

**Wayne Council of PTOs
Presidents' Meeting Minutes
Thursday, September 14, 2017
Meeting Location: Schuyler Colfax Middle School**

Welcome: Eileen Domico called the meeting to order at 9:33am.

Time was provided for all present to introduce themselves and state what school they were from or (for Council officers) what Council role they held.

Council Officers' Reports:

• **Co-Recording Secretaries - Maryam Wolke & Chrissy Fattal (not present for 9/14 mtg):** We will need to table all matters regarding the waiving of the reading of the June minutes and acceptance of those minutes until our October meeting. Council budget for 2017-18 also needs an unanticipated last minute adjustment and will therefore be distributed via email in the next few weeks and be voted upon in that manner.

Chapter FB Pages: Maryam Wolke and Chrissy Fattal should both be added to each chapter's Facebook page.

Attendees were reminded that **NO** pictures of children are to be on the chapter FB pages. All pictures from prior years must be removed by September 30th.

Each chapter should have the chapter President or VP be one of the FB page Admin's and FB settings should be adjusted to ensure no posts without approval from the Admin.

Posts should relate to PTO business **ONLY**. If posting on behalf of the Principal for a school (non PTO) topic or event, please indicate such with "This post is at the request of Principal XXXX" or similar.

Chapter Presidents should communicate all rules regarding FB / social media to their VP's, Corresp Secretary(ies) and anyone else who responsible for approving FB posts. President(s) or VP should be reviewing page several times a week.

Council no longer has a FB page, please be sure to remove from any communication going further.

• **Corresponding Secretary – Lisa Apa:**

Council Email address (info@waynecouncilofptos.com). All correspondence should be sent to this email address. Any communications to PTO Council President specifically should also copy edomico0426@gmail.com.

Chapter President must approve all communication to your populations

before being sent out. This goes for Project Grad as well. The Project Grad President for that year or your Project Grad Overall or HS Chapter President must approve all project grad emails/flyers before they are sent.

All email communications to your population should be “bcc’d” addresses so there can be no reply all and to ensure email addresses for your populations are not made public. PTO emails are to be used for PTO business only, no personal email distributions, solicitation, etc.

Please check your emails regularly for emails from Council.

• **Treasurer / Asst. Treasurer – Jennifer Crawford / Christine Gaccione:**

Jennifer Crawford reminded everyone that last year binders are due 9/15.

Audit cannot begin until all binders are received. The quicker binders are collected and audit completed, the quicker the binders can be returned.

Bank Signature Cards need to be changed ASAP (should have been done over the summer).

W9’s are needed for any vendor who is an “individual” (not Inc., LLC, etc.) and who is paid \$600 or more in a calendar year. This applies to teachers to whom you pay stipends, authors, DJ’s etc. It is best to request the W9 when you hire the vendor, regardless how much you anticipate paying.

Budgets are due. 1st Quarterly Report is due 10/15.

If you need to reach Jen you can email her at

“treasurers@waynecouncilofptos.com” and cc “mrsjrcrawford@yahoo.com”

Christine Gaccione (Asst Treasurer) will be responsible for invoicing chapters for Scholarship Cards and PTO Membership.

• **Vice Presidents - Jamie Lillis & Leslie Dianuzzo:**

Jamie:

All raffle license requests, etc. and copy of Report of Operations from raffle events go to Jamie. Any events w/ raffles must have a license. Please contact Jamie once you need a license and give her at least 2 days’ notice to meet with you. Once you are done with your raffle event a Report of Operations needs to be completed and filed with the state by the 15th of the month following the event.

Jamie will also handle Scholarship Cards. The money made from Scholarship Cards goes to WHHS and WVHS graduating seniors. Feel free to sell cards at PTO meetings. The more money made, the more we can give back to the community.

Leslie:

Leslie will be responsible for COI’s and Hold Harmless. All off site events need a COI. Requests for COI’s should be submitted as soon as you have the

event date(s) set. If the COI is not submitted with at least a two weeks lead-time, the event will risk having to be re-scheduled. Send all COI requests to “info@waynecouncilofptos.com”. Be sure to have a copy of the COI at your event.

For events on school property, all vendors must provide their Cert of Insurance and must sign a Hold Harmless. COI and Hold Harmless must be onsite at the time of your event.

COI Request form and Hold Harmless forms can be found on-line on Council web page or in your red folder.

• **President – Eileen Domico:** Eileen reminded everyone to please read the by-laws / President’s Handbook. Copies of the by-laws as well as all other important forms can be found on the Council website (password was given at the meeting) as well as in the red folders that were distributed to each chapter President.

Presidents are ex-officio members of all committees within their chapters and need to be aware what’s going on with all committees within their chapter. Presidents are the ONLY ones allowed to sign contracts, temporary retail food licenses, permits, etc. Other officers / committee chairpeople etc are not able to bind the organization in contract etc.

Gifts to schools: Chapters looking to purchase something for their schools either using prior year excess funds or current year monies ARE permitted to purchase the item on their own, without going through the BOE to purchase. However, a “letter of donation” needs to be sent to Board Office including the item(s) purchased and the value (\$) of the item(s) in order that all gifts to schools can be officially recognized by the Bus Office and BOE. Donations are recognized at the 2nd BOE meeting of the month. If you are planning a larger purchase i.e. playground, school sign, etc. you must contact Board Office and get approval first to insure items being purchased can in fact be installed at the applicable school, that there are no additional permitting requirements or modifications needed to the building or the grounds to accommodate your purchase, etc.

Fundraising: Once a chapter hits budget, fundraising stops. Planned events can still be held however chapter should adjust charges to the population so as to break even on the event vs raise additional funds. Chapters should continue to be cognizant of what our charter states that our purpose is as a PTO organization and to be mindful of excessive fundraising and the impact it can have on our parent populations. Eileen cautioned against going “overboard” on items such as giveaways at events etc.

Council Committees:

- **CCW:** Children's Cultural Workshop - monies raised go to scholarships for this year's graduating class. There are 3 sessions – Fall, Winter & Spring. Registration 9/18-9/19 for the fall session. Classes start 9/30. Class offerings are for pre-K through middle school aged children. CCW has been suffering from a profit perspective the past few years. We are working hard to reinvigorate the program in efforts to insure we can continue to offer scholarships to our graduating seniors. The amount of scholarships we've been able to offer the past few years has been reduced due to the drop off in profit from our CCW. Please publicize CCW amongst your parent populations. Encourage family & friends to enroll their children even if not in your local chapter.

- **Browse and Shop:** (*Eileen read the following report from Manager – Anny – who could not be present at the meeting*): We had a very strong start to the school year - raising \$300 last week and are in line to pass that this week! Our community has been very generous in donating but the more we have the more we can sell! If you know of anyone who is moving, downsizing or has garage sale leftovers please encourage them to drop by. We ARE a registered non-profit and will provide donation receipts - a lot of people don't seem to realize we do this and will donate to other thrift stores because of it. We are always seeking volunteers as well. We have been taking advantage of on-line marketing this past year so we are drawing in new customers and need help keeping the store organized. Even one hour a week will help. Also if anyone has a printing contact we have gorgeous flyers we have not been able to print since we only have access to our desktop printer in the shop. It is located in the basement of Preakness; store hours are Tuesday and Thursday 10am-6pm.

- **Food Bank:** Lisa Silva reported on behalf of the PTO Food Bank committee chairs:

One nurse has already placed a request. Please sign up your school for a collection time (month) during the year. Presidents please check with Lisa, Jen Thompson or Maryam Wolke before you run your food drive to find out what items are most needed. The purpose of the food bank is to provide local families facing financial hardship, with groceries on an as needed basis. It is located in WHHS. Gift card donations are always needed and are provided to families for their fresh / perishable food needs.

