

July 8, 2019, PTO Executive Committee Planning Meeting Minutes

BOE Conference Room- Peekskill CSD Administration Building 10:10 am

Present: Randi Alberino, Marisa O'Leary, Eric Rebeda, Margery Rossi, Vernita Mosley, Isabel Pipolo, Mia Shervington, Melaine Fuentes-Foster, Jen Carbaugh, Kristin Jarvis, Sandra Walton

Welcome/Introductions:

- Marisa thanked everyone for all of the PTO's hard work and a great year.

Minutes Accepted

Parent Survey Results:

- The majority of people who responded were familiar with the PTO. Approximately 30% were not aware that they were automatically members of the PTO. People wanted family/social events etc. The suggestion was made for beautification project/clean up at schools. This must be a joint venture with schools and the district.
- A suggestion was made to change the verbiage on PTO communications to reflect that they are already members ie, instead of "Join" use "Be an active participant" or something to that effect.

Organizational Goals for 2019-2020:

- Set up some social events in the elementary schools.
- Discussed ideas to get parents together in a social aspect. Also discussed lack of volunteer help which inhibits certain types of events.
- Discussed building based social events. PTO will offer support but cannot be completely responsible.
- PKMS/PHS events will look different than the elementary schools. One suggestion was to utilize the planetarium at the high school and have special "Planetarium Nights". Staffing issues will have to be discussed with the district.

Committee Budgets:

- Advocacy: \$500
- Communications: \$2000
- Special Events: \$9000
- Class Parents: \$1000. Discussed kick-off at Peekskill Brewery. Marisa advised the Brewery must specifically add PTO to insurance rider or location must be changed. **Melaine will verify.**

Building Allocations:

- There has been a difficulty with schools following protocols for use of funds. The suggestion was made to fund specific events that happen every year.
- A Vote was held and passed to keep funding allocations the same as the previous school year. (\$500 for Elementary/\$750 for PKMS and PHS)
- Money cannot be used for staff breakfasts etc. but can be used for refreshments at student events.

Staff Appreciation:

- \$300 per building. PTO will order/buy something on behalf of each building.
- **Isabel will look into stickers stating "Sponsored by PTO" to put on each item we donate or gift to schools.**
- Discussed the amount of legwork required to "give" schools money. How much time/energy should we be expected to expend as volunteers?

Fundraising:

- \$20,000 goal for the 2019-2020 school year.
- Last year's profits were as follows: \$9600-school pictures; \$4100-book fairs; \$2400-direct appeal; \$563-spirit wear; \$3150-Art to Remember; \$505- concessions. (approximately \$20,300)
- We will do these same fundraisers again as they were successful.
- We will sell the Peekskill Swag at 3 Saturday Academies. The suggestion was made to sell weather appropriate gear. A suggestion was made to sell actual food (hot dogs etc) as opposed to just snack items at the concession stand. We will sell at the basketball tournament again. A suggestion was made to sell at swim meets as well.

Back to School Nights:

- Suggestions were made for Back to School Nights as follows: Class Parents- an ice-breaker with refreshments for class parents, since they will be pre-assigned before Back to School nights; set minimum requirements for all classrooms so that each parent has a more uniform experience; more communication between class parents. Marisa advised us to **email Dr. Mauricio with any other suggestions.**

Staff Retreat- July 15th

- PTO is requested to be at the Administration Building from 9:30-11:00 am.
- **Marisa will get more information as to what the administrators are expecting us to discuss with them.**

New Business:

- Trunk or Treat is on hold as there is no manpower to run the event. Suggestions were made to reach out to past trunk decorators and the Interact Club. Doing the event at Sat. Academy is a possibility.
- Enrichment will be incorporated into Sat. Academy. Big Events will be brought in and will be STEAM based.

Old Business:

- PTO kick-off date changed to Oct. 17th. Dates for other general PTO meetings: Feb 13th- Black History; May 11th- B.O.E. Forum; June 11th- End of year evaluation/elections. All meetings are at 7 pm.
- Exec Committee Meetings: Sep 9th, Nov. 4th, Jan. 6th, Mar. 2nd, May 4th, and June 8th. All meetings are at 6:30 pm.
- **Request for all committees to send Isabel the date/time/location of your first meeting.**

Adjournment: 12:10 pm

- Next meeting will be held in the evening during the week of Aug. 9th. **Marisa will advise.**