



# *Dunellen PTO Minutes*

## *September 2021*

September 29, 2021  
 Call to order 7:15

Attendance: see attached list via zoom and in person	
<b>Nicole Moore</b> - President	Teachers in Attendance: Elizabeth Willoughby, Mr. Tseng, Mr. Tennant, Ms. Moody
<b>Brittany Gourley</b> - Co-Vice President, Committee Chair	
<b>Tracy Kilinski</b> - Co-Vice President, Grade Level Oversight	
<b>Gwen Perdomo</b> - Treasurer	
<b>Rebecca Gendrano</b> - Correspondence Secretary	
<b>Maria Bartman-Kowalik</b> -Recording Secretary	

Topic	Summary
Mr. Tennant – Principal Round Table	<p>Very excited to be here in person with Ms. Moody!</p> <p>Faber Back to School nights, one on 10/5 for K-2 and the second on 10/7 for 3-5.</p> <p>There are two sessions of classroom visits each day. Please do not bring your children because of space, 2 parents/guardians per child are fine.</p> <p>Most conversations should with teachers, but in this case the sessions are only 15 minutes, please email any concerns to your child’s teacher.</p> <p>School picture days are on October 6,7,8. Pictures will be taken by Reflections studios. Hoping to take group photos in the courtyard if weather is nice.</p> <p>Start Strong assessment for grades 4-5 starting on Monday, October 4 and Tuesday, October 5. These are two state assessments that are 60 minutes on both days. One for ELA and one for Math. Please make sure Chrome books are charged before school.</p> <p>Week of Respect begins October 4-8. Activities will be done through classroom lessons.</p> <p>School Violence awareness week is October 18-22. Will have dress up days which will be announced at a later date.</p> <p>Red Ribbon Week, October 23-31.</p> <p>Annual Walk to School will be on October 13. Mrs. Diana S. has run it in the past. Will meet at two locations, Columbia park and Dunellen high school. Look for flier for further details.</p> <p>Morning Arrival: Please do not park in the horseshoe. Keep traffic flowing. Drop off and go. If you want to walk your child to the door, please park on the street and walk up on sidewalk.</p> <p>Lunch and Breakfast are Free for the School year. There is a Breakfast program that starts at 7:30, doors close at 7:45. Please sign up for breakfast.</p>

Classrooms updates:

Pre-K: Working on School Routines, 5 little monkeys, autumn leaves are falling down, math patterns. In science they are talking about lifecycle of an apple. In math also working on number recognition.

K- Learning School Rules and Routines, walking in the hallways. Scavenger hunts in the buildings making sure students can find everything. Working on All about me T-shirts and bags. Math counting from 1-10.

1<sup>st</sup> Grade – revisiting addition. Reviewing Kindergarten skills, letters and letter blends. Science: sound; Social studies: fire prevention.

3<sup>rd</sup> Grade- Reading Chrysanthemum. Learning about Character traits and making connections in their own lives.

Math: learning to read time on an analog clock. Writing and working on small moments in writing.

4<sup>th</sup> Grade- starting to read novels. Math: Place Value and understanding. Writing: personal narratives.

5<sup>th</sup> Grade- First novel: Shiloh, Comparing and contrasting activities. Hispanic heritage research project. Math: assessment and multiplication facts. Science: learning about the Sun and Solar system.

Ms. Moody to talk about a new Program **Link It**. Letter was sent home about this. There are 3 assessments that test the students skill set and sets standards throughout the year. The first one is the form "A" assessment. Which includes everything they should know for that grade. Generally students do not do well on this first assessment because those skills have not yet been learned, but this allows the school to see where they stand. Those who are exceeding can be put into groups where they can be challenged more and will know what skills children will need to do better on. These assessments are from K-5. First testing window, hope to have completed by October 23. Parents can have access to this to see what the data show. Ms. Moody waiting to receive information on how parent access will be done. Assessments are not exactly the same, but they test the skills, such as cause and effect. There are 3 assessments, first to be done at the beginning of the year, the second in January and 3<sup>rd</sup> assessment in March/April. Will be able to upload state test results and Start Strong results as well as Link It results to compare.

Chat Question: Is this something that the children can work on from home?

Ms. Moody: no, this is an assessment done in school. There are generally 35-40 questions, similar to NJSLA test. Multiple choice questions, drag and drop and Venn diagram style questions.

Mr. Tennant: Just a reminder that all notices are also in the Virtual Back pack on the Faber website.

Huge thank you to the PTO for back to school lunch.

Please notice the beautiful murals painted by Mrs. Vetter with the help of Ms. Willoughby, and the students.

Chat Question: Will the students know the scores of the Link-It benchmarks?

Ms. Moody: Teachers will have conversations with the students. There is a log in so the students will be able to see the scores. There is a parent portion, the company will show parents how to log in and read the data.

Brittany: Who is running the week of Respect?

Mr. Tennant: Ms. Bolcar.

