

PTO Executive Board Meeting

June 17, 2025 / 8:00PM – 8:30PM

Location: Virtual via Zoom

ATTENDEES

Lauren Maccaquano – PTO President
Tiffany Rodriguez – PTO Vice President
Jennifer Caswell – PTO Treasurer
Cristen Zukowski– PTO Co-Treasurer
Morgan Malast– PTO Recording Secretary
Cassandra Socha– PTO Co-Recording Secretary
Marianna Rutzler– PTO Communication Webmaster
Dyanne Sylvester – Teacher Liaison
Christine Manna – Cedar Grove Vice Principal
Stacey Monetti – Cedar Grove Principal

Tardy:

Christine Ferreira– PTO Co-Treasurer
Devon Purdom– PTO Co-Communication Webmaster
Noelle Reeves– PTO T.E.A.M. Liaison
Jaclyn DeMaio– PTO Co-T.E.A.M. Liaison

Not Present:

CEDAR GROVE PTO BYLAWS

[PTO ByLaws 2023-2024](#)

CALL MEETING TO ORDER

President of PTO Board calls meeting to order.

8:00 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 & Cassandra Socha recorded the minutes.

Previous Board Meeting was 6/10/2025 from 6:30pm-8:00pm

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

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

COMMUNICATION AND FINANCIAL REPORTS

Communication/Announcements -

- Inflatable Day (6/17) Postponed due to inclement weather
- PTO President Meet & Greet with Teachers (6/17)

Financial Reports -

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

- **Beginning Monthly Budget** - \$29,864.71
- **Ending Monthly Budget (as of June 17)** - \$26,013.03
- **Withdrawals – \$4,810.04**
 - 5th Grade Events
 - Fair Funding Auction
- **Deposits - \$1,158.06**

Spirit Wear Blow Out Sale \$215.06

June Candy Grams \$390.00

Spirit Wear Blow Out Sale \$353.00

Donation from 1144 \$200.00

MEETING MINUTES

Old Business

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

PRESIDENT-

Lauren – nothing to report

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

New Members

- **Voting was conducted during PTO Social on 6/10**
 - All 6 e-board roles were voted on based on current bi-laws using QR code



- All co-positions were listed via QR code
- Results are in:
 - Lauren Maccaquano – PTO President
 - Tiffany Rodriguez – 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
 - Jaclyn DeMaio– PTO Co-T.E.A.M. Liaison

Discussion starts-

- **Congrats to everyone on their new roles!**
 - **Motion to vote in new positions for the 2025-2026 school year – Lauren Maccaquano**
 - **Motion Seconded- Morgan Malast**

PTO President Tech Supplies

- Chromebook
 - Owned by Cedar Grove
 - To stay with PTO President and will transfer to any future president
 - PTO email will be used on this computer
 - All PTO files will be saved on this computer
 - Create a google classroom for future PTO members to reference

Discussion starts-

- **Approve budget up to \$400 to buy Chromebook for PTO**
 - **Motion to vote – Lauren Maccaquano**
 - **Motion Seconded- Morgan Malast**
- **Results: Will be discussed further in future meeting**
 - **Dyanne Sylvester states Chrome Book is not necessary to keep google files and g-mail account within the PTO board but it can be used for that purpose**
 - **Lauren Maccaquano states that the purpose of the Chrome Book will be to keep personal e-mail and files separate from PTO; Chrome book can be passed down to a future PTO board**
 - **Stacy Monetti states that the use of a Chrome book can help with continuity but that g-mail and google documents can be accessed on personal devices as well**
- Email
 - Change current e-mail password

- Remove Email access from Previous PTO board members Lisa MacInnes and Jaqueline Gamboa, and Cristen Zukowski
- Grant PTO email access to Lauren Maccaquano as PTO President, Jennifer Caswell as PTO treasurer, Marianna Rutzler as PTO Communication Webmaster, and Morgan Malast as Recording Secretary

Discussion starts-

- **Update PTO password on all communication sources**
 - Motion to vote – Lauren Maccaquano
 - Motion Seconded- Jennifer Caswell
- **Results: Vote to take place with Group Me Chat Poll**
 - YES: 10
 - NO: 0
- **Only the following members will have access going forward; Lauren Maccaquano, Jennifer Caswell, Marianna Rutzler, Morgan Malast**
 - Motion to vote – Lauren Maccaquano
 - Motion Seconded- Jennifer Caswell
- **Results: Vote to take place with Group Me Chat Poll**
 - YES: 09
 - NO: 0

- **Phone**

- Owned by Cedar Grove
- To stay with PTO President and will transfer to any future president
- Used for Venmo

Discussion starts-

- **Jen Caswell states that phone is currently in Lisa MacInnes' possession. Suggests phone is kept in the PTO closet moving forward**
- **Lauren Maccaquano requests information on type of phone and app capability. If phone has app capability, the Cedar Grove Venmo account should be accessed through an app on the phone. If phone does not have app capability we may need to upgrade the phone**
- **Monthly fee will be an operating cost for the PTO**
- **Confirm transfer of ownership from Lisa MacInnes to Lauren Maccaquano**
 - Motion to vote – Lauren Maccaquano
 - Motion Seconded- Jennifer Caswell
- **Results:**
 - Yes - 13
 - No - 0

VICE PRESIDENT-

Tiffany – nothing to report

TREASURER-

Jennifer

PTO Banking Updates

- Update TD Bank records to show the following members on the operating account:
 - Lauren Maccaquano – PTO President
 - Jennifer Caswell – PTO Treasurer
 - Christine Ferreira– PTO Co-Treasurer
- TD Bank debit cards to be issued to:
 - Lauren Maccaquano – PTO President
 - Jennifer Caswell – PTO Treasurer (current cardholder – remains the same)
- TD Bank Conductors (those making deposits) on file should be:
 - Lauren Maccaquano – PTO President
 - Jennifer Caswell – PTO Treasurer
 - Christine Ferreira– PTO Co-Treasurer
 - Cristen Zukowski– PTO Co-Treasurer
- Remove all access and connection to the account for the following members/past members:
 - Lisa McInnes
 - Jacquie Gamboa
 - Kelly Winters
 - Morgan Malast

Discussion starts-

- **Approve changing of names on TD Bank Records**
 - **Motion to vote – Lauren Maccaquano**
 - **Motion Seconded- Jennifer Caswell**
- **Results:**
 - **Yes - 13**
 - **No - 0**

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

Other Business

- Nothing to report

CHAIRS

- This will be relooked at and discussed during Summer PTO Meetings.

CLOSING THE MEETING

President of PTO Board adjourns meeting.

Meeting was ended at 8:30PM by Lauren Maccaquano(president).
The next general meeting will be determined at a later date.

PARENT MEETING COMMENCES

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