

11/18/16 Special Events Committee Meeting

Minutes

Present: Carmen Ayavaca (parent), Barbie Altorfer (*parent*), Ana Cruz (*parent*), Paola Monsalve (*parent*), Margery Rossi (Parent), Jamie Rossi (parent) Mia Shervington (*parent*), Marlene Valenzuela (parent), Maria Vele (parent)

Committee Chair Report:

- Due to insurance liability issues, we will be unable to sponsor special events off of school grounds. We will focus on hosting events utilizing Peekskill CSD owned properties.
- The Special Events Committee will continue to reach out to the Fundraising Committee in an effort to provide events that can serve as fundraisers.
- Mia Shervington was invited to attend a meeting at Woodside Elementary School to discuss how to encourage and increase parent participation and involvement in school activities. Resources for volunteer recruitment and suggestions on how to share content with the PTO for broadcasting information were shared. The meeting was organized by Maria Olivier-Flores. Other attendees included Colleen Hardiman, Marlene Valenzuela and Carmen Ayavaca.

Event Planning:

- A newly created Event Planning Worksheet was distributed for review. The form will be used to assess the viability of events under consideration and to standardize the event planning process.
- Cost to use Peekskill CSD facilities will be determined after contact with Robin Zimmerman, Assistant Superintendent for Business. The Request for Use of Facilities Form should be submitted 4-6 weeks prior to the event to allow time to schedule necessary personnel and confirm venue use.
- The Committee will assemble in June 2017 to identify events for the 2017-18 academic year.
- Efforts should be made to encourage teacher participation in PTO sponsored special events.
- In an effort to support team collaboration, committee members agree that communicating via email and utilizing web-based tools to share information is acceptable.

Post Event Evaluation: Trunk-or-Treat:

The collaboration with the PHS Interact Club's Safe Halloween event was very successful. In total 28 parents and teachers volunteered to host a trunk and well over 30 bags of candy were donated by district parents.

- Recommendation for the 2017 event are as follows:
 - a. Move the event to the fenced lot on Elm St. to allow for better control of trick-or-treater traffic flow, address vehicle safety concerns and eliminate congestion.
 - b. Set-up a table to verify guest list and accept donations.
 - c. Prior to the event, trunk hosts should submit their theme to avoid duplication.
 - d. Parking spots for host trunks should be assigned in advance of the event.
 - e. Contest for best trunk.
 - f. Solicit HS students to assist with games. Perhaps reach out to theatrical and leadership groups.
 - g. Event day helpers must have an individual available to assist in supervising their child on event day.
 - h. Upon exiting, event participants should have their hand stamped to prevent re-entry. Participants would then be directed to other activities and organized games.
 - i. Candy donors should be advised to provide loose candy as opposed to treat bags.
- A plan for an alternate location should be developed in the event of rain to avoid event cancellation.
- Unused and reusable supplies have been retained by Mia Shervington for use next year.

Future Event Brainstorming:

❖ Father-Daughter Dance: Marlene Valenzuela, Sub-Committee Chair

- Detailed notes distributed for review.
- Ticket prices: \$25/parent and \$15/student. Guests will receive meal, photo and entertainment.
- Need to create a compelling event description to characterize the sentimental nature of the event.
- Formal attire will be requested. We can make a community plea for dress donations.
- Vendors recommended to contact: World Food Caterers and Laura Belfiore (photographer)
- Include a plea for additional donations on the RSVP request form. We can work with the school social workers to subsidize cost for a small number of students.
- Need to determine if corsages and boutonnieres will be sold or included in price. -Ana has a supplier.
- Recommendation was made to have separate events based on age or organize seating by school.
- Student volunteers from PKMS, PHS and Summit Academy can help on event day.
- We can reach out to food vendors such as Stop n Shop and Reuben's for donations. Meals can arrive in trays and be plated by volunteers.
- Tasks associated with the event should be detailed and assigned.

