

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

Submission Date: June 10, 2019

Month & Year: June 2019

Committee: Special Events and Enrichment

Highlights of events/processes that worked well this year:

- Streamlined the Trunk-or-Treat event planning by using existing contacts, email correspondence, event forms, and shopping lists.
- Eliminating event specific sub-committees and managing the planning process as a cohesive unit eliminated the need for extended executive oversight and solicitation of additional committee members.
- The Spring Eggstravaganza was well attended with an estimate of 475 attendees (students and families). Purchasing pre-filled eggs saved a tremendous amount of manhours and working with community partners helped to provide age-appropriate activities for guests.
- AdventureBound's Wild & Crazy assemblies at Woodside, Oakside and Hillcrestas well as Uriah Hill's purchase of a school aquarium and supporting enrichment books for the library were once again appreciated additions to enrichment programming.

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

- Updates regarding event planning and coordination should be communicated regularly and should not be limited to the monthly meeting schedule. Use of electronic communication to keep track of task completion and/or need for assistance is highly encouraged. Use of a project planning software or web-based program may be necessary if multiple events are being planned simultaneously.
- Solicitation of reliable volunteers has been an ongoing issue. Not having reliable manpower makes coordinating large scale events difficult to plan. Partnering with PCSD or other agencies may assist with the acquisition of event volunteers.

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

TBD. Seeking input and feedback regarding the effectiveness of building level enrichment support.

Proposed itemized committee budget for the upcoming school year:

- Building Level Enrichment: \$4,600 (UH: \$600 / Woodside,Oakside,Hillcrest ,PKMS, PHS: \$800)*
- Saturday Academy Events (September -May: \$9,000

* This budget line is inclusive of approx. \$1,600 distributed directly to PCSD as a result of the Stop & Shop A+ Rewards Program fundraising.

Any other pertinent information necessary for planning:

- A possible collaboration with PCSD to bring events and enrichment activities to Saturday Academy will result in the PTO supporting up to 9 district-wide PTO sponsored activities.

Submitted by: Mia Shervington