

12/9/16 Special Events Committee Meeting

Minutes

Present: Barbie Altorfer (*parent*), Ann Narcisse (*parent*), Jamie Rossi (*parent*), Mia Shervington (*parent*), Marlene Valenzuela (*parent*), Maria Vele (*parent*)

Committee Chair Report:

- Alma Zucco will be forwarding school events and activities that do not appear on the District calendar on a monthly basis so that we can coordinating event dates and prevent duplication of efforts.
- Follow-up discussions are necessary regarding establishing a Special Events budget. It was expressed to the PTO Executive Committee the importance of having an established budget prior to our January planning session for the 2017-18 academic calendar.
- On January 18th at 6:30pm, the PTO will be hosting a Town Hall style meeting. In acknowledgment of parent feedback, attendees will have the ability to participate in breakout sessions designated by school.

Old Business: Event Planning

- The revised **Event Planning Worksheet** is available in the Google Drive. Committee members were instructed to review and submit feedback.
- The **Request for Use of Facilities** form indicates that it must be submitted three weeks prior to an event. Moving forward, our goal will be to submit requests 4-6 weeks in advance to confirm venue and allow for staffing adjustments in an effort to prevent cost overruns. Committee Chair will be responsible for acquiring necessary signatures and submitting the completed form for approval.
- Committee members have been sent access to **collaborative web tools**. A Committee specific SignUpGenius.com account has been established to identify, track and easily replicate event tasks (Event Chairs will be provided with backoffice account access upon request). Links and invitations to the Google Drive and FreeConferenceCall.com were also sent.

New Business: Event Planning

- **Building Liaisons** should be selected to serve as a point of contact at each school building to identify opportunities to collaborate and encourage teacher participation in PTO sponsored special events. The following Liaisons have been identified: Oakside (Mia Shervington), Hillcrest (Jamie Rossi), PKMS (Ann Narcisse), Summit Academy (Mia Shervington). Uriah Hill/Woodside and PHS are currently unassigned.

Old Business: Future Events

- A. Father-Daughter Dance: Marlene Valenzuela, Event Chair
 - After conducting a visit to the PKMS cafeteria and gym, it was determined that the event would best be held in the spring to allow proper time to organize. Event to be scheduled after Easter. Date to avoid: 6/1/15 - PHS Prom
 - Facilities Manager prefers cafeteria due to food service. Max occupancy 252 without dance floor.
 - Ticket cost @ \$40/couple needs to be vetted against actual costs. May need to pursue acquiring an insurance rider to have the event off-site to reduce incidental cost associated with converting the PKMS venue.
 - Preliminary list of tasks have been added to the SignUpGenius.com account.

B. Parents' Day Out: Jamie Rossi, Event Chair

- Request to sponsor the event has been approved. Need to have CPR certified volunteer on hand. Peekskill CSD's new partnership with Fidelis to provide childcare may be of assistance.
- Proposed logistics: Saturday, 2/11/17 (1-4pm), PKMS
- Investigate possible collaboration with a local restaurant to provide special lunch pricing on 2/11/16.

C. Lip Sync Battle: Mia Shervington, Event Chair

- The event will most likely be postponed until November 2017 due to calendar conflicts with school recess, Performing Arts productions and testing. Further review of event date follow.

D. Uriah Hill Book Drive: Event Chair - TBD

- Target: March 16, 2017. Shared with the PTO Executive Committee the benefit of scheduling the book drive and Scholastic Book Fair during during Uriah Hill's parent/teacher conference week (3/13/17 thru 3/17/17).
- Need to create flyer and set up drop-off boxes at each of the school buildings. Details to be discussed.

E. Pool Party : Event Chair - TBD

- Request to sponsor the event at PKMS has been approved. Need to have lifeguards on duty.
- Event to take place post testing in May or June. We will host two sessions determined by age.

F. Other Events Under Consideration

- Cupcake war, bingo night and bake sale to be discussed at January 13th meeting.

New Business: Future Events

A. National Safety Month Prep Rally

- June is National Safety Month and it's been suggested that we have a "Prep Rally" to help kids learn and practice emergency preparedness in a fun environment.
- Resource materials are available so that perhaps we can coordinate with the elementary schools to bring the activities to the buildings during the school days with the help of the building safety teams.
- In the event building level events are not possible, having a larger event at Torpy Field will be investigated.

B. End of Year Volunteer Appreciation Event

- If possible, hosting an event to celebrate the contributions of all volunteers at a local venue would be ideal. The Vue restaurant has expressed an interest.
- If approval for an insurance waiver is not granted, perhaps hosting a BBQ or picnic may be possible.

C. Mini-Golf Event

- Jamie Rossi suggested a fun family oriented mini golf event with potential to be a fundraiser.
- Local businesses can sponsor a hole and

Old Business: Committee Community Outreach:

- Committee engagement plan to be further discussed at our next meeting in hopes that Carmen Ayavaca, Maria Vele and other absent members can provide input on how to best work with **City of Peekskill Youth Bureau, Peekskill Agencies Together (P.A.T.), and the Peekskill Field Library.**
- Discussion regarding a collective calendar will also continue in January.

Action Items:

- ❖ Barbie Altorfer
 - Follow-up with Maria Vele regarding connection with Ken and Erica Martin to strengthen community engagement plan.
- ❖ Jamie Rossi
 - Reach out to Fidelis contact re: childcare for Parents' Day Out event.
 - Acquire the list of Hillcrest's scheduled events.
 - Put together a brief plan of execution for the mini-golf event and determine.
- ❖ Mia Shervington
 - Add Ann to Google Drive and resend link to Marlene.
 - Create and send sign-up for Building Liaison assignments.
 - Send email to Building Leaders re:
 - Point of contact for building level special events and activities.
 - Point of contact for building safety team.
 - Send Jamie Fidelis contact's information.
 - Submit Request for Use of Facilities form for Parents' Day Out event on 2/11.
 - Follow-up with Book Fair Committee regarding Uriah Hill book fair date.
 - Contact local restaurants about pre-Valentine's Day lunch offering for Parents' Day Out.
 - Follow-up with Executive Team regarding insurance rider acquisition.
- ❖ Marlene Valenzuela
 - Upload Father-Daughter Dance handout to Google Drive.
 - Review Peekskill CSD calendar and identify possible event date(s).
 - Review the task list created in Sign-Up Genius and edit as needed.
 - Put together a ballpark estimate of costs to accommodate the dance at PKMS.

Next Meeting:

Friday, January 13th at 6:30 pm - PKMS