

CEDAR GROVE

PTO Executive Board Meeting

February 5th, 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
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:

Marianna Rutzler– PTO Communication Webmaster

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 Lauren Maccaquano recorded the minutes. (still vacant recording secretary position)

The agenda of the January meeting was unanimously approved as distributed.
The minutes of the January meeting were unanimously approved as distributed.
The previous Board Meeting was February 05, 2026 from 6:30PM-9:00PM

COMMUNICATION AND FINANCIAL REPORTS

Communication/Announcements -

- Vote in minutes from 1/8/26 PTO Meeting.
 - **Motion to vote - Cristen**
 - **Motion Seconded - Jenn**
 - **Results:**
 - **Yes - 7**
 - **No - 0**
- 1/08/26 PTO Meeting Minutes were finalized and sent to the Communications Team to publish them onto the PTO website.

Financial Reports -

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

- **Beginning Monthly Budget - \$27,821.14 (Jan 1)**
- **Ending Monthly Budget (as of Feb 1, 2026) - \$33,466.68**
- **Withdrawals – \$4,073.96**
- **Deposits - \$9,719.50**

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 –

Agenda Items

- Admin Meeting
 - Conducted on Jan 9th after PTO Meeting
 - What was discussed since some members were not at the Holiday Party.
 - Wanted to make sure everyone knew what happened first hand.

Discussion starts -

- **Recess Supplies - 4 pop up soccer tents, 4 soft footballs**
- **Outdoor Lighting - parking lot fixed due to timers; field lighting will**

- be addressed by Mr. Madigan.
- Mustache Day - we provided mustaches, everyone participated (including volunteers from school store)
 - One Book, One School - officially starts in March.
 - Book is: Always Remember - the Boy, the Mole, the Fox, the Horse, and the Storm
 - PTO Provided 60 copies of the book to the school (one per class)
 - Fifth Grade Events - combining similar end of school parties into one larger assembly - fifth grade night.
 - Picnic will still happen
 - Family Night - awards, photo montage, yearbook signing, etc will all be done together to save funds.

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 - missed 1/28
- Calendar Updates
- Update to Budget Spending (Profits)

Discussion starts -

- Proposed Dates for virtual TB - Missed January due to snow. Will continue with the April Date.
- Confirm that the current calendar is correct. Make sure flyers get sent to Dyanne on time!
- Still showing profits on events we planned. We will continue to monitor this as February and March are jam-packed.
 - Biggest concern is the coupon book sales - still need to sell around \$1000 to break even - which is about 50 more books.

VICE PRESIDENT

Tiffany – nothing to report

TREASURER

Jenn –

Agenda Items

- Update to Budgets
 - School Store
 - Pretzel
- Fundraisers
 - Coupon Book

- Bingo Night

Discussion starts -

- **Budgets Additions (increase \$89,050.00 to \$90,050.00 - increase of \$1000.00):**
 - **\$500 for School Store**
 - Motion to vote - cristen
 - Motion Seconded - christine
 - Results:
 - Yes - 8
 - No - n/a
 - **\$500 for Pretzel Day**
 - Motion to vote - christine
 - Motion Seconded - jackie
 - Results:
 - Yes - 8
 - No - n/a
- **Fundraisers**
 - Coupon Book - need to work on selling more books
 - Bingo Night - Great Event!
 - Lots of great feedback from those who attended
 - Working on future events
 - Lucky Leos - cheddar up sign up going live

Christine – nothing to report

Cristen –

Agenda Items

- Dine To Donates
- Fifth Grade Events

Discussion starts -

- **Dine To Donates have been set up as follows**
 - Freddy's Feb 25
 - Rich's II Ice Cream Mar 7
 - Honeygrow Mar 24
 - Jersey Mikes April 14
- **Fifth Grade Updates**
 - Working on Meeting
 - Survey for Students
 - Getting quotes & donations lined up for next meeting
- **Scholarships**
 - Reaching out to all three highschool - guidance counselors

- Will advise on process at next meeting

RECORDING SECRETARY

OPEN –

Agenda Items

- Nominations

Discussion starts -

- Kerri Hehner (4th grade & Kinder parent) was interested in open role to get more involved
 - Lauren advocated for her in regards to all the volunteer sign ups she has done this year
 - Jenn advocated for her role as part of the fundraising committee and helped run the Bingo Night
- Asked board if ok to bring this to a vote - and to officially use the By-Law process in March Meeting.
 - Motion to vote - Cristen
 - Motion Seconded - Jenn
 - Results:
 - Yes - 7
 - No - n/a
- March Meeting - Kerri will attend, Official Vote will take place, and start her position.

WEBMASTER

Marianna –

Agenda Items

- Event Flyer Due Dates
- Someone Special Dance
- Blue Claws
- Fun Run

Discussion starts -

- Date for Flyers for March due: 2/20
- Fun Run/Color Run
 - Made headway on donation platform
 - Connecting with Mrs Monetti for school appropriate rewards
 - 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
 - Spire Coffee - confirmed dine to donate
 - Freddy's Ice Cream
 - One Door, Gates Locked
 - Reiterate Supervision in General Meeting

Devon — nothing to report

T.E.A.M. LIAISON

Noelle –

Agenda Items

- Assembly
- March Madness
- Carnival

Discussion starts -

- **Assembly - Moved to Feb 26 because of snow**
- **March Madness - March 13**
 - Ticket sales - at dance - will continue with Ms. Sylvester until Friday 3/6
 - PTO Dad Meeting - if any husbands want to be included from e-board let Noelle know.
- **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 –

Agenda Items

- TAW

Discussion starts -

- **Instead of multiple days of small things - hoping to do one larger thing at end of week to celebrate teachers due to costs.**
- **Theme? Tropical?**

- Maybe small items that fit to theme each day.
- Working with office to see what can be split.

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

CLOSING THE MEETING

President of PTO Board adjourns meeting.

Meeting was called to end at 7:24 PM by Lauren Maccaquano (President).

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

PARENT MEETING COMMENCES

General Parent Meeting called to order 8:03 pm

Discussion Starts-

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

General Parent Meeting ended - 8:19pm

Social - PTO board chatted with those who attended in-persona and answered any questions.

Refreshments and snacks were served.

Minutes Submitted by: Lauren Maccaquano

Approved By: