

CEDAR GROVE

PTO Executive Board Meeting

March 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
Kerri-Ann Hehner - PTO Recording Secretary
Marianna Rutzler– PTO Communication Webmaster

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.

6:32 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 Kerri-Ann Hehner recorded the minutes.

The agenda of the February meeting was unanimously approved as distributed.
The minutes of the February 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 2/5/26 PTO Meeting.
 - **Motion to vote - Christine**
 - **Motion Seconded - Marianna**
 - **Results:**
 - **Yes - 7**
 - **No - 0**
- 2/05/26 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 - \$33,466.68 (Feb 1)**
- **Ending Monthly Budget (as of March 1, 2026) - \$37,682.20**
- **Withdrawals – \$3,963.89**
- **Deposits - \$6,535.41**

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

- One Book, One School
- Recording Secretary Vote

- Plans for next year, decisions
- Pretzel Day

Discussion starts -

- Encourage PTO members to attend assembly for One Book, One school read-a-loud on 3/6/26.
- Vote for Kerri-Ann Hehner as the new Recording Secretary approved
 - Motion to vote: Christine
 - Motion to second: Marianna
 - Results:
 - Yes - 7
 - No - 0
- Discussion on the need to reopen positions due to open spots on the EBoard
 - Co-treasurer Cristen will be resigning after the 2026 school year - due to child aging out of elementary school.
 - Webmaster Devon will be resigning after the 2026 school year.
 - Biggest concern is committee structure and event distribution.
 - Possibly make E-Board larger to make event responsibilities less.
 - EBoard members voted after the in person meeting in a GroupME message chat to add 2 new positions to the current EBoard. New positions will include:
 - Committee Liaison
 - Co-committee Liaison
 - All in favor to add new EBoard roles to PTO
 - Results:
 - Yes - 8
 - No - 0
 - EBoard members voted in same GroupME chat to adjust by-laws to reflect new positions added to EBoard
 - All in favor of updating by-laws
 - Results:
 - Yes - 8
 - No - 0
- Pretzel day 3/13

VICE PRESIDENT

Tiffany –

Agenda Items

- Book Fair
- Book Bingo

Discussion starts -

- Book fair will start March 20, 2006.
 - Questions on what decorations to use and if we can reuse any from March Madness and Coin Wars events
- A Cheddar Up needs to be made for Book Bingo
- Reserve the Cafeteria for 3/26/26
- Reserve the Cafeteria for 5/15/26

TREASURER

Jenn –

Agenda Items

- Missing Financial Reports
- Liability Insurance
- Updates on Donations (GCs - costco, acme)
- Gift-O-Gram Updates
- Coin Wars
- Lucky Leo's
- Star Your Yard

Discussion starts -

- Added liability insurance. Coverage from March 2026 - March 2027
- Received a \$50 donation from Costco and \$50 donation from Acme
 - Use these for chips, water, etc. for March Madness and Lucky Leos events
- Gift-o-grams will start 3/13/26
- Coin wars is scheduled for March 16-20, with ice cream cups as the reward for the winning grade
- Lucky Leo's night is set for March 18 and 19, with a 30% back offer to PTO with the purchase of an arcade card
- Star your yard is TBD - includes a flocking style approach

Christine – nothing to report

Cristen –

Agenda Items

- Dine To Donates
- Fifth Grade Events
- High School Scholarships

Discussion starts -

- **Dine To Donates have been set up as follows**
 - **Freddy's profited \$36.11**
 - **Rich's II Ice Cream Mar 7**
 - **Honeygrow Mar 24 (all day event. Push for teachers to order lunch)**
 - **Jersey Mikes April 14**
- **Fifth Grade Updates**
 - **Flyer going out for Fifth Grade parent night**
- **Scholarships**
 - **Deadline for applications is April 15**
 - **Vote for winners on 5/7/26**
 - **Need to confirm date for PTO social and awards night with Monetti**
 - **High School North, South and East Scholarship Nights**
 - **HSS June 2**
 - **HSE June 3**
 - **HSN June 8**

RECORDING SECRETARY

KERRI (Lauren Maccaquano addressing for this meeting) –

Agenda Items

- Calendar Updates
- April Event Flyer Due Dates
- Fun Friday
- Earth Day
- Connecting with Color Run Team about Fundraising Ideas - for school beautification projects.

