

Peekskill CSD PTO Committee Annual End-of-Year Evaluation Form

Submission Date: June 4, 2018

Month & Year: June 2018

Committee: Special Events & Enrichment

Highlights of events/processes that worked well this year:

- **Trunk or Treat:** Moving the event to the enclosed Administration Building parking lot served well for crowd control and attendee safety. Seeking candy donations at all buildings and at the event served to keep the budget for the event below \$500.
- **Multicultural Potlucks:** Potluck events were held at Uriah Hill, Woodside, Oakside and Hillcrest. The events served to bring the community together and share cultures. Greater support was needed at Woodside and Oakside, however all events were well attended and guests had a wonderful time enjoying food and entertainment.
- **Family Literacy Night & Book Fair:** District-wide event organized to support literacy at all levels. With the support of community partners (Peekskill Basics, Field Library and Peekskill Reads), PCSD staff members, the Honorable Mayor Andre Rainey and several notable authors (Ron Barrett, Monique Brown, Jade Doskow, Ted Kelsey, Michael Rex and Carol Weston), we successfully engaged students pre-K through grade 8 and their families. The Author Talks, book signings, book fair, craft activities and guest readers were well received.
- **Harlem Wizards:** Creating two areas to check-in guests and moving the entry point to the front entrance of the gym reduced congestion and gave guests a better pre-game experience. Offering free student tickets also allowed many families the opportunity to participate. Outstanding support from community leaders that graciously participated in the event and from local businesses that provided financial support for the event.
- **Multicultural Cookbook:** This district-wide project incorporated family recipes and artwork from students representing each of our schools. The final product will be distributed without cost to those that provided a submission. A great representation of the Peekskill community.
- **PTO Meeting Enrichment: Robotics:** Successful partnership with the PHS Peekskill Iron Red Devils team to introduce robotics to students PreK-6th grade. Members of the team and their Advisor, Carlo Vidrini, provided a hands-on robot building activity for attendees and shared the merits of the Robotics program with parents afterward.

- **PTO Meeting Enrichment: Math Night:** Successful partnership with Mathnasium of Cortlandt. Owner Annie Tan arrived with a support staff to provide a variety of math activities and games for 50+ students. Prizes and information about the various programs offered at the Peekskill location were provided.
- **School Enrichment: Embryology Project:** Uriah Hill was provided with a brooder, incubator, food, supplies and fertilized chicken eggs. Students studied the life cycle and successfully hatched their baby chicks in May. Chickens were returned to the hatchery at the conclusion of the project. The brooder and incubator will be retained by Uriah Hill for future use.
- **School Enrichment: Wild & Crazy Challenge (Educational Game Show):** Woodside, Oakside and Hillcrest were each scheduled two assemblies (one per grade). The game show consisted of questions appropriate to the grade-level participating and physical challenges. This high energy assembly came complete with a DJ and received rave reviews from both students and teachers.
- **School Enrichment: Author Visit - Annabelle Fisher/ Phyllis Shalant:** After discussing the author and reading her work, the culminating event at Peekskill Middle School featured a writing workshop and an assembly for 6th graders.

Areas in need of improvement & suggestions on how to make improvements:

- Recruiting volunteers for events scheduled several months in the future was not successful. over 90% of the individuals that signed up were non-responsive and other methods to recruit volunteers needed to be implemented. Though including a plea for volunteers on event announcement flyers distributed in advance of an event may yield better results, it is difficult to determine if an event is feasible without knowing how much support will be available.
- The committee should actively request feedback about events and activities. Event evaluations should be distributed to attendees after every event to allow committee members to solicit feedback and suggestions. An online version of the form should also be made available and shared via social media and electronic newsletter.

Should this committee continue next year in its current form? Why or why not? If not, what changes are recommended?

The committee should not continue in its current form. Sub-committees should be suspended. Sadly, many members of the sub-committees did not remain committed to seeing projects through from beginning to end. The lack of commitment resulted in multiple events/projects being worked on simultaneously by the same small group of volunteers and members of the Executive Committee to ensure the success of various initiatives.

As of 6/5/17

Proposed itemized committee budget for upcoming school year:

- Trunk or Treat: \$700
It was recommended that the PTO sell food at the event. This matter is up for discussion at the year-end committee meeting scheduled for June 11th. If indeed it is viewed as logistically feasible, Fundraising would be asked if the option is of interest since the cost and coordination of concessions should be managed by those volunteers.
- School Enrichment: \$3,600
Would like to continue recommending and supporting school enrichment programs across PCSD.
- Spring Event (TBD): \$3,200

Any other pertinent information necessary for planning:

Unless there is a significant increase in the number of committee volunteers, the planning of enrichment programs during PTO meeting will have to be suspended or the responsibility must be shared across the broader group. Though providing this option is a wonderful resource for parents, finding viable and affordable programming and coordinating each event takes a significant amount of time. Furthermore, it is unclear whether or not offering students enrichment programming/child care during our meetings increased attendance.

Submitted by: Mia Shervington

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