❖ Parents' Night Out: Jamie Rossi, Sub-Committee Chair

- Originally considered for the evening, moving the event to a Saturday afternoon at PKMS may allay concerns regarding timely parent pick-up.
- Need to confirm that the event is allowable on district property.
- Unable to use student volunteers (minors) for child care due to liability and safety concerns.
- Possible activities to include games and a drive-in movie experience.
- Parent volunteers can wrap gifts as a fundraiser at the event.

❖ Lip Sync Battle

- Reach out to John Hahn (PHS band teacher) and Crystal Hernandez (Department Leader of Performing Arts) for assistance with the performance to take place on stage at PKMS or PHS.
- Need to contact Douglas Brown to coordinate video broadcast.
- Need to determine if there should be an entry fee for participants and what prizes will be distributed. Cost for attendees should be \$5 or less.

❖ Uriah Hill Book Donation Drive

- Book drive be scheduled in conjunction with parent/teacher conferences and/or literacy nights.
- It was recommended that the Scholastic Book Fair during the same period in the spring.
- It was also suggested that a plea be made to request donations at Oaksides 11/29 Literacy Night.

❖ Pool Party

- Possible post-testing or end of year celebration at PKMS pool.
- Need to determine if allowable.

❖ Cupcake Wars

- Students will decorate pre-made cupcakes in this Food Network style competition.
- Need to further discuss possible date, target population, location and possible request for donations.

❖ Other Events Under Consideration

- Bingo Nights, Bake Sales

Committee Community Outreach:

- To support our goal to increase community participation, we'll investigate coordinating efforts with the following groups:
 - **City of Peekskill Youth Bureau:** Carmen shared the positive experience that she had visiting the Youth Bureau when she was a student. Many activity target the middle school aged student. Executive Director, Danielle Satow is presently on maternity leave.
 - **Peekskill Agencies Together (P.A.T.):** Maria shared that the group meets monthly to discuss community activities. They meet on the 3rd Wednesday of each month at 2:30pm.
 - **Peekskill Networking Meeting:** Maria shared that this group meets on the 1st Friday of the month at 9:00am. May be a great opportunity for community businesses to support our efforts.
 - **Peekskill Field Library:** Perhaps we can work with the library to bring existing programs and activities to our school buildings.
- By reaching out to other organizations, we will not only be able to collaborate, but we will be better able to identify and calendar activities that don't compete with other events.
- Barbie suggested working with Ken Martin in his effort to create a collective calendar of all youth-centered events and activities in Peekskill.

Committee Liaisons:

- Marlene Valenzuela will serve as our Volunteer Liaison.
- Barbie Altorfer will serve as our Communications Liaison.

Action Item Summary:

- ❖ Barbie Altorfer
 - Upload CE & FT Committee's evaluation form to share drive.
 - Reach out to her contact that collects information for Peekskill Rocks for suggestions on developing a collective event sharing tool.
- ❖ Mia Shervington
 - Add "Cost Estimate" to the Event Planning Worksheet.
 - Verify deadline for the submission of the Request for Use of Facilities form.
 - Create and share committee collaboration tools (contact list, link to the Committee's Google Drive folder and FreeConferenceCall.com dial-in instructions).
 - Create a Special Events Committee specific SignUpGenius.com account and start task list for Father-Daughter Dance.
 - Reach out to Dr. Fine regarding use of facilities for Parents' Night/Day Out and pool party events.
 - Contact Indiana Davis and Vernita White-Mosley re: gift wrapping fundraiser.
 - Contact Staci Woodley re: plea to solicit gently used book donations at Literacy Night via ConnectEd.
- ❖ Marlene Valenzuela
 - Upload Father-Daughter Dance handout to Google Drive
 - Conduct walk-through of PKMS cafeteria and gym to assess venue for seating layout.
 - Review the task list created in Sign-Up Genius and edit as needed.

Next Meeting:

Friday, December 9th at 6:30 pm - Virtual Meeting. Join via web or phone.