

9/15/16 Cultural Enrichment & Field Trip Committee

Meeting Minutes

Present: Kevin Dwyer (*High School Teacher*), Jean Dwyer (*Oakside Teacher*), Vilma Lesmo (*parent*), Gloria Cordova (*Woodside Teacher*), Mia Shervington (*parent*), Heather Amabile (*parent*), Victoria Kravitz (*parent*), Jen Carbaugh (*parent*), Barbie Altorfer (*parent*), Julie Cappuccilli (*Woodside Teacher*), Marisa O'Leary (*parent*)

Committee's Role:

Committee is responsible for assisting the district in providing equitable cultural enrichment and field trip opportunities for all students. Members will assist in researching/identifying potential programs and trips for each school, and assisting with coordinating/scheduling such programs and trips.

Process for booking trips/programs:

- Once a trip/program has been identified, the school principal, or their designated enrichment liaison, contacts the artist or venue to discuss cost, date and logistics
- Principal or liaison then completes the BOCES Arts-in-Ed Program Request Form or the Environmental Services Field Trip form (please see attached), principal signs form and then submits to Robin Zimmerman in the PCSD Central Office
- Form is reviewed by Central Office, signed and submitted to BOCES for processing
- If transportation is needed, principals must follow the district transportation protocol
- After an Arts-in-Ed event has taken place, principal or liaison must complete the BOCES Arts-in-Ed Artist Evaluation form (please see attached) and submit to Stacy Chryssikos at schryssikos@pnwboces.org and a copy to Robin Zimmerman in the Central Office
***This must be done in a timely manner as the artist/vendor does not receive payment until this form has been submitted
- The following year the school district will receive state aid for part (60%) of the cost of programs booked

All trips/programs **MUST be booked 4 weeks in advance to provide adequate processing time

School Enrichment/Field Trip Budgets:

Uriah Hill: \$7,590 (PTO \$1,103, BOCES Aid \$2,487, General Fund \$4,000)

Woodside: \$11,175 (PTO \$3,515, BOCES Aid \$5,660, General Fund \$2,000)

Oakside: \$11,810 (PTO \$3,693, BOCES Aid \$2,117, General Fund \$6,000)

Hillcrest: \$13,116 (PTO \$3,878, BOCES Aid \$6,036, General Fund \$3,202)

Middle School: \$15,361 (PTO \$5,498, BOCES Aid \$7,863, General Fund \$2,000)

High School: \$22,314 (PTO \$7,314, BOCES Aid 0, General Fund \$15,000)

Summit Academy: \$4,000 (General Fund)

Author/Illustrator Day:

New initiative- bring authors/illustrators into the schools in April (National Poetry Month). Vilma has been researching BOCES-approved authors- information was sent to principals. Vilma and Jen will also reach out to school librarians to request input. Barbie & Victoria will work with Vilma to coordinate events.

Proposed Visit Dates: Uriah Hill- April 26th, Woodside- April 5th and Middle School- April 17th

School Liaisons Assignments:

Uriah Hill- Jen

Woodside- Heather & Victoria

Oakside- Mia

Hillcrest- Marisa

Middle School- Vilma

High School- Marisa

Summit Academy- Mia

Action Items:

-Barbie will update the event evaluation form

-Jen will create a spreadsheet with BOCES programs booked at each school last year

-All parent liaisons check in with their assigned schools within one week to introduce yourselves and begin the planning process

-Victoria will send out list of museums that offer free programming or grants for Title 1 schools

Next Meeting:

October 20th at 6:30 pm at PKMS library