

PTO Executive Board Meeting

August 22, 2025 / 6:30PM – 8:45PM

Location: Maccaquano House – 1030 Sheila Drive (President's House)

ATTENDEES

Lauren Maccaquano – PTO President
Tiffany Rodriguez – PTO Vice President
Jennifer Caswell – PTO Treasurer
Christine Ferreira– PTO Co-Treasurer
Cristen Zukowski– PTO Co-Treasurer
Cassandra Socha– PTO Co-Recording Secretary
Noelle Reeves– PTO T.E.A.M. Liaison
Jaclyn DeMaio– PTO Co-T.E.A.M. Liaison

Not Present:

Morgan Malast– PTO Recording Secretary
Marianna Rutzler– PTO Communication Webmaster
Devon Purdom– PTO Co-Communication Webmaster

CEDAR GROVE PTO BYLAWS

[CGEPTOBYLAWS25-26](#)

CALL MEETING TO ORDER

President of PTO Board calls meeting to order.

6:50 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 Cassandra Socha recorded the minutes.

Previous Board Meeting was June 17, 2025 from 8:00PM-8:25PM.

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 -

- July 28, 2025 Lauren and Mrs. Monetti had a meeting to discuss and finalize important dates for the school year.

Financial Reports -

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

- **Beginning Monthly Budget** - \$23,333.61
- **Ending Monthly Budget (as of August 22)** - \$23,333.61
- **Withdrawals – \$0**
- **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 –

Phone

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

Discussion starts-

- **Confirm transfer of ownership from Lisa MacInnes to Jennifer Caswell/Treasury**
 - **Motion to vote - Lauren Maccaquano**
 - **Motion Seconded- Jennifer Caswell**
- **Results:**
 - **Yes - Unanimous vote.**
 - **No - XXX**

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

ByLaws

- **Voting was conducted during PTO Meeting on 8/22.**

- The vote was a unanimous yes regarding the updated ByLaws and to update them on PTO website.
- Updated ByLaws were also vetted by Mrs. Monetti.

Discussion starts-

- A PDF file of old ByLaws was saved from 2020 and a newer set of ByLaws from 2023-2024 has been re-written to be more in depth to cover everything at length. A few important changes that were made include-
 - Membership
 - Made to be more inclusive. Any parent, guardian, other adult standing in loco parentis for a student at the school may be a member. School Administration (teachers, staff employed at the school) can be a member.
 - Dues- if PTO Executive Board decides to establish dues, the ByLaws explain the direction of how that will proceed. Refer to ByLaws for guidance.
 - Executive Board
 - Explains the roles and expectations of each Board position.
 - Eligibility for a Board position
 - Members in good standing for at least 14 consecutive days.
 - Members must also have chaired at least 1 committee within the calendar year as well as attend at least six of the General Meetings.
 - Nominations and Elections
 - March meeting each board member will discuss current positions and decide if they will remain in their position. Nominations will also be discussed at this meeting and will officially be submitted for April meeting. Anyone who is not running can assist in the process.
 - Any Board member who resigns must wait 1 complete calendar year, from the date of resignation, before being eligible to run for a position.
 - Elections will be annual, however, will be staggered to avoid turnover.
 - President, Treasurer, T.E.A.M. Liaison elections will be every two years.
 - Vice President, Secretary, and Communications elections will be every other year.
 - Elections will be held during the May meeting and will be done electronically.
 - Terms of Office/Removal from Office
 - Officers are elected for two years.

- Each Board member is required to attend the monthly Executive Board Meetings in person. If member is unable to attend they have to inform the Recording Secretary as well as provide a report for their position even in their absence.
 - Refer to ByLaws for guidance.
- **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
- **Finances**
 - Jenn Caswell and her team (Treasurers) will draft a tentative budget, record/report receipts, keep track and grant only certain members to have access to the PTO bank card and permission to deposit, etc.
 - From a commitment prospective, Board members can't make contracts with different vendors and maintain control within the credit card.
- **Meetings**
 - Executive Board Meetings as well as General PTO Meetings will be held the first Thursday of every month.
 - Executive Board Meetings will be held first from 6:30pm-7:00/8:00pm.
 - General PTO Meeting will directly follow Executive Board Meetings from 8:00pm-8:30pm to recap with the Cedar Grove community.
 - T.E.A.M. kids will be available for babysitting services at PTO meetings.