	Call for Questions for Mr. Tennant and Ms. Moody.
Nicole Moore	Meeting started 7:15 Welcome to those on Zoom and in person. Agenda, Minutes and Treasure's report are in email that was sent with the Zoom link.
Gwen Perdomo- Treasurer's report	Review of Treasurer report includes June, July, August Debits: 8 <sup>th</sup> Grade Promotion, 5 <sup>th</sup> Grade Farewell, Gift cards for Teacher of the year awards and Senior Scholarships and PTO insurance Credits: Benevity Fund Donation from Kohl's Associates in Action Employees helping at Tricky Tray. Large Expense for \$1630 for Storage Unit and U-Haul Rental, Board dinner. Received a refund for 8 <sup>th</sup> grade promotion cinch bags which were late. Cost for Website. Received a check for Amazon Smile. Bagel Bazar for Teacher Luncheon. Motion to Approve Treasurers Report: April Burke, 2 <sup>nd</sup> Norma Martin. Chat Question: Please send out Amazon smile link to the new members. Link is on PTO Instagram, Facebook and PTO website pages. <b>2021/2022 Budget changes</b> Storage Fees added due to loss of closet at school. Combined categories to make \$900 for gifts/prizes Carol fund and Sunshine committee separated. Back to School Lunch – went over budget due to pandemic, needed to order things to be individually wrapped. Looking to increase Back to School Lunch budget to \$750. Motion to Approve budget increase: April Burke, Second: Norma Martin NO comments in Chat.
Maria Bartman - Minutes	June minutes were emailed. No questions. Minutes approved: Jillian Alonso, second: Jessica Rodriguez
Nicole Moore- Presidents report	Updates from the summer: Lost space at Faber due to increase in students. Needed to make our large closet into a classroom. Offsite storage facility space was rented in Middlesex. Closet was cleaned out over the summer. Purchased table cloth with PTO name on it and Banner with PTO name on it. Will use at any outdoor events, back to school nights and other PTO events.

Website has been updated [www.dunellenpto.com](http://www.dunellenpto.com)  
Mask order forms, t-shirt order forms are on the site. Site is much more user friendly.  
Follow us on Instagram or Facebook @dunellenpto.  
Question: is a shed behind the school a possibility?  
Nicole: looked into doing a POD rental, was much more expensive. Concern was temperature control and storage facility has temperature control.  
Question: storage shed behind the school?  
Nicole: concerned about temperature control. School will also be expanding next Spring/Summer with the back expanding.  
Daisy: Is the storage used for all the schools of just elementary?  
Nicole: it is everything that the PTO uses for activities at all 3 schools. There is no space at middle school and high school.  
Daisy: is the charge for the whole year? Or monthly?  
Nicole: Charge for the whole year. And the website cost is a 10 year license for the domain name, so the charge will be every 10 years.  
Upcoming events:  
Harvest Fest: October 10 from 11-4, will be able to join the PTO, will have masks available, Shirt order forms, craft for kids to take home. PTO is entering the scarecrow contest. Maria to make mom-themed scare crow.  
Open Air Market at Library: October 3<sup>rd</sup> and October 17<sup>th</sup>.  
Monster Bash will be back this year!  
Saturday, October 30 2pm-5pm, outdoors.  
Trunk or treat will be in teacher's parking lot.  
Will have outdoor games, crafts, DJ and bake sale.  
Looking for ideas and help. Especially a face painter. Looking for family fun night committee will be reaching out. High School students will receive hours for volunteering.  
Suggestions from Chat: Pumpkin Bowling, Carnival Games, Knock down cup pyramid, Toss bean bag into the jack-o-lantern, glow stick ring toss, wrap a mummy, make a spider chalk maze, Day of the Dead event, pumpkin carving contest, Halloween Bingo, raffles, eat donut on a string.  
Tricky Tray: May 10 (tentative date)  
Daisy: what is the Tricky Tray  
Nicole: Largest fundraiser other names are basket auction, we have many gift baskets of varying levels, you put your ticket in the bucket and we draw the number for the winner of the basket. We Ask for donations from local business, teachers and parents. We made \$24,000 last year.  
Chat Question: how do we sign up for the trunk or treat?