Administrative Reports: Directors/Administrators

- **Dr. Toback-Superintendent:** District Goals (5)
 1. 1 to 1 Implementation- 9th -10th graders have received Chrome books to be able to use the Google platform.
 2. School Security and Emergency Preparedness- drills were done to gain insight on problems that may arise when in an actual crisis situation.
 3. No Place for Hate Initiative- implementing program to provide the district with the framework for combating bias, bullying and hatred.
 4. New Program Implementation- Asst. Superintendent Donna Reichman explained the new Language Arts program. Feedback has been positive; Gr. K-2nd structured 30 minute program; Students leave Kindergarten able to read. 3rd-5th Gr. has guided reading groups and Book Clubs. The program is consistent across the nine elementary schools.
 5. Digital Marketing Plan- district trying to assess the best way to communicate with the population.
- **Donna Reichman – Asst. Superintendent:** See above Goal 4. Ms. Reichman also discussed that the state is moving away from NJASK for 4th graders.
- **Ronnie Brass - Board Office:** Send all school facility use permit requests to Ronnie; she can be reached at 973-317-2183 or rbrass@wayneschools.com. Be sure to include as much info as possible on facility use permits. If an outside vendor is coming, a Certificate of Liability Insurance from them and a Hold Harmless signed by them is needed. If any changes are needed once a permit # has been given, please contact Ronnie and have the permit number that is in “red” available.
- **Thomas Cantisano- Wayne, NJ Chief Sanitarian (Health Inspector):** Any event that is selling or giving food (or water) to the **general public** must have a Temporary Retail Food license. There is no charge for the license. The PTO President should request a license for any and all events where food will be made available to the GENERAL PUBLIC – i.e. events such as TREPS, Ice Cream Socials, Trunk or Treats, Back to School Nights etc. PTO events where food is only made available to students in the school (ie class parties) or to members of your organization (ie PTO meetings) do not require a

Temporary Retail Food License. Bake Sales DO NOT need a license but a sign must be placed at the baked goods table(s) notifying the public that items are prepared at a facility that has not been inspected. The exact verbiage to be used is included in the document distributed by Tom at the meeting and provided to all Presidents in their red folders. Some important safety measures when handling food - Please be sure when serving food items without packaging that gloves are worn. Feel free to contact Mike Schmidt at Sodexo for any events where you'd like to prepare foods in one of the school kitchens. No license would then be required and Mike can send out a Sodexo staff member to help supervise and give guidance. (A nominal fee might be charged for use of Sodexo kitchen & staff assistance). A Sodexo staff member must be on site if a Sodexo kitchen is being utilized for food prep.

Old Business:

- Nothing at this time.

New Business:

- For access to administrator functionality on PTO web pages - Mary Castillo- Data Systems Administrator can be reached at "mcastillo@wayneschools.com
- BOE Candidates Night 10/12 at 6:30pm. Eileen will be reaching out to chapters to get questions.
- Next BOE Meeting 10/19
- Next Council Meeting, full council 10/26 at 7:30pm at Pines Lake.

Open Discussion:

- Rania Varoqua (Pines) let us know that Luxecraft Cabinets donated cabinetry to update the teachers' kitchen at Pines Lake and is willing to give a discount to educators who purchase from them. They are located in Pompton Plains.
- Motion to adjourn made by Carolyne Capizzano; seconded by Jen Thompson. Meeting adjourned at 11:32am.

Attendance:

Eileen Domico	Council President
Jamie Lillis	Council / WHHS
Leslie Dianuzzo	Council / WHHS
Jen Crawford	Council
Christine Gaccione	Council
Lisa Apa	Council
Maryam Wolke	Council
Dr. Toback	Superintendent
Donna Reichman	Asst. Superintendent
Ronnie Brass	Board Office
Tom Cantisano	Health Dept.
Carolyne Capizzano	Fallon
Anabella Cogorno	JFK
Lisa Minervini	WSPA
Paul Kelly	WSPA
Lisa Silva	Food Bank
Deana Casasanta	SCMS
Amy Sees	SCMS
Jennifer Thompson	Pines Lake
Rania Varoqua	Pines Lake
Annie McKay	RC
Ann-Marie Imbriano	AWMS
Alexis Rhinesmith	Ryerson
Judi Filloramo	Ryerson
Mindy Slaska	APT
Melissa Keenan	APT
Monica Costanzo	WVHS
Dureen Cappadona	Lafayette
Christine Morelli	Lafayette
Michele Duffy	Packanack
Theresa McGrath	Packanack
Stephanie Talmadge	GW
Melissa Rappaport	Theunis