- Annual meeting will be held in April and will elect Officers, conducting other business that may arise. go over the sum of reports and events for the year.
 - May meeting will finalize all of the announcements.
- Attendance
 - Board members should make every effort to attend meetings.
- Approval of Updated PTO ByLaws
 - Motion to vote - Lauren Maccaquano
 - Motion Seconded- Cristen Zukowski
 - Results:
 - Yes - 8/8
 - No - XXX

Administration Requests

- Voting was conducted during PTO Meeting on 8/22.
 - The vote was a unanimous yes regarding the following Administration Requests:

Discussion Starts-

- PTO to help fund
 - Peer Leadership Program
 - Asking for \$500
 - Granting \$600
 - Portable Floor Cleaner for 2nd Floor - Janitorial
 - Estimating cost of \$500-\$700
 - Have Tony present 3 options and go from there on purchasing the best option.
 - Incentive \$5 Gift Cards
 - \$20/month = \$300/year
 - Student Incentive & Teacher Shout-out
 - Mustache Day
 - \$100
 - Building Thinking Classrooms
 - \$727.50
 - One Book, One School
 - \$20x75= \$1500
 - Plan for during Read Across America Month
 - Every student in the school is reading the same book.
 - Interactive questions through the Hallways and end the month with a party celebrating the book.
 - Professional Development Days for Staff
 - Teacher Appreciation Committee will handle Staff PD Days

- 9/23- Fund Lunch for staff
- Workshop for Staff to learn strategies and coping mechanisms with kids on all different levels on the spectrum.
 - Combine forces with Hooper Avenue Elementary and split the costs 50/50 of the original quote of approx \$1,200.00 making it \$600 approx.

- The vote was a unanimous no regarding the following Administration Requests:

Discussion Starts-

- PTO to help fund
 - Cloth Banners in Hallways with Theme of the Year “All In”

Other Noted Requests-

- 5th Grade events- invite 5th grade teachers to the planning of the events.
- Invite Safety Patrol Advisor to the planning of Safety Patrol Event.
- Plan Field Day TShirt colors for each class, special ed and gen ed, appropriately going forward.
- Create a new budget with today’s needs for different committees.

- **Shirts for Kindergarten Orientation**

- New Design by Always Driven Apparel
- Light Blue Tshirts
 - “Cedar Grove Patriots are ‘All In”
 - Ordering Kindergarten shirts and Ordering shirts for teachers to give on Back To School Night and use credit PTO has with Always Driven Apparel.
- Spirit Wear Shop and new designs will be updated on site.
 - Link will hopefully be live before Orientation.

- **Orientation Day**

- August 28, 2025- there will be 3 Orientations
 - 9:30am - Kindergarten
 - 11:00am - New Student
 - 1:00pm - PreK

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

Other Business

- **Fun Friday**
 - First Friday of every month.
 - 2min stretch of music over the loud speaker for random dance parties.
 - Giveaways, Student Engagement.
 - Add to Bulletin Board Committee.
- **Veteran's Day**
 - Celebrate and own that holiday with Cedar Grove's Veterans.
 - Plan a celebration to honor the Veterans/Active Duty within our Cedar Grove community.
- **School Store**

- Try to do one once a month.
 - Plan more of them to get parents more involved and it'll allow parents to come into the school and have those moments.
 - Tie in a theme each month.
- **Volunteer Shirts**
 - Check Budget for Volunteer Shirts
 - PTO Board Volunteer shirts- Tie Dye, Bling, grey?
 - Volunteer Shirts- Blue Tshirt
- **Holiday Shop**
 - Bring that back and add to Calendar.
- **Ice Cream Social**
 - Tie in with Book Fair Night
 - Teachers volunteer to scoop ice cream in designated time slots.
- **March Madness**
 - Add T.E.A.M. Kids for more supervision.
 - Plan Date for 3/13/26
- **Candy Grams**
 - September- Pencil Grams at Back to School Night.
 - November- Fruit Snacks
 - January- Gliders
 - March- Airheads
 - May- M&M's
 - June- Swedish Fish
 - Idea of 5th Graders receiving grams/notes on grams from younger grades.
 - Idea- Teacher Grams for September, January, June.
- **Dine-To-Donate**
 - 9/25- Chipotle
 - 10/14- BJ's Brewhouse
 - 11/12- Jersey Mike's
 - December- Trying for Burger25- waiting to hear back.
- **Pop Up Book Fair**
 - After School Book Fair event - BOGO Books incorporated with a movie night.
 - Tentative date of May 15th.

- **National Holidays Fundraising**
 - Pretzel Day - April 26
 - Bus Driver Appreciation Day- February 22

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 8:45PM by Lauren Maccaquano(president).
The next general meeting will be September 4th, 2025.

PARENT MEETING COMMENCES

Minutes Submitted by: Cassandra Socha
Approved By: