

Wayne Council of PTO's
Full Council Meeting
Monday, September 13, 2021
Via Virtual Zoom Meeting

CALL TO ORDER & WELCOME: Co-President, Jen Crawford, called the meeting to order at 9:30 am. All attendees present via Zoom.

Jen Crawford swore in new Co-Recording Secretaries, Joanne Goodstadt and Janine Thompson.

COUNCIL OFFICER REPORTS:

Recording Secretary-Janine Thompson

A motion was called to waive the reading of the minutes from June 2, 2021 meeting. **Lauren Till** motioned first and **Lisa Apa** seconded the motion. There was no discussion. All in favor raise your hand. The motion to waive the reading of the minutes was passed by a show of hands.

I need to accept the minutes. **Katie Hughes** motioned first and **Beth Amato** seconded the motion. There was no discussion. The motion to accept the minutes was passed by a show of hands.

There was no other business to report.

Corresponding Secretary-Megan Trautz

Requested May 2021 meeting minutes. No new business to report.

Treasurer- Amy Gharibian

We need to pass the Council budget which I will share on this Zoom. Council has 3 accounts from which we provide funding for our scholarship fund for our senior class. Last year we transferred \$31,200 to the scholarship fund. We gave away \$40k in scholarships. We hope to do the same this year.

We increased money for Candidates Night. We have a broad selection of candidates this year. We hope to transfer \$6,800 from our main council account, \$21,500 from our Browse and Shop and \$1,200 from CCW if we can. That gives us about \$66K in that account.

I need a motion to approve the budget. **Lisa Apa** motioned first and **Jessica Kroncke** seconded.

The next topic is each Chapter's budget. Preliminary budgets are due to me ASAP. I have most chapters. I do not have APT, Lafayette, Ryerson, Schuyler Colfax and Wayne Hills. I spoke to most of you individually. Please get them to me ASAP. Project Graduation '22 – we will be setting up a time to discuss your budgets individually.

Your budget should be presented and voted on at the first meeting. You should not do any events unless it was allocated from your excess funds from the year before or start-up funds. Your population needs a voice in your budget. Membership is \$7/family. Class party dues are \$9 per student. Jen Crawford stated the max for class party dues is \$9 but it can be less. The membership dues must be \$7. Once your budget is voted on, it cannot be changed. Your allocations are set unless you have a full re-vote at a PTO meeting (ex. move money from one line item to another). If you have hit your fundraising goal, you must stop fundraising. You can still have events but you cannot charge for them. There is no grade specific fund raising; all monies fundraised must be used to support the entire budget (ex: 5th grade lawn sign sales – money must be used for all grades, not just 5th grade). Must pay attention to all your committees so they do not overspend. Presidents must be on top of committees and their budgets.

1099 – for anyone that you hire and pay that provides a service, you must have a W9 for their information. Once we pay them over \$600 (cumulative across all chapters), we must issue them a 1099 because we only have one tax ID number.

Cannot use PTO name/funds or email distribution list for bereavement; this must be done as a parent/friend but not PTO. Jessica Kroncke had issue at her school but took care of it.

Cannot accept Venmo for any PTO event or fundraiser.

Raffle license is held by Council. All income/expenses must go through Council Treasurer, not your individual chapters. Be aware that it takes 21 business days to get a license. Follow deadlines and be mindful that we are volunteers and have other time constraints.

Superintendent and Asst. Superintendent - Mark Toback / Donna Reichman

Mark Toback – The start of this new school year is very exciting. Congratulations to the PTO on continued success. Thank you for the scholarships. First day of full day Kindergarten is at capacity (500 students). We have three district goals: 1) return to school following all protocols; 2) diversity, equity inclusion goal – building committees; 3) housing developments – township thinks this will add about 1,000 additional students – developments completed in 3-5 years may make some schools crowded.

Donna Reichman – visited many schools and we can feel the energy in the school buildings – hoping for a normal year. Looking forward to bringing PTO's back to the buildings. Thank you for all your hard work. Welcome Back.

Vice President- Jennifer Thompson

Any event not held at school needs a Certificate of Insurance (COI). Fill out the request form that is in your President's folder and email the form to me 3-4 weeks before the event (at minimum 2 weeks before). Received some request form from some schools but the insurance agent is on vacation so we will get it done soon.

Co-Presidents-Jamie Lillis and Jen Crawford

Thank you to the Executive Board for volunteering. Everyone is invited to join the Presidents Page on FB. All old Presidents have been deleted so take a look and rejoin if you are not there. The PTO has bylaws. If you are a new President, please read review the bylaws because you need to follow them. Let us know if you have any questions.

Each school should delete old parents from their FB pages.

Raffle license - give yourself ample time to get your license. Chapters cannot pay for any raffle expenses; only Council can pay these expenses

COMMITTEE REPORTS:

Food Bank – Jen Crawford thanked the volunteers. **Katie Hughes** thanked schools for signing up for food drives. We will be in touch 7 days before your drive to give you a list of needed items. Contact us at the end of the month to make arrange the delivery. Theunis Dey will be doing as food drive for September. We sent a letter to the head nurse with food list and instructions to be distributed to the school nurses.

Browse & Shop- Amy said it opens tomorrow. Christine has been working tirelessly. The bin for donations is open. Looking forward to being open the full year. Almost every penny made goes to support the scholarships for our high school seniors. B & S is open Tuesday, Wednesday and Thursday from 9am-4pm and at least one Saturday each month. Don't need appointment for donations unless it is a very large donation so please just drop it in the bin.

WSPA – no one present. This organization supports students in Wayne. Council pays dues (\$150 per Chapter).

CCW- Jen Crawford said money earned goes to support Scholarship Fund (with earnings from Browse and Shop). This program struggled last 2 years due to elementary schools' after school programs. We need someone to run this program and it needs to be a paid position.

Project Graduation –

Wayne Hills 2022 – no one present

Wayne Valley 2023- Michelle Duffy- had 1 raffle, planning second raffle for November. Need info to print on raffle tickets. Amy said it's easier to do it at Nellis. Had one parent meeting on Zoom.

Jamie will send out email for Board volunteers for both Freshmen class.

NEW BUSINESS:

Candidates Night is October 19th at 7pm at Wayne Valley HS Auditorium. It will be televised on Channel 77. Masks are required for attendees. We have 8 candidates (originally had 9). Any Wayne resident can vote. We will ask Presidents to submit questions from their school populations.

OLD BUSINESS:

We only had 1 web training day last year but we are hoping for 2 this year.

If you have an event over 100 people on school grounds, you must hire a Wayne Police Officer. The must be hired for a minimum of 3 hours at \$150/hour. Call Lisa Montayne at 973-406-3940.

Please coordinate with your principal about who can go into the school buildings. If you have an actual event indoors (ie. Bookfair, Picture Day, etc), only a small number of volunteers will be allowed in and they must wear masks. Volunteers must be paid members of the PTO.

There will be no shared materials during class parties. Each student will have their own supplies for activities. Pre-packaged food that is approved by the nurse will go home in a goody bag that can be eaten at home. It will not be eaten in class.

General Comments / Questions:

Does anyone have any questions or concerns?

Jessica Kroncke – asked if PTO has a craft fair, do we need to hire the police? Jamie said yes. Call Lisa Montayne at 973-406-3940.

Beth Amato – asked if the cop has to be a Wayne cop. Jamie said yes.

Katie Scheidt – there have been pushback for having events at school – what recourse is there? The admin says yes but the Principal says no – PTO is having issues running clubs. Jen C answered that Donna Reichman said that anything that can be done outside the school is best as each school principal runs their school.

Alyssa Sokoloff – stated that Theunis Dey is experiencing the same issues.

Jen said to come to Council if they have questions/issues.

Jamie said clubs can happen indoors. Outdoors is best but indoor space can also be used. Will find out about Media Center.

Lauren Till – when we applied for food permit for our ice cream social, found out that if we have unpackaged food, we will need a hand washing station in the future. Jamie said they will find out about the hand washing station. Jen said to maybe use Sodexo for any food needs.

Beth Amato – asked can we use hallway to hold clubs? Jamie said to ask the principal because Aftercare programs get first dibs.

Julia Dardia – received questions from parents about vaccine requirements for parents. Jamie said, no requirements.

ADJOURNMENT:

A motion to adjourn the meeting was made at 10:38 am. **Beth Amato** did the first motion and **Janine Thompson** seconded the motion to end the meeting. All in favor with a show of hands.

Thank you all for coming.

Janine Thompson

Co-Recording Secretary

Attendees:

Jen Crawford

Jamie Lillis

Janine Thompson

Amy Gharibian

Jennifer Thompson

Megan Trautz

Jasmine Aviles

Michele Duffy

Jessica Kroncke

Katie Scheidt

Lauren Till

Katie Hughes

Ryan Matthews

Lisa Apa

Beth Amato

Donna Reichman

Mark Toback

Melissa

Julia Dardia

Alyssa Sokoloff

Tina

Jacqueline

Donna Wajda

Amy Scaturro

Kellie Catalano

Michelle Elia

Janelle Fava

EJ Catalone