

**MINUTES OF WOODLAND PTO MEETING
WEDNESDAY, SEPTEMBER 10, 2014**

Prior to the regular PTO Meeting, there was New Parent Orientation, which began at 7:02 PM. At the New Parent Orientation, PTO President Danielle Scala:

- Introduced Jeffrey Heaney, Woodland Principal; Christine Rzasa, Teacher Liaison to the PTO; and members of the PTO Executive Board;
- Provided an overview of the PTO and membership, encouraged volunteerism, outlined the forms of communication from the PTO through eblasts and the PTO website and identified events sponsored by the PTO throughout the school year;
- Explained Simply Gourmet and the District Nutritional Policy;
- Outlined various school procedures, including morning drop off and visiting Woodland;
- Introduced School Spirit Day; and
- Discussed Back to School Night and the Book Fair.

The New Parent Orientation concluded at 7:26 PM.

PTO AGENDA ITEMS

The PTO meeting was called to order at 7:36 PM by Danielle Scala.

Welcome and Introduction of Mr. Heaney and Executive Board Members (Danielle Scala)

PRINCIPAL'S REPORT (Mr. Heaney)

Mr. Heaney introduced himself as the new principal of Woodland. He has 17 years of experience in the field of education as a teacher in Branchburg and most recently as an Assistant Principal in the Summit School District. He talked about the importance of the home-school partnership and encouraged parents to support the PTO financially and through volunteerism.

GUIDANCE COUNSELOR (Diane Langworthy)

Diane Langworthy, Woodland Guidance Counselor, introduced herself and the services and programs that she provides, including Character Education, Internet Safety, Anti-Bullying initiatives, social skill development, Lunch Bunch, Newcomers Club, and Individual and Small Group counseling. She explained that she also coordinates certain School Wide Programs, such as the Week of Respect and the Week of Good Choices, and school wide testing.

TEACHER LIAISONS (Danielle Scala/Christine Rzasa)

Mrs. Rzasa and Mrs. Brower are the Teacher Liaisons to the PTO and will communicate information between the teachers and the PTO and attend PTO meetings.

APPROVAL OF MAY 20, 2014 MINUTES (Danielle Scala)

On a motion by Judy Shanahan and seconded by Alice Stout, the membership approved the minutes of the May 20, 2014 Woodland PTO Meeting.

PTO MEMBERSHIP AND FUND DRIVE (Danielle Scala)

- The financial goal of the fund drive is \$5000 and the fund drive closes on September 26, 2014. The suggested donation is \$25 per student and a \$100 donation provides the opportunity to win a Stonehouse Gift Card.
- Funds raised through the fund drive support arts programs, technology improvements, playground equipment, speakers, and special days (e.g., Read Across America Day, International Day, Science Day, etc.) among other things.
- The fund drive provides an important way to support the school community and become involved.

VOLUNTEER OPPORTUNITIES (Danielle Scala)

- Danielle Scala provided an overview of the opportunities to volunteer throughout the school year at events, including International Day, Read Across America Day, Homeroom Parent, serving lunch, volunteering in the Library, etc.
- Volunteers must read and complete the Parent Volunteer Training presentation on the Warren Township Board of Education website, <http://www.warrentboe.org/Board/presentations/vols/>, which provides important information and guidelines on volunteering in the schools. The “Where Can I Find” section of the Woodland PTO website, <http://www.woodlandpto.com/>, provides a link to the Volunteer Training presentation and general information on volunteering.
- Some members of the audience suggested that communications could be enhanced through more direct emails from Homeroom Parents (in addition to the general eblasts).

SIGNUP GENIUS (Danielle Scala)

The PTO is using Signup Genius (www.signupgenius.com), an online tool, to solicit volunteers or provide sign-up lists for parties.

SIMPLY GOURMET (Danielle Scala)

- Joanne Dufek is Chair of Simply Gourmet.
- Explanation of changes to Simply Gourmet during the 2014-2015 school year. On Mondays (Pizza Day) and Week 2-Fridays (Bagel/Smoothie Day), local vendors provide food. Tuesday, Wednesday and Thursday are Simply Gourmet provided lunches. All ordering is done through the Simply Gourmet website. The order can be changed up to 72 hours in advance. There have been some technical difficulties with Simply Gourmet and the website when ordering food for Bagel/Smoothie Day. Simply Gourmet is working on clearing up the confusing elements of the ordering process.
- Simply Gourmet is a fundraising event to support the Woodland PTO.

DIRECTORY AND MOBILE APP (Danielle Scala/Alice Stout)

- A directory will be available. More information on the availability of the directory, including its format, will be provided after all data is collected from the Warren Township Board of Education InfoSnap system.
- No mobile app will be offered this year.

SCHOOL SPRIT AND SPIRIT CLOTHING (Danielle Scala)

- Alex Krutis is Chair.
- Friday is School Spirit Day and students are encouraged to wear Woodland wear or maroon colored clothing.
- Samples of Woodland School Spirit clothing will be available for display at Back to School Night and orders can be placed at that time as well.

PTO SPONSORED AFTER SCHOOL PROGRAMS (Tanya McAusland)

- The PTO sponsored After School Program (as distinguished from teacher supervised programs) will be a basketball clinic supervised by On the Court X-Perience. It will be available to Grades K-5 on Tuesdays from September 16, 2014 to November 11, 2014 from 3:20-4:20 PM. Registration for the program may be done on line through the vendor's website at <http://www.on-the-court.net/>.
- This program is also a fundraiser to support the activities of the Woodland PTO.

BOOK FAIR (Danielle Scala)

- Danielle Scala and Cindy Percario are Chairs.
- The Book Fair is scheduled for September 15-19, 2014. The schedule of classroom visits is posted on Signup Genius. The Book Fair will be open on Back to School Night for purchases.
- Kim Palmeri-Naman suggested that the hours of the Book Fair be expanded to include after school hours. Danielle Scala explained that it was difficult to obtain volunteers at certain times of the day. Ms. Palmeri-Naman offered to help during the after school hours. Following her offer, Danielle Scala expanded the Book Fairs hours to include after school hours and thanked Ms. Palmeri-Naman for her offer to help and volunteer.
- Scholastic fundraisers work to benefit classrooms and the library.
- Teacher bins containing books that teachers would like donated to their classrooms will be available at the Book Fair for purchase and donation to the classroom.

BACK TO SCHOOL NIGHT (Danielle Scala)

- Back to School Night is Thursday, September 18 with a presentation by Mr. Heaney, presentations on Digital On-Line Resources by Suzanne Wisher and Kathy Brown and Specials' Open Houses. Grades 3-5 classroom visits are at 7:00 PM. Grade K-2 classroom visits are at 7:30 PM.
- Back to School Night provides an opportunity to meet teachers, paraprofessionals, visit Specials' teachers and visit the Book Fair for purchases.
- Homeroom moms will make presentations during the classroom visits.

UPCOMING EVENTS (Danielle Scala)

- TRUNK OR TREAT: Melissa Pecoraro-Segorsen and Danielle Scala are Chairs. Trunk or Treat is scheduled for Sunday, October 26 from 4 to 6 PM in the Woodland parking lot. Some of the planned activities include a bake sale and crafts. Volunteers may sign up on Sign-Up Genius. As more information becomes available, it will be provided.
- SUMMER'S BOUTIQUE FUNDRAISER: On September 30, 2014, Summer's Boutique will sponsor a fundraiser to benefit the Woodland PTO. Ten per cent of purchases made that day at Summer's Boutique located on Springfield Avenue, Berkeley Heights will be donated to the Woodland PTO.

EXPRESSIONS OF APPRECIATION AND THANK YOU (Danielle Scala)

Appreciation and acknowledgement were given to the following committee chairs for soliciting volunteers, organizing events and dedicating time, effort and resources:

- Joanne Dufek for Simply Gourmet.
- Alex Krutis for School Spirit.
- Joanna Vardas for the Back to School Luncheon.
- Noreen Scuderi for Green Thumb and landscaping improvements.

Danielle Scala announced that the next PTO meeting is scheduled for Tuesday, October 14, 2014 at 9:30 AM.

The meeting adjourned at 8:24 PM.