Discussion starts -

- **Color Run changed to 4/28**
- **Kerri Hehner will make sure flyers get to Diane from each committee**
- **Buying a new costume for Fun Friday**
- **Earth Day event on 4/25 (Saturday) - school beautification project**
 - **Encourage high school students to attend for possible community service hours**

- Lauren reached out to Sign-o-rama for new sign in school entranceway and new mats
 - Waiting on quote
- Discussion on the need for a privacy fence and other improvements for outdoor learning areas
- Want to get quotes for new paint in the hallways
- Marianna discusses the need for a new platform for the Color Run fundraiser and the importance of class-level incentives

WEBMASTER

Marianna –

Agenda Items

- Blue Claws
- Color Run

Discussion starts -

- Fun Run/Color Run
 - New date 4/28
 - Rain date 4/30
 - 6 week kickoff
 - Hang up posters throughout the school
 - Need to purchase extra white shirts and possibly sunglasses for safety
 - 1st place (grade) - pizza party
 - 2nd place (grade) - ice cream
 - Working on details for classroom level prizes
 - \$500 - board game day
 - \$1000 - movie
 - \$1500 - extra recess
 - \$3000 - yes day (teacher depending)
 - Working on sign-up platform
- Blue Claws - 350 tickets
 - Date: May 17th 1:05pm
 - Link is working to purchase tickets- be released on 3/26 (National Baseball Day)
 - Need flyer
 - Open to Whole School
 - Cedar Grove Day at Blue Claws Stadium
 - Just chorus singing - but wear Cedar Grove Apparel!

Devon — nothing to report

T.E.A.M. LIAISON

Noelle –

Agenda Items

- March Madness
- Carnival

Discussion starts -

- **March Madness - March 13**
 - There will be activities for kids in cafeteria
 - Needs more supplies
 - 1st session has approx. 72
 - 2nd session has approx. 108
 - Medals will be given to winners
 - TRBA will offer free registration for the winners of each grade
 - Speakers scheduled to talk with kids at each session
 - Spirit wear will be sold
- **Carnival**
 - 5/29 at 5:30pm
 - Needs Cheddar up sign ups
 - Waiting on Touch-a-truck and Dunk-a-cop
 - Possible Pie-a-teacher station
 - Need for permits/insurance for food trucks and other carnival activities
 - Advertise for Carnival after spring break for sign-ups

TEACHER LIAISON -

Dyanne – nothing to report

Other Business

CALENDAR OF IMPORTANT DATES

[PTOEVENTDATES2025-2026](#)

[CULTURE & CLIMATE CALENDAR](#)

CHAIRS

- Bulletin Board - Updated for St. Patrick's Day

CLOSING THE MEETING

President of PTO Board adjourns meeting.

Meeting was called to end at 7:43 PM by Lauren Maccaquano (President).

The next general meeting will be April 1, 2026 @ 8:00pm with an executive meeting prior at 6:30pm.

PARENT MEETING COMMENCES

General Parent Meeting called to order 8:04 pm

Discussion Starts-

- Review Presentation in-person & Virtually
- Google form questions were submitted
 - Question: “Elementary school (Cedar Grove) needs expanded lunch options. Basic menu on continuous repeat.”
 - Unfortunately the PTO does not have any say in the districts food contracts and menus. We understand your concern so we were able to locate the correct contact in food services you should reach out to for answers: Mr. Jeffery Hanaway at jhanaway@trschoools.com
 - Question: “I wonder if there is another way to fundraise rather than the frequent school store... or at least spread them out more. It’s hard because you don’t want to not give them money for it but children are coming home with a lot of silly knick knacks.”
 - We have several different fundraisers throughout the year in all various forms. None are mandatory to participate in. The students do LOVE the school store which is why we do it! Yes, it is a fundraiser, but it is also about so much more than raising money. The purpose of the school store allows children to work on their speaking and conversation skills, practice their math skills, learn how to budget, and gives them the autonomy to make their own decisions without an adult directing their actions. We do sell several school supplies at the store ranging from pencils, pens, crayons, erasers, markers, notebooks, and folders. However the kids LOVE those knick knacks! They love squishy and fidgety items which is why we have them. If you have any new ideas on what we should have in stock for the next school store - please reach out! We’d love to freshen up our inventory!
 - Question: “Elementary school needs updated computer/media curriculum: keyboard basics, coding and digital literacy.”
 - The PTO does not determine the curriculum for the school. You will need to connect with Ms. Sylvester to see what the current tech/media curriculum entails and how it can be influenced in the future. In the meantime, the PTO can look into seeking how we can support with supplies, how we can engage the students with digital

themed assemblies, etc. If you have any specific ideas, please reach out via email!

General Parent Meeting ended - 8:24pm

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

Refreshments and snacks were served.

Minutes Submitted by: Kerri-Ann Hehner

Approved By: