

# Peekskill CSD PTO Committee/Building Report Form

Submission Date March 7, 2019 Month & Year March 2019

Committee Class Parent Committee

## Items Requiring a Vote:

None

## Items Requiring Discussion:

Can the class parent committee meet with all four elementary administrators at the parent resource center in the month of April to plan for next year?

- Need a Teacher Liaison for each grade (at least each school)
- ALL FOUR SCHOOLS NEED TO OPERATE AS ONE ELEMENTARY

## Items for Information Only:

- met at Bean Runner Cafe for a Mid-Year Check-In on Saturday, February 23, 2019 from 9:30-11:00 am. Only 4 people were able to be in attendance but conversation was rich and the notes are below.
- The committee will meet again at the end of March.
- Jen Carbaugh is out on "maternity leave" Kristin Jarvis is the main contact for the time

### I. Class Lists for play dates and phone tree

- Collect all data from this year and enter this summer to compile an excel sheet to use for future years
- Opt OUT when class parents next year ask their population if we can keep and use this data
- Incomplete lists are a challenge- We have a great example from last two years- how to collect, enter, and distribute that data

### II. Phone Tree text or email? Remind App?

- Teachers should populate the remind app. When teachers ask for phone numbers to enter into the classroom remind app, the teacher can then also become admin as well as the class parent of the group. This worked well in Ms. Boyles Pre-K class 2017/2018 with both class parents and teacher. Then all work together to gain each parents phone numbers to add and both share news with class.

### III. Communication between Teacher and Class Parent- regular scheduled

- Stress the need for the T in PTO. It would be helpful if the TEACHER can come forward in the beginning of the school year with 3 calendared dates to check in with the class parents. The initial date being a face to face meeting by MID-OCTOBER, the second date being February for mid-year, and the third date in April to discuss what worked well and what could be improved. Both the second and third check in dates could be through phone call, email or facetime.

### IV. Calendar the Dates with teachers for upcoming RA, craft, assistance:

- For next years orientation: the class parent committee will use the 2019/20 school calendar to plan ahead with administrators for upcoming class parents

### V. Big Goals Update ex: PBIS help, lunch with students, career day...

- Not much to report on each school. Kristin asked if a few parents would accompany her in meeting with the principals.

VI. Other items discussed

- Teachers need a clear understanding and structure as to how to utilize a class parent and their most important role (to gather information, get information out and divide tasks needed)
- Class Parent committee needs to attend one of the staffs weekly PD before June 1st to clearly state what is needed of them in order for this program to operate.
- Coffee and Prep is a great example for “busy work”- set a regular monthly date and time
- Idea: Every Friday the class parent program supports an open door policy where you can sign up to read a book for 15 minutes. Sign up genius 9:15 or 1:15 (ex: Uriah Hill)
- If norms are clearly stated, then parents will feel welcome from Uriah Hill through Hillcrest
- Class Parent Committee and ALL class parents would be in attendance at the Woodside May 30th Thurs 7pm Orientation as well as the Screenings June 7th&8th- Table says... COME AND MEET CLASS PARENTS (not PTO as intimidating for new parents) ALSO the Uriah Hill Orientation and Screening!
- June send home a letter to all parents (email blast?) asking if they would be interested in being a class parent next year. (discussed at meeting)
- Invite all who are interested to a summer orientation in August- latest Sept 10th...to inform of the role responsibilities. (discussed at meeting)
- Allow the class list to unfold by last week of August and then look at population of volunteers. (needs to be revisited)
- Send letters to those who have been chosen and letters to those who have not stating we still need your help. Make sure that their name is placed in data entry for next year’s pool of class parents. (Kristin’s afterthought)
- Summer Preparation: Sarah Peterson can work with admin to gather texts for next year if needed
- In Sept/Oct can teachers block out time on their prep or PD to meet with the class parent? Encouragement and support from administration needed
- Mid Year Check In with all class parents now:  
Needs of the PTO from now -June (special events, photocopying, social media needs, advocacy)  
Check in with teacher NOW to see what they need (trips planned? Unit or theme?)

Submitted by:     Kristin Jarvis    

\*\*Please be sure to include a budget for any financial requests

As of 10/1/15