

8/8/2016 Peekskill CSD PTO Executive Committee

Meeting Minutes

Present: Denise Lopez, Margery Rossi, Ha Wallace, Robert Brownell, Isabel Pipolo, Mia Shervington, Vernita Mosley, Indiana Davis, Marisa O'Leary, Dr. Fine

6/20/16 Minutes:

Minutes from the 6/20/16 meeting were approved unanimously.

2016 – 2017 Plan:

Committee Work:

- Indiana & Vernita will Co-Chair Fundraising Committee
- Mia will Co-Chair Special Events- other Co-Chair TBD
- Tricia O'Sullivan will Co-Chair Advocacy with Branwen
- Isabel will either Co-Chair Communications or will step down as Chair if someone else would like to fill the position- prefers to work on website & electronic communications
- All committees required to meet a minimum of 5 times/yr.- **if a committee does not comply, Executive Committee will evaluate to see if there is still a need for this committee or a change in leadership**
- Meeting minutes must be recorded and posted in the shared Google drive
- Monthly committee reports are required
- Recruitment- Mia shared draft of email template that can be sent out as well as an online sign-up sheet, **Marisa will FOIL parent/guardian email list now & then again October 1st- Isabel will then send email & online sign-up sheet out to list**

Committee Meetings:

- Cultural Enrichment & Field Trip Committee will meet the 3rd Thursday of the month at 6:30 pm in the PKMS library- first meeting will be held on September 15th
- Communications Committee will meet the 3rd Wednesday of the month at 6:30 pm in the PKMS library- first meeting will be held on September 21st
- Finance Committee will hold its first meeting on Tuesday, October 18th at 6:30 pm in the PKMS library
- **Fundraising & Special Events Committees will coordinate meeting times & email Marisa once a meeting schedule has been established**
- **Advocacy Committee- TBD**

General Meetings:

- Meeting topics: Anxiety (addressing school-related anxiety at home), Open House (February, student performance), **Cyber-bullying/bullying (Marisa will follow up with ADA Laura Forbes)**, SEPTO/New Director of Special Services, Financial Aid/College Admission (early in year, **possibly Charles Potter- Dr. Fine will reach out to NAACP about this**), Tutorial on parent portal/Naviance/Google Classroom, My Brother's Keeper/Professional Athlete, Literacy for All & School Safety & Security
****Dr. Fine will organize schedule for presentations & when we can fit in student presentations/performances**
- Have meeting information posted on marquis outside administration building- when Connect Ed Call script is sent to Alma, be sure to indicate that the info should be posted on the marquis as well
- **When Doug Brown returns in September he will work out with AV students videotaping these meetings- Dr. Fine will discuss with him- possibly post on cable channel**
- Principals and/or building leaders will be present

Executive Committee Meetings:

- Consistent building representative will be present, with prepared monthly building report

Outreach/Parent Recruitment:

- **Need to identify specific Fall (thru December break) tasks/events for sign-up sheets for Back-to-School nights (should be school-specific)**
- **Identify winter/early spring tasks/events and create sign-up sheets for Parent-Teacher conferences in November**
- Possibly create additional sign-up sheets for April Parent-Teacher conferences
- **Isabel will create sign-up sheets by August 24th**
- **Need to explore if we should create a Recruitment Committee**
- Uriah Hill has a parent outreach letter re: PTO they will be sending out & would like our input on- **Margery will tweak (include general meeting dates & presentation topics, website, etc.) and give to Alma by Thursday to translate- Dr. Fine will then give to all**

Superintendent's Report:

- My Brother's Keeper- utilizing support systems for young men of color
- Community Eligibility Program- if we're deemed eligible, all PCSD students will receive free lunch

Old Business:

- Chocolate bars are still left over- we can sell at PTO meetings and in the schools for staff only

- Ha will email officers re: \$1,000 that former Fundraising Committee Chair still has that needs to be collected/deposited
- Spring Picture Day money still has not been received- Denise will call Gary to follow up
- Stop & Shop A+ Rewards money has still not been received- Mia will follow up
- \$1200 will be coming in from Box Tops in December
- Mia participated in Kohl's Carnival in Staten Island- we will be receiving a total of \$2,000 in grants from them- it was approved on 7/14- Dr. Fine will write/send them a thank you letter once funds have been received; thank you banner should also be posted on the PTO website
- PTO Logo- City School District should be in smaller font so that Peekskill PTO stands out more, use red version
- Isabel will price out table cloths (if we can't order in time for 5K run we'll use the table cloth Mia created), pens, car & refrigerator magnets and pins with logo

New Business:

- IRS has accepted our name change- now officially the Peekskill CDS PTO
- All other bank accounts have been closed
- Ha & Denise will remain as signers on the account- Indiana may serve as signer as well- further discussion needed
- High School clubs should meet with the PTO Fundraising Committee in October so that fundraisers can be coordinated to prevent overlap
- To simplify things, each building will be allocated \$500 to use for refreshments- Ha will draft a plan on what those funds will & will not cover & will send out to the group for input
- PTO will donate \$200 worth of school supplies to Mount Olivet Baptist Church's Back to School Rally
- PTO will NOT staff table at Youth Festival on August 12th due to lack of available volunteers, information
- Marisa created fundraising receipt, expense reimbursement, and fundraising evaluation forms as well as some "money policies" to assist in transparency/accountability/organization- will send out to group
- Ha, Vernita, Denise, Mia, Indiana & Margery (via telephone) will meet on Wednesday, August 10th at 5:30 pm at Ha's house to discuss Fundraising & Special Events committees and responsibilities

Adjournment:

Meeting was adjourned at 12:50 pm. Next Executive Committee meeting will take place on September 26th at 6:30 pm at School Administration Building.

Respectfully Submitted,

Marisa O'Leary, PTO Secretary