

CEDAR GROVE

PTO Executive Board Meeting

January 8th, 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
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
Jaclyn DeMaio– PTO Co-T.E.A.M. Liaison

Not Present:

CEDAR GROVE PTO BYLAWS

[CGEPTOBYLAWS25-26](#)

CALL MEETING TO ORDER

President of PTO Board calls meeting to order.

6:34 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. (recording secretary position still vacant).

The agenda of the October meeting was unanimously approved as distributed.
The minutes of the October meeting were unanimously approved as distributed.
The previous Board Meeting was November 13, 2025 from 6:30PM-8:00PM

COMMUNICATION AND FINANCIAL REPORTS

Communication/Announcements -

- Vote in minutes from 11/13/25 PTO Meeting.
 - **Motion to vote - Jenn**
 - **Motion Seconded - Jackie**
 - **Results:**
 - **Yes - 5**
 - **No - n/a**
- 11/13/25 PTO Meeting Minutes were finalized and sent to the Communications Team to publish them onto the PTO website.
- We did not have a December Meeting due to conflicts with president's schedule. E-Board regrouped on the GroupMe app to review any December events that needed action.

Financial Reports -

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

- **Beginning Monthly Budget - \$18,871.97 (Dec 1)**
- **Ending Monthly Budget (as of Jan 1, 2025) - \$27,821.14**
- **Withdrawals – \$7,732.18**
- **Deposits - \$16,458.59**

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 – nothing to report

VICE PRESIDENT

Tiffany – nothing to report

TREASURER

Jennifer – nothing to report

Christine – nothing to report

Cristen – nothing to report

RECORDING SECRETARY

Open – 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 –

Agenda Items

- Quarterly Touch Base - propose dates.
- Calendar Updates

- Update to Budget Spending (Profits)
- Meeting with office admin on Friday, January 9th at 10:00am

Discussion starts -

- Proposed Dates for virtual TB - January 28, April 29, July 29 (8pm)
- Confirm that current calendar is correct - January thru June
 - The group went month by month to make sure we are all aligned.
 - Culture and Climate Calendar will be updated.
 - Monthly Calendar will be sent to comms team to publish
- Almost all of our events designed to bring in funds have been profitable so we can fund:
 - the Educational Assembly
 - Teacher PD Days
 - Admin/Teacher Requests (GrowNow, Incentive GC's, Building Thinking Classrooms)
 - 5th Grade Yearbooks
 - New Student Orientation
 - Ice Cream Social
 - Holiday Social
 - Volunteer Shirts
 - Along with providing upfront costs for future events lined up on the calendar.

VICE PRESIDENT

Tiffany – nothing to report

TREASURER

Jenn –

Agenda Items

- Update to Budgets
- Fundraisers
 - Coupon Book
 - Bingo Night

Discussion starts -

- Budgets Additions (increase \$85,750.00 to \$89,050.00 - increase of \$3,300.00):
 - \$300 for Custodian Gifts (conducted on Group Me)
 - Increased to \$50 per custodian (5 in total) - plus activation fees.

- \$1500 for Bingo Night
 - Motion to vote - cristen
 - Motion Seconded - christine
 - Results:
 - Yes - 9
 - No - n/a
- \$1500 for Holiday Social (already occurred - putting in writing)
 - Motion to vote - cristen
 - Motion Seconded - tiffany
 - Results:
 - Yes - 9
 - No - n/a
- Coupon Book - locked in for 250 cards - good until november
 - Currently sold 55 so far
 - Keep selling all year
 - \$3000 locked in for the entire stash of cards.
 - In-person sales only now - digital sales are turned off.
 - We will be creative to figure out how to drive sales to off set the upfront costs.

Christine – nothing to report

Cristen –

Agenda Items

- Dine To Donates
- Fifth Grade Events

Discussion starts -

- **Waiting on meeting with Office Admin**
- **Continue with dine to donate - possibly having multiple within in the month as it is a no lift event.**

RECORDING SECRETARY

OPEN – nothing to report

WEBMASTER

Marianna –

Agenda Items

- Event Flyer Due Dates
- Someone Special Dance

- Blue Claws
- Fun Run

Discussion starts -

- Date for Flyers for Feb due: 1/28
- Fun Run/Color Run
 - Looking for platforms that we can make money
 - 99 pledges - transaction 3.49%, .49 per transaction
 - What to raise money for and how to collect money
 - Possible Battle of the Grades instead of Individual Incentives
- Blue Claws - 350 tickets
 - Date: May 17th 1:05pm
 - Open to Whole School
 - Cedar Grove Day at Blue Claws Stadium
 - Just chorus singing - but wear Cedar Grove Apparel!
- Someone Special - DJ and Photobooth are booked
 - Wawa - donating water; Target GC
 - Due Back - Dine To Donate? For Parents
 - One Door, Gates Locked
 - Reiterate Supervision
 - Possible Cheddar Up for Chaperone Signup

Devon –

Agenda Items

- Pretzel Days

Discussion starts -

- Two types of bags needed
- Signs Ups have been created
- Will continue to share
- 177 sold so far for the first fundraiser.

T.E.A.M. LIAISON

Noelle –

Agenda Items

- Assembly
- March Madness
- Carnival

Discussion starts -

- Assembly - Jan 30

- 3 sessions - 45 min each - run of show has been established
- Check for the show - Treasurer will give \$1095.00
- Noelle will be there on the day of.

- **March Madness - March 13**
 - Int East Coach - Boys & Girls
 - Sessions - and games run by the dads
 - Hot dogs, pop corn, cotton candy?
 - Ticket sales - at dance
 - Incentives ?

- **Carnival**
 - 8 food trucks so far
 - Secured inflatables; Sticky wall - with attendant
 - Petting Zoo, Bubble Guy
 - Need supervision
 - Popcorn and Cotton Candy
 - \$10/family - Cedar Grove Families only - Wristbands/Stamp?
 - Bounce House - Pre-K?
 - Touch A Truck?
 - Photo Opp

Jackie – nothing to report

TEACHER LIAISON -

Dyanne – nothing to report

Other Business

CALENDAR OF IMPORTANT DATES

[PTOEVENTDATES2025-2026](#)

[CULTURE & CLIMATE CALENDAR](#)

CHAIRS

- Bulletin Board - Updating after tonight's meeting
- Grounds Committee - Meeting tonight to discuss Earth Day Event and School Painting
- Fun Friday - tomorrow's patriot - Mrs. Colliani in the AM, Mrs. Palombi in the PM (cafe)
- Need Fun Friday signups for the CAFETERIA

CLOSING THE MEETING

President of PTO Board adjourns meeting.

Meeting was called to end at 7:38 PM by Lauren Maccaquano (President).

The next general meeting will be February 5th @ 8:00pm with an executive meeting to prior at 6:30pm.

PARENT MEETING COMMENCES

General Parent Meeting called to order 8:01 pm

Discussion Starts-

- **Review Presentation in-person & Virtually**

General Parent Meeting ended - 8:17pm

Social - PTO board chatted with those who attended in-persona and answered any questions. The environments committee met after the meeting to discuss the bulletin board, grounds ideas, and earth day events.

Refreshments and snacks were served.

Minutes Submitted by: Lauren Maccaquano

Approved By: