

# Peekskill CSD PTO Committee Report Form

Submission Date: November 4, 2016

Month & Year: November 2016

Committee: Special Events

Items Requiring a Vote:

- **None**

Items Requiring Discussion:

- **Co-Chair Vacancy / Committee Recruitment:** Need to review and evaluate current efforts to recruit a co-chair and committee members. Presently, the committee has eight members assigned, however, I have only been able to communicate with four members. Awaiting contact information for parents that expressed their interest on the sign-up sheets distributed at various back-to-school nights.
- **Peekskill CSD Facility Use Fees:** Determining possible expenses for proposed events is essential for proper planning. A clear understanding of the District's policy on how the PTO will be billed when we're providing activities to students and their families will help the committee plan more effectively.
- **Special Events Budget:** Our goal is to provide many events at no/low cost. A viable annual budget would allow for targeted research and planning of events. Some events may be a collaboration with Fundraising.
- **Father-Daughter/Mother-Son Dance:** A committee member has suggested that the PTO sponsor a formal dance at PKMS. The estimated cost would be \$35/pp to cover the cost of catering, music, photography, decor and facility use fees. It has been suggested that the ticket price be reduced to make the cost per person more affordable for our school community.

Items for Information Only:

- The PTO's 1st Annual Trunk-or-Treat was held at Peekskill High School on 10/29/16. The event was originally scheduled to be held at Woodside Elementary on 10/31, but we were unable to assemble enough parent volunteers to make it a stand alone event. A decision was made to collaborate with the PHS Interact Club and bring Trunk-or-Treat to the tail-end of their Safe Halloween event . The decision proved to be a huge success. Students from Uriah Hill, Woodside, Oakside and Hillcrest received an invitation with a request to RSVP via backpack and though only 76 returned their form, we welcomed well over 200 students and their families. We are also happy to report that we had a total of 26 trunks (hosted by parents and teachers) waiting for our trick-or-treaters and over 30 bags of candy donated to the event. The committee will be reviewing several aspects of the event at our next scheduled meeting to determine how to better manage crowd control, volunteer participation, and activities.
- Due to limitations of our liability insurance, the PTO will not be permitted to sponsor any activities off of school grounds.
- New Era Creative Space (NECS) agreed to collaborate with the PTO and provide activities and child care during PTO events at a rate of \$50 per hour (with some flexibility). This resource may no longer be an option due to our insurance limitations.
- "Dinner and a Movie" event and will be discussed at our next Special Events Committee meeting. Need to acquire the movie license, secure catering bids and evaluate committee member participation. Also awaiting results of current fundraising efforts to determine if a budget exists for such an event at this time.
- The Special Events and Fundraising committees will continue to collaborate to determine if proposed events can be effective fundraisers.
- Next Meeting: Pending reschedule due to Parent/Teacher conferences on 11/17/16.

Submitted by: Mia Shervington

As of 10/1/15