

5/2/2016 Peekskill CSD PTO Executive Committee

Meeting Minutes

Present: Margery Rossi, Ha Wallace, Robert Brownell, Branwen MacDonald, Al Ferony (*Hillcrest*), Liz Lazo, Mia Shervington, Vernita Mosley, Nancy Flaherty, Marisa O'Leary

4/4/16 Minutes:

Minutes from the 4/4/16 meeting were approved unanimously.

President's Report:

- Thank for building and annual reports
- A year-end evaluation meeting needs to be scheduled
- As of now, PTO have not received any feedback from the draft of the revised by-laws posted on the website- this version will be presented at the May 18th meeting and voted on- **Marisa will include a reminder about the by-laws vote in the Connect Ed Call/Email meeting reminder that goes out**

Treasurer's Report:

Please see attached reports

- As of April 30th, we have collected \$78,000 in funds (\$10,000 belongs to the Performing Arts Department)
- Outstanding Expenses: **Art to Remember fundraiser needs to be closed out, Chocolate Bar fundraiser needs to be closed out/reconciled as a bill for \$3,253.46, dated 4/9/16, was received and since the bill was not paid within 15 days we are being charged a 2% late fee- Bob will follow up with Yolanda, PHS graduation photographs, \$2,000 for Woodside Greenhouse & \$2,000 for Woodside mural project (these funds were designated last year and are currently in a savings account- Ha will write a check to the district for these 2 projects)**
- A number of building requests for financial & volunteer support have come in for end of year activities- **Marisa will create a form for buildings to use when requesting financial assistance so that the information is complete & concise**
- The following PTO accounts still have money in them: Woodside/Uriah Hill- \$4,530 (after \$4,00 paid out for greenhouse & mural), Oakside- \$ 6,000, PHS- \$1,489 and District- \$4,400- this \$16,419 will be used as a starting base for next year (in addition to any remaining funds from this year)
- Our tax return is more complicated this year, as we grossed more than \$50,000 in income

- It was suggested that we may want to collaborate with another PTO to complete an audit (we audit their books, they audit ours as a means of not having to pay an accountant for this service)

SEPTO:

- Basketball clinic took place this past Saturday- went really well-15 kids participated, followed model of 1 volunteer coach paired with 1 student with OTs and PTs available to assist- positive feedback from parents & they would like to see this offered more often and not just with basketball

Building Reports:

Uriah Hill- *please see attached*

Woodside- *please see attached*

Oakside- *please see attached*

Hillcrest- *please see attached*

- Successful Hangin' With Hillcrest event last week- approximately 30 kids came out for a basketball tournament- recommend doing the same thing in the fall with soccer
- Mr. Feroni is working on offering a summer softball program for 4th & 5th grade girls
**it was noted that Lou Panzanaro has put together an Athletic Club which will start has a booster club, but eventually would like it to be a separate PTO
- Students will be walking to the Peekskill Museum (will explore the Peekskill Trolley as an option for next year)

PKMS- *please see attached*

PHS- *please see attached*

Committee Annual Reports:

Advocacy- *please see attached*

- Would like to explore incorporating advocacy groups (i.e. health care, immigration, voter registration, etc.) into our efforts next year

Communications- *please see attached*

- Room to improve on efficiency of communications operations
- Parent at Coffee with the Superintendent this past weekend stated that he never receives PTO emails- since Mail Chimp (our current server) often goes to spam or promotion folders, **conversation should take place with district re: using and/or somehow capitalizing on their system since all parents seem to receive Connect Ed emails**

Cultural Enrichment- *please see attached*

- Goal for next year to expand efforts of identifying enrichment programs that can be offered in the district as an after-school program

Finance- *please see attached*

- This year's budget has been met
- Budget for 2016 – 2017 needs to be developed for the start of the school year

**It was suggested that the fundraising committee submit a proposed budget and project plan for each fundraising event, and designate a Chair for each event

Fundraising/Special Events-

Events held this year:

- Started off with 12-15 people expressing an interest in the committee, ended with a dedicated 7 members and 3-4 others that helped out when needed
- Meetings were held monthly, with the exception of December
- Picture Day at each of elementary schools and PKMS, graduation pictures will take place at Uriah Hill and Spring pictures took place at Woodside
- Yankee Candle Fundraiser- not as successful as we hoped- partly due to communication issues in some of the buildings, the elementary schools made up 99.9% of sales with only 2 PKMS participation and 0 from the high school; issues with delivery of products (we have been refunded the delivery fee); still have about 4 orders that have not been picked up; consensus is not to run this fundraiser again next year
- 1 dance was held at the middle school- 5 PTO members chaperoned and approximately 180 students attended
- Woodside Elementary did an Art to Remember fundraiser that was successful and should be continued next year
- Candy Gram fundraiser was held at the fundraiser where approximately 250 chocolate bars were sold. This helped out with the beginning of our World's Best Chocolate fundraiser. All schools participated in this.
- Last big fundraiser is the Harlem Wizards game taking place on May 20th at the high school. While this cannot be a yearly event, it is suggested to hold it every 2-3 years.
- Still to come: 8th grade dance which is paid for by students and supplemented by the PTO, and high school graduation pictures
- New photographer for district- Class Act Photography- we will receive \$1,000 signing bonus after the first round of pictures is complete- this is a 2-year contract
- Would like to see Family Fun Day for elementary schools

Volunteer Coordination- *please see attached*

- Suggestion for next year- each committee responsible for seeking out its own volunteers

- Need better system for recruiting volunteers- also need to delegate coordination to extend our reach

**It will be announced at the May 18th general PTO meeting that the committee annual reports, which include SEPTO, will be posted & available for viewing on PTO website

Superintendent's Report (as reported by Marisa in Dr. Fine's absence):

- Everyone please exercise their right to vote, and come out and vote on the school budget on May 17th
- Thank you to the PTO for sponsoring the senior citizens' breakfast this past Saturday- this was a great event!
- Thank you to all the parents that came out for the Coffee with the Superintendent event this past Saturday at the Kiley Center
- Congratulations to SEPTO on their successful basketball clinic- great work!

Old Business:

- BOE forum will be held on Monday, May 9th at 7:00 pm at the admin building, 2 seats open- Michael Simpkins, Maria Pereira & Jillian Villon are running unopposed, forum will be moderated by a representative from the League of Women Voters as we would like candidates/members to go on record about their vision for the district- please send Branwen your questions- she will be sending press releases to Lohud, Patch & Daily Voice, **Branwen will follow up with: Yolanda & Denise about time-keeping, district re: livestreaming the forum & Connect Ed call to inform parents about the forum**
Ha will bring water for forum & store in PTO room at admin building
- **Everyone please take budget vote signs home with them to post in the community**

New Business:

- June 6th Executive Committee meeting will be devoted to evaluation this year and beginning preliminary plans for 2016 – 2017 school year
- June 8th General PTO meeting will be a year-end wrap-up and celebration of the work done throughout the year (we will offer like snacks such as cake, possibly children's activities and have a slide show highlighting what has taken place this year in our schools **(Branwen will talk to Laura Belfiore about the slideshow and will follow up on a better location for this particular meeting- preferably the middle school)**)
- Toya Will has decided not to continue as the Chair of the Uriah Hill/Woodside Box Top program- **Bob will take over this responsibility-** discussion about whether return value on this extremely labor-intensive project-no final decision made
- **It was suggested that we if we have additional funds we explore the possibility of moving them into an interest-bearing account**
- It was also suggested that we explore the possibility of providing scholarships in the future- **Nancy will provide information on how SEPTO administers their scholarship program**

- Meeting schedule needs to be developed so that we can give dates to Alma to publish in district calendar- **Marisa will ask her to send us the list of Back-to-School night dates**
- On May 24th advocates that are walking from Long Island to Albany will be in Peekskill- can our students somehow be involved with them during their stop here- **Margery will follow up with Dr. Fine on this**

Adjournment:

Meeting was adjourned at 9:00 pm

Respectfully Submitted,

Marisa O'Leary

PTO Secretary