

9/13/21 PTO Executive Committee Meeting

Minutes

7:15 – 8:45 pm

I. Welcome

II. Approval of Minutes

Eric motioned and Isabel seconded approval of minutes.

III. Superintendent's Report

Parent Liaison Function: School level parent leadership not in conflict with district wide PTO, parent voice at each school in addition to the executive committee. Parents as a sounding board before decisions are made. Learn and share points of friction between parents and schools. PTO agrees it is important to have a school-based presence.

How should interested parents for the school-based program get involved? Principal as main point of contact, parent lets them know they are interested, staff will seek parents out also. The goal of participation is meaningful dialogue for parents and relationships with school leaders. Parents not on the PTO executive board will have space to provide input through this function. Each school should be represented on the PTO executive board if execs are not already linked with a school building.

****Raine is the point person** for this project as of tonight's meeting. She will coordinate with David to develop the structure and find site coordinators.

Eric's wife, Tricia Schultz - offered to work on parent involvement in Woodside or Hillcrest schools.

Department of Health Update: mask mandate, weekly testing for staff, exception fully vaccinated may choose to opt out of weekly testing

County dept of health: 2 types of testing, we signed up for Gateway Testing (test as many students as possible) and Surveillance Testing (test 20% of students, staff, teachers weekly). Testing delayed as testing facility ramps up (Brooklyn based).

Testing in-school or send test home and bring sample back to school, collected and brought to the lab in Brooklyn

Slow roll out to solve possible issues (spitting in a cup)

<https://www.mirimus.com/westchester>

Go to Covid Hub on the school website for covid updates in the schools

New PHS Music Room and STEAM center update

IV. President's Report

Walk Like MADD: Please visit page and consider making a donation/walking

Link to the PTO team on Walk Like MADD, Sat Oct 16th at FDR Park:

www.walklikemadd.org/team/PeekskillCitySchoolDistrict

Video: 2021-22 PTO will collaborate on making an information sharing video, thanks to the communication committee for stepping up to produce the video. Thoughts on promo video for staff/admin, parents, please email officers.

Saturday Academy: Trunk or Treat is the first event hosted by the Special Events Committee. Frugal year, 1 piece of candy to attend to budgetary restrictions

Concessions: We need volunteers. First night was 4-9pm, Jen, Marisa, Heather and Kristin volunteered. Halle and Kristin shopped for candy and drinks at BJ's. Pizza was ordered from Annabella's. Fun easy way to make fast money.

****Bring fundraiser ideas to officers**

Parent Liaison function: chat with Dr. M, teams led by admin and teacher and staff, parent leadership committee in hands of the schools, admin makes a call for volunteers to sit on the leadership committee. One person from each school will communicate to PTO

V. Treasurer's Report

A. Fundraising goal for the year: \$13,500 based on average of last 3 years

B. Planned Expenses for the year: \$12,920

- i. Clarified that Operations includes copier lease, paper/toner/supplies, D&O insurance for officers, Quickbooks online, Zoom account, BJs Membership
 - ii. Removed to balance the budget: School allotments (\$3500). We can revisit funding for this line item in the Spring.
- C. Discussion of Direct Appeal:
- i. Isabel shared the flyer - votes for 2nd version
 - ii. Should we move from paper in backpacks to digital (covid year from virtual direct appeal was a difference of \$200)
 - iii. Halle will attend to methods of receiving funds: **Donation Jar**, Venmo and Zelle, Paypal, CashApp - scans on the bottom / QRs
 - iv. Jen and Heather to lead formatting for the direct appeal
 - v. Margery: "In the past" - It sounds like ancient history. How we **WILL** support our school community" - more active and present
- D. Randi motion to approve, Margery second, all in favor. BUDGET IS APPROVED

VI. Committee Reports

A. Special Events/Enrichment

- a. Jamie and Mia - Trunk or Treat spending for candy
- b. Meeting wednesday 9/15 - lots of help needed, walk grounds
- c. **Jamie and Isabel will work on email access**

B. Advocacy

- a. Eric and Margery - safer routes to school AND advocacy training!
- b. Meeting with Dr. M Thursday Sept 23, peekskill walks, district safety initiative, and advocacy training, point people for the project from Peekskill Walks and the school
- c. Email thread to discuss next steps with officers

C. Communications

- a. Heather and Jen feedback on monthly newsletters via email INSTEAD focus on a blast that pertains to something timely coming (ie