

PTO Executive Committee
10/5/15 Meeting Minutes

Present: Branwen MacDonald, Robert Brownell, Vernita Mosley, Isabel Pipolo, Dr. Fine, Denise Lopez, Nancy Flaherty, Yolanda Guardino, Ha Wallace, Marisa O’Leary

Minutes:

9/21/15 PTO Executive Committee Meeting minutes unanimously approved

President’s Report:

All PTO bank account statements should be brought to monthly Executive Committee meetings to ensure that funds are not being accessed.

All individual PTO checkbooks should be brought to the administration building by October 21st, as they will be locked in the PTO safe.

Yankee Candle fundraising materials have been dropped off at all schools. A grandparent recently expressed concern about how profits from fundraisers will be divided equally among all schools. Ha will address this at general PTO meeting.

Treasurer’s Report:

Total gross income for 9/1 – 10/5/15 is \$6,966 (\$934 direct appeal donations, \$32 t-shirt sale, \$6,000 contributions from all Woodside/Uriah Hill, Hillcrest & PKMS PTO’s).

Total expenses for same period are \$419.87 (\$40 BJs membership, \$343.60 photocopying costs, \$36.27 for Woodside’s summer reading challenge celebration).

Total Net Income is \$6,546.13

Copier expenses will be \$87/month for lease/toner, and \$.07 for each copy. SEPTO will pay for its own copies & will bring payment to the Executive Committee meeting. Each committee chair & SEPTO will have their own code & username- this will allow us to track the number of copies made & by whom. Please call Ha to provide you with this information as it cannot be sent via email.

Committee Reports:

Advocacy:

Branwen advised that the committee has not met yet. She would like to have a PTO statement. She feels the committee should be prepared in the event that there is another application to create a charter school. Would also like to focus efforts on maintaining and strengthening the Dual Language Program. Also mentioned aligning group activities with events held at school.

Communications:

Isabel advised that the PTO website is now up & running. She has also created new email addresses for officers & committee chairs- she is available for tech support with setting up email accounts. A mail chimp account has been set up- free for first 1,000 contacts (we currently have 248). First email blast went out on 10/4.

Discussion about having e-newsletter- it was decided that once a month distribution is too much- possibly every 10 weeks or quarterly. **Dr. Fine will see if the district can forward it to all parents on our behalf.** He can forward to all staff.

Isabel will research feasibility of using paypal for individuals wanting to make an online donation to PTO. She will discuss findings with Ha.

Any committee needing flyers should send Isabel the request at least 10 days prior to desired distribution date as the district requires 1 week for approval. Please try to have flyer translated- discussed compiling a list of volunteers translators to approach.

Please contact Isabel with anything else you would like to see included on the website.

Cultural Enrichment & Field Trips

Marisa advised she met with Dr. Fine & Asst. Superintendent of Business Robin Zimmerman to discuss availability of district funds to support CE & FT, and to develop a system to ensure opportunities are equitable among all schools. First committee meeting will be held on 10/15 at 6:30 pm at PKMS cafeteria.

Finance:

PTO room has been set up (with copier & file cabinet will be moved in soon). Insurance policy is effective 10/2/15. Annual cost is \$1,382. All meetings activities within district buildings are covered, as well as the four officers.

Fundraising/Special Events:

Fornos Pizzeria will be hosting a fundraising event for the PTO on 10/24. 10% of lunch & dinner proceeds will be donated to us. A flyer is no needed to participate, but you must tell the cashier that you're supporting the Peekskill PTO in order to receive credit for your purchase. A flyer will be created to hang in each school. **Please give Dr. Fine event details so he can distribute to faculty.** It was suggested to boost a Facebook message (approx. \$15 cost) to increase exposure.

Yankee Candle Fundraiser- catalogs are here & already at Woodside. Won't distribute to every student at PKMS & PHS. Sale will run 10/5 – 10/20. It was requested that the November General PTO meeting take place at PKMS so that families can pick up their items then (all items will be delivered to the PKMS). We will receive 40% of profit. Goal is \$2,000 in sales from Woodside/Uriah Hill, \$2,000 from Oakside, \$2,000 from Hillcrest & \$2,000 from PKMS & PHS. Money from each school's sales will be collected by:

- Uriah Hill: Branwen
- Woodside: Denise
- Oakside: Branwen
- Hillcrest: Vernita
- PKMS: Yolanda
- PHS: Denise's daughter

Possible future fundraisers:

- Potato night
- Movie night(s) at PKMS- sell popcorn, etc.
- Community movies (use Ford Auditorium)

Volunteer Coordination:

A lot of contact information gathered at Back-to-School Nights, but mainly for younger grades. Volunteer contacts also gathered from the various *Dads Take Your Child to School* forms.

Isabel would like to set up a meeting with each building principal to discuss volunteer needs, and what they would like to see for parent volunteers at their respective schools.

Woodside has parent involvement committee that she will be working with.

Any committee/school in need of parent volunteers must give Isabel 2 weeks notice (**this will be indicated on the website as well**).

Superintendent's Report:

5k Run- volunteers needed at 7:00 am to help with traffic control, cheering and distributing water & food. Still in need of donations of water, bagels, cream cheese, peanut butter & bananas. All donations can be dropped off at Dr. Fine's office this week or brought to Torpy Field the day of the event. PTO will help fill in donation gaps.

Volunteer Policy- BOE approved, if an individual volunteers 10 or less time in one year they must complete district volunteer application (which must be submitted to either the building principal or district Human Resource Dept. and approved by BOE) and will be screened through Raptor system each time he/she come to school to volunteer. Woodside & Oakside currently don't have Raptor systems in place but will by the end of the year. All volunteers for those schools will need to be screened the Raptor system at the High School. Any individual also must be finger-printed- Raptor screening will still be required for these volunteers as well. District

will pay for this for 2 volunteers per school per year. Volunteer application can be accessed on district & PTO websites.

Open Seat Policy- due to open seats on buses to private schools, bussing will now be extended to siblings of those currently being bussed (who would not have previously qualified for bussing).

Look for district info on social media & website (now has videos).

Dads Bring Your Child To School Day a success.

PHS Safety/Security Protocols- dogs will come in to search for drugs & alcohol (partnership with the Peekskill Police Department).

Building Updates- paving, new guidance suite by mid-December.

New Business:

SEPTO will be hosting its Meet and Greet on 10/20 at 7:00 in the PHS library

Translation of general PTO meetings- digital headset system not available through BOCES,
Denise will ask Rita Rosa-Gomez and/or Gloria Cordova if they're available to translate.

Meeting Adjournment:

Meeting adjourned at 9:00 pm. Next meeting is November 2nd at 6:30 at BOE conference room in Admin Bldg.

Respectfully Submitted,

Marisa O'Leary