee Action Plan will be attached to the bottom of this meeting's minutes.

Discussion starts-

- **Committee List and Advisor will be listed below.**
 - **Advisors**
 - **Noelle Reeves- Assemblies**
 - **Morgan Malast- Back to School**
 - **Jennifer Caswell- Fundraisers**
 - **Marianna Rutzler- Dances**
 - **Cassandra Socha- School Environment**
 - **Devon Purdom- Student Events**
 - **Jackie DeMaio- Teacher Appreciation**

- Cristen Zukowski- 5th Grade Events
- Tiffany Murphy- Book Fair
- Christine Ferreira- Retail
- Committees
 - Committees will be open to anyone. Get Cedar Grove parents involved and allow them to chair a committee and a PTO Board member will help advise each committee.
 - Narrowed committees down to-
 - Assemblies: Educational Assemblies, Fun Run, Give Back Days
 - Fundraisers: Dine-To-Donate, Gift-O-Grams, Coin Wars, Star Your Yard
 - Clubs/Programs: Chorus/Band Celebrations, Blue Claws, Mentor/Mentee Celebrations
 - Dances
 - School Environment: Bulletin Board, Fun Fridays, Garden and Grounds
 - New Student Orientation
 - Teacher Appreciation
 - 5th Grade Events: Picnic, Leadership Assembly, Safety Patrol
 - Back-To-School
 - Book Fair
 - Retail: Spirit Wear, School Store, Holiday Shop

VICE PRESIDENT

Tiffany – Committee Advisor of Book Fairs: CONFIRMED

- FALL BOOK FAIR - [LINK TO ACTION PLAN](#)
- SPRING BOOK FAIR - [LINK TO ACTION PLAN](#)
- BOGO BOOK FAIR - [LINK TO ACTION PLAN](#)

TREASURER

Cristen – Committee Advisor of 5th Grade Events: CONFIRMED

- [LINK TO ACTION PLAN](#)

RECORDING SECRETARY

Morgan – Committee Advisor of Back To School: CONFIRMED

- [LINK TO ACTION PLAN](#)

Cassandra – Committee Advisor of School Environment: CONFIRMED

- [LINK TO ACTION PLAN](#)

WEBMASTER

Marianna – Committee Advisor of Dances: CONFIRMED

- [LINK TO ACTION PLAN](#)

Devon – Committee Advisor of Student Events: CONFIRMED

- LINK TO ACTION PLAN

T.E.A.M. LIAISON

Noelle – Committee Advisor of Assemblies: CONFIRMED

- [LINK TO ACTION PLAN](#)

Jackie – Committee Advisor of Teacher Appreciation: CONFIRMED

- nothing to report

TEACHER LIAISON -

Dyanne – nothing to report

BREAK

- **Executive Board meeting on hold (7:44pm) to prepare for General Parent Meeting at 8pm.**

General Parent Meeting called to order 8:01pm

Discussion Starts-

- **Lauren introduces herself and the Board**
 - **Explains what we do as the PTO Board**
 - **Explains what the funds are used for and what plans we have**
 - **Admin Requests**
 - **Care Closet**

- Disaster Funds
- Petty Cash
- Scholarships
- New Student Swag
- Yearbooks
- Recorders
- Red Folders
- Events
- Retiree Gifts

- Committee signups were discussed
 - Volunteers will be contacted by Committee Advisor
- A Parent Survey will be sent out to hear input and opinions to make Cedar Grove its best.
- Upcoming Events and important dates were discussed for the months of September and October.

General Parent Meeting ended- 8:12pm

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

Executive Board Meeting Resumes- 8:50pm

TREASURER

Jennifer – Committee Advisor of Fundraising: CONFIRMED

- SEE BELOW

Christine – Committee Advisor of Retail: CONFIRMED

- SEE BELOW

Discussion Starts-

- Continue discussing and presenting the last of the Committees Actions Plans.
 - Fundraising Committee - Jennifer
 - Gift-o-grams and teacher grams are printed and ready to be sold at back to school night. A copy of each was presented to the PTO board. \$100 change has been prepared for the register. Families can pay by cash or venmo. Register will be kept separate in order to record accurate financial records.

■ Retail Committee - Christine

- Inventory was taken for existing spirit wear items. Items with an over stock such as socks and earrings will be on clearance. New inventory has been ordered and our virtual store front is ready. \$100 change has been prepared for the register. Families can pay by cash or venmo. Register will be kept separate in order to record accurate financial records.
- Christine will need assistance with school store. Morgan agreed to assist.
- Christine will need assistance with holiday shop. Tiffany and Jennifer agreed to help.

- All remaining Action Plans for each Committee will be attached at the bottom of this month's meeting minutes.

Other Business

Nothing to report

CALENDAR OF IMPORTANT DATES

[PTOEVENTDATES2025-2026](#)

CHAIRS

- This will be relooked at and discussed during next PTO Meeting.

CLOSING THE MEETING

President of PTO Board adjourns meeting.

Meeting was called to end at 9:30PM by LaurenMaccaquano(president).

The next general meeting will be October 2nd, 2025.

PARENT MEETING COMMENCES

Minutes Submitted by: Cassandra Socha and Morgan Malast
Approved By: