

2/10/17 Special Events Committee Meeting

Minutes

Present: Barbie Altorfer (*parent*), Ann Narcisse (*parent*), Jamie Rossi (*parent*), Mia Shervington (*parent*)

Committee Chair Report:

- The Committee is still seeking to fill the co-Chair position. If there is no interest from current committee members, the Executive Committee will seek to fill the position elsewhere.
- Due to a recent change in how PCSD will coordinate efforts to schedule cultural enrichment and field trip activities, the Special Event Committee may take on a different role for the 2017-18 academic year. A determination will be made in May, but it is anticipated that we will focus on providing enrichment (cultural and academic) programs in addition to programs designed for entertainment.

Old Business: Event Planning

- Mr. Lewis and Ms. Liburd have been informed that Jamie and Ann will serve as **Building Liaisons**. Still need committee members to volunteer for Uriah Hill, Woodside and PHS.

Old Business: Future Events

A. Parent's Night Out: Jamie Rossi, Event Chair

- Event confirmed for 2/11 from 3:30pm-6:30pm at PKMS. The registration submission deadline was extended due to a delay in delivery.
- As of today: Participants: 21, Volunteers: 7, Donations: \$130
- Attendees will be given name tags and wristbands labeled with emergency contact information.
- Pizza and juice will be provided.
- Fidelis Care and Kohl's will not be participating due to the low turnout.

B. Uriah Hill Book Drive: Event Chair - TBD

- Need a volunteer to lead this event.
- The book drive should be promoted during the month of April with the final collection to be held at Hillcrest Elementary School's Poetry cafe' on 4/26/17. This date coincides with Hillcrest's BOGO Scholastic Book Fair.
- Flyers and decorative collection boxes should be distributed at various schools.

C. Father-Daughter Dance: Marlene Valenzuela, Event Chair

- No updates available. Due to time constraints, this event will not be held prior to June 2017.

D. Lip Sync Battle: Mia Shervington, Event Chair

- As of today, the PKMS auditorium is available on Friday 5/19 from 7-9pm.
- Meetings with Crystal Hernandez have been postponed due to weather. A meeting will be rescheduled as soon as possible.
- Need to determine how to gauge interest. Jamie and Ann suggested working with PKMS and PHS to poll/survey the students. An announcements can also be made at Oakside's upcoming talent show.
- Creating a commercial or announcement to create buzz and market the event would be helpful.

E. Pool Party : Event Chair - TBD (Tentative date: 6/17/17)

- Need a volunteer to lead this event.
- As of today, the PKMs pool is available on 6/17/17 from 12-3.
- Need to determine cost for pool and DJ, confirm lifeguard requirements, and secure volunteers.

F. Mini-Golf : Jamie Rossi, Event Chair

- As of today, Friday 3/24 from 6-8pm the gym at PKMS is available. Saturday 3/25 is available after 3 and would require district approval to keep the building open.
- Jamie to provide update in the coming weeks.

G. Emergency Preparedness Prep Rally: Event Chair - TBD (Tentative date: 6/17/17)

- Building leaders at Woodside, Oakside, and Hillcrest have assigned a point of contact (POC) to assist with bringing the program into the schools.
- Meetings with the POC will take place next week to determine how to accomplish the program goals.
- May need to schedule a larger event at Torpey Field if we cannot coordinate an event that parents can attend at each school.

H. End of Year Volunteer Appreciation Event: Event Chair - TBD

- Need to evaluate costs and consider hosting a picnic/BBQ or wine tasting.
- A date for the event has not been determined.

I. Cupcake Wars

- Phyllis Elliott coordinated the event at Hillcrest last year and will be able to assist in determining costs.

J. Bingo Nights

- Hillcrest is having a Bingo Night during Hanging at Hillcrest on 2/16. Efforts will be made to reach out to other schools to determine if a Bingo Night can be scheduled.

New Business: Future Events

A. Screenagers Documentary

- The district has agreed to subsidize the cost of the licensing fee of \$650 to provide a free screening to students and parents.
- Targeting March to coincide with the 3/22 PTO General Meeting discussion re: Cyber Bullying.

Old Business: Committee Community Outreach:

- Committee engagement plan to be further discussed at our next meeting in hopes that Carmen Ayavaca, Maria Vele and other absent members can provide input on how to best work with **City of Peekskill Youth Bureau, Peekskill Agencies Together (P.A.T.), and the Peekskill Field Library.**
- Discussion regarding a collective calendar will also continue at a later date.

Action Items:

❖ Jamie Rossi

- Put together a brief plan of execution for the mini-golf event and determine sponsor targets.
- Contact Phyllis to determine vendor and cost estimate for Cupcake War.
- Reach out to Dan Callahan regarding a robotics demo at the mini-golf event.

❖ Mia Shervington

- Send links for Building Liaison Sign-Up, Save the Children Prep Rally and Screenagers movie trailer.
- Request a cost estimate to use auditorium for Lip Sync Battle
- Follow-up with absentee committee members regarding availability to assist with event planning.
- Determine if it's possible to use the Paramount to screen Screenagers documentary.
- Reach out to Ms. Liburd re: communicating information about Screenagers.

❖ Ann Narcisse

- Reach out to Mr. Lewis regarding PKMS activities and discuss ways to measure interest in the Lip Sync Battle.

Next Meeting: Friday, March 24th at 6:30 pm - PKMS Library