	<p>When the event page goes live on the PTO Facebook page, there will be a link to sign up your car. There will also be an email blast to the PTO members and something sent home to the students.</p> <p>Town Request:  PTO was contacted by Jess Dunne, Dunellen council president on behalf of the Diversity and Inclusion Committee to co-host a Native American Heritage month with the Town and Dunellen Arts Council. This would be in the range of \$130-\$140. If we agree to co-sponsor we can have input on the movie. PTO as a group will have to vote.  It would be held at the Senior Center at Columbia Park. Total cost would be approximately \$400.  Beth: when does this have to be decided? Can someone from Diversity and Inclusion Committee to come present the idea?  Nicole: The vote can wait until the October 13 meeting. Also PTO is looking into a way to do anonymous voting. Will Reach out to Jess Dunne to have someone come to meeting to discuss.  April Burke: Perhaps we could include the high school students in watching the movie and discussion after.  Rebecca G.: perhaps we could include it in a Thanksgiving event for the elementary school  Brittany: will need to find out how many times we could show the movie, if perhaps we could use it as an assembly for the high school.  Concerns brought up about having an experienced moderator for discussion and added cost.  Vote tabled until October meeting.  Received thank you notes over the summer  -For Scholarships and from retiring teachers and Teacher of the year.</p>
<p>Brittany Gourley- Vice President – Committee chair</p>	<p>Committee list, please message Brittany if you are interested or sign up today.  Committee descriptions and list be updated on website soon.  Many Committees:  Assembly, Sunshine, Family fun nights, Book Fair, Dances  We need Chairperson’s for the following committees:  <b>5<sup>th</sup> grade Farewell</b>- commitment is toward the end of the school year.  <b>Faber Snack Sales</b> – new committee that is about fundraising for individual classes formerly known as “Bake Sale” committee. Each month the snack sale goes to benefit a particular grade level.  <b>Family Fun night Chairperson</b>- to help coordinate events throughout the year.  <b>Buoy Bucks</b> – looking for someone to coordinate someone to print out and cut the slips of paper  Question from Chat: how do we know what committee we will be on?  Brittany: If you have already signed up within your membership, you name is on the committee list. If you don’t remember what committee you signed up for please reach out to me or if you would like to sign up</p>

	<p>please reach out. When the time comes the committee chair person will reach out to those on the list to coordinate events.</p> <p>Nicole: you don't have to join any of the committees. You will not be assigned a committee. You can do as much as you like or as little, we are just happy you are a member and here with us.</p> <p>Courtney Drake: Please email me the list of committees.</p> <p><b>Red Ribbon Week October 25-29:</b> PTO puts together the events that week, wacky hair day, sports day. Theme is to remind students to stay off of drugs. Faber School event. Event list will be sent home with students. Each student gets a trinket toward the end of the week.</p> <p><b>Book Fair</b> - November 8-12– will be in person and virtual. Will not be able to have an evening session for parent shopping. Will need volunteers to help set up, break down and help children to shop.</p> <p><b>Holiday Bazaar</b> – November 29-December 3<sup>rd</sup>. Hoping to have an evening session. There is a virtual link available year round to purchase products and support the school.</p> <p><b>Winter Wonderland December 10:</b> LMS school dance for 7<sup>th</sup> and 8<sup>th</sup> grades. PTO sponsors with food and DJ. Will need volunteers to help with set up and donations.</p>
<p>Tracey K- Vice President - Grade Level Oversight</p>	<p>I coordinate the parties for each class.</p> <p>On your membership form there were options to sign up as Team leader or volunteer.</p> <p>As Team Leader you will coordinate the classroom volunteers for specific things each teacher requests throughout the year such as paper products, drinks, baked goods.</p> <p>If you are chose as a team leader, Tracey will reach out to you within the next week or two.</p> <p>Please come to the October meeting, there will be more information given at the October meeting as well as a packet with volunteer information and parent volunteer information.</p> <p>Memberships: 63 parents/families and 81 teachers.</p> <p>Please encourage everyone to sign up for a membership, even if you don't want to volunteer. You can help as much or as little as you want. Membership fee goes toward activities for all 3 schools.</p> <p>First Party will be October 29, 2021 for Halloween</p> <p>Question: Can other family members donate?</p> <p>Tracey: Yes, membership is per family.</p> <p>Halloween party will be in the afternoon; children will change into their costumes after lunch and have their party. Usually needs are drinks, baked goods, paper goods.</p> <p>If more than one person requests team leader, name is chosen out of a hat.</p> <p>If you are not sure what you signed up for please email or message PTO.</p>
<p>Teacher Liaison – Beth Willoughby</p>	<p>Thank you for lunch! Thank you for being back! We are so excited to see you again!</p>

	<p>Mr. Tseng – Very happy to be back for in person Education!</p> <p>Thank you for back to school luncheon and Thank you for my teacher of the year gift card.</p> <p>As DEA we want to continue to build on what we started last year. DEA will have a table next to the PTO and were happy to fund the back to school snacks. Regarding the Tricky Tray, will have to have everything finalized by mid-January. Will reach out during the holiday season.</p>
Open discussion	<p>Daisy Molina: How are far in advance are we made aware that volunteers are needed?</p> <p>Brittany: from a committee perspective it depends on the timeline of the committee. Some are year round such as assemblies or buoy bucks. Or for example the 5<sup>th</sup> grade farewell, a lot of planning needs to happen starts around March/April same with 8<sup>th</sup> grade farewell. For book fair/holiday bazaar planning usually begins 4 weeks before the event and involves coordinating volunteers.</p>
Meeting adjourned Next meeting October 13, 2021	