

July 10, 2017 PTO Executive Committee Planning Meeting Minutes

Peekskill Middle School, 9:30-12:30

Present: Randi Alberino, Liz Lazo, Marisa O’Leary, Eric Rekedo, Margery Rossi, Vernita Mosley, Isabel Pipolo, Mia Shervington, Victoria Cairl, Robert Brownell, Ha Wallace, Denise Lopez, Yolanda Guardino

PTO Branding:

- PTO needs following: PTO branded tablecloth, banner
- Stickers to place on end of year teacher gifts to young students stating “Provided by PTO” (i.e. pails and shovels etc.)
- Stickers to stick on each student day prior or day of PTO meetings to remind parents to attend.
- Laminated PTO branded info posters to place in each building’s office.

General Meetings:

- Day of general meetings changed to Thursday and will all be held at the District Office at 7-8:15pm. As per feedback, we are moving away from scheduled speakers to more town hall styles and PTO business with member participation. People were feeling disconnected.

Dates of 2017/18 Meetings:

- Oct 5th – Meet the PTO
- Nov 9th- Town Hall
- Dec-no meeting
- Jan 4th – Subj. TBA
- Feb 1st- My Brother’s Keeper (possible performances by youth choirs from local churches to boost attendance)
- Mar 1st- Town Hall
- Apr 12th- Combining literacy night and Peekskill Basics in addition to 1 night book fair (held at Middle School)
- May 7th- Candidate Forum – No general Meeting
- Jun 14th – Town Hall, PTO elections, end of year evaluation
- **My Brother’s Keeper grant:** PTO is a partner among other community organizations to foster mentoring programs for boys and young men of color. PTO is not responsible to take any action as of yet. Just to keep the idea of it in our heads. Contact Dan Callahan if interested in becoming a mentor.
- Childcare for meetings can be held in the Gym at the Administration building. **Mia is looking into babysitting certification training.** Also, PHS Interact club possibly doing babysitting for volunteer hours.
- The district has digital headsets for automatic translation (25?). **Per Marisa, testing will be done to see if they work.**

Executive Committee Meetings:

- Meetings will be restructured as follows: Abbreviated Executive Committee meetings will be held prior to the general PTO meetings from 6:30-7pm. All committee related business will be handled prior to this within the committees.
- Committee Meetings report: Each committee can add 3 bullet points to the report. Anything requiring action or a vote should be colored in red. Those items will be addressed at the abbreviated meetings.

- Building principals should be in attendance for these meetings. Mary Foster will discuss having specific building PTO committees who will attend meetings at their retreat and get back to us.
- There will be 3 Executive Committee meetings attended by the PTO officers, committee chairs and the superintendent. Those meetings will be held in the board room at the admin building at 6:30pm on Sep 25th, Dec 4th and Mar 5th.
- Committee chairs should set up meeting dates for the year. If using school grounds request through Debra McLeod (dmcleod@peekskillcsd.org)

Information Sharing:

- All member contacts, pre-set schedules, goals, agendas and minutes should be in the google drive (2017/18 folder). Create sub-folders for this info.
- Committee chairs, please make sure members only have access to committees that they are on.
- If you take pictures please get permission to publish them prior to adding to shared folder.
- Suggestion to have committees add “how to” docs for processes created to committee folders so there will be continuity for future PTO members.

Committee Chair Training:

- Training for committee chairs as to expectations, management etc. will be 6:30-7:30pm, Sep 18th in the B.O.E. conference room. **Marisa will confirm.**

Dates for Future Events:

- BOE Meet the Candidates: May 7th, 6:30pm. Administration building
- PTO recognition: Jun 18th, 6:30pm at Steel Imaginations Gallery
- Trunk-or-Treat: Oct 28th, 1-3pm, Administration building parking lot
- Harlem Wizards: Jan 12th (?)
- Multi-Cultural Food Festival/Cookbook Launch: late spring (date/time/place tba)

Fundraising:

- First fundraiser already chosen; Catalogs (2 different-depending on age group)
- Custom car magnets/t-shirts for selling at sporting events etc.
- Pop-sockets (for middle and high school)

Advocacy:

- Speaking out at public hearing against charter school
- Social media, educating citizens about charter school vs public school, preemptively letting community know about issue
- Speaking in front of common council
- Lawn signs-create a sign in/out process (possibly a numbering system) to avoid signs not being returned in the future

Communications:

Decision to only allow parents and teachers to post on closed PTO FB page

Treasurer’s Report: 2017/18 Budget

- In google Docs

New Business:

- Branwen will hopefully be liaison with BOE.
- Open House: Sponsored by district admin not PTO. Marisa will follow up with Mary to see if we are partnering.
- Librarians willing to take on responsibility of book fairs-admin will advise if ok
- Opening Day meeting: Marisa will check if ok for someone other than officer to speak at meeting
- Accountability pushed to Aug 2nd meeting

Adjournment:

- Meeting adjourned at 12:30 pm
- Next Meeting: Aug 2nd, 6:30-8:30 pm, Administration Building