

## **9/21/15 Executive PTO Meeting**

### **Minutes**

**Present:** Ro Sibrizzi, Mary Foster, Robert Brownell, Vernita Mosley, Ha Wallace, Liz Lazo, Margery Rossi, Isabel Pipolo, Branwen MacDonald, Denise Lopez, Marisa O'Leary

#### **General PTO Meeting Structure:**

It was decided that monthly general PTO meetings will run in the following order:

- President's Report
- Treasurer's Report
- SEPTO
- Functional Committee Reports (3-5 minutes only)
- Guest Speaker/Workshop (will begin at 7:15 pm)
- Parent Question & Answer Opportunity

Dr. Fine will present at the October meeting, Hudson River HealthCare at November meeting, Westchester District Attorney's office (cyber-bullying) at January meeting and SEPTO at February meeting.

\*\*Comment cards should be distributed at first meeting to solicit parent input on future presentation/workshop topics

Voting: A funding request form needs to be developed. Faculty wishing to request financial support from PTO should submit completed request form to the Executive Committee to review, Executive Committee will review & then present at the General PTO meeting to be voted on.

#### **General Protocols:**

- Use of google docs: Marisa encouraged everyone to begin using the PTO folders in the google drive. She agreed to resend the invitation to collaborate to all Executive Committee members (Officers, Functional Committee Chairs & SEPTO). When uploading documents, please save files with self-explanatory name, including date-please do not use your name as the document name.
- Functional Committee Coordination: committee members should be in communication via email, and only include Executive Committee members when there is an issue that

requires their input. Executive Committee does not micromanage individual committees unless a committee is not effectively functioning.

- Streamlining Communication: not all building principals seem clear on new PTO structure. Mary will assist with reiterating.

### **Superintendent's Report (read by Mary Foster):**

- First 5k race/walk will take place on October 10<sup>th</sup>- all proceeds go to PEF, PTO, SEPTO, still room for t-shirt sponsors. It was requested that any projections for income/expenses be forwarded to Executive Committee.  
\*\*Marisa made a motion of Peekskill CSD PTO to be a \$150 t-shirt sponsor, Venita seconded the motion, unanimously passed
- District Volunteer Policy is being developed & will be presented at the next BOE meeting on September 29<sup>th</sup>. Being proposed: district will budget, through Title I parent involvement funds, for fingerprinting costs 2 parent volunteers per building who will volunteer 11 or more times in year. Parents/individuals volunteering 10 times or less in one year will be screened through in-house raptor system.
- Welcoming Center- Registrar Office at Uriah Hill. District looking to hire an ENL teacher to test children, who speak another language, onsite at center.
- Video footage, both instructional & "feel good," on district website
- Parental Portal will be used for distributing report cards for grades 6-12
- Building condition survey will be conducted- hope to improve over 5 year period
- District now has a performing arts program (theater, dance & music)
- Dr. Fine is working on identifying a location for PTO's copy machine & archived paper files
- New Strings program- will begin in 3<sup>rd</sup> grade
- K-5 enrichment classes will begin in November
- Guidance suite update at PHS

### **New Business:**

- By-laws need to be developed & should define our specific purpose
- Copier- being delivered 9/22/15, Ha will be at admin office to receive it. Decided that SEPTO will not contribute to monthly lease expense but is responsible for paying for their copies & paper. Ha will request that Officers, SEPTO & committee chairs each have their own copy codes to track the number of copies being made.
- General Liability Insurance- members requested Ha & Marisa what specific activities/events will be covered & what will require a rider, also if SEPTO will be covered
- Feedback from back-to-school nights: 5<sup>th</sup> grade had a lot of parents sign up for committees, 4<sup>th</sup> not very many, only 1 parent signed up at 1<sup>st</sup> grade. Margery shared ideas re: music department & fundraising provided by John Kahn (HS music dept)

- Reaching \$68,000 fundraising goal- great concern was expressed about the PTO's ability to raise the necessary \$68,000 to support enrichment programs, school events, etc. this year. It was agreed that this task should not fall on the Fundraising Committee Chair alone to manage. A special fundraising meeting was scheduled for 9/26/15 at 11:00 am at Ha's house.

**Adjournment:**

Meeting was adjourned at 9:00 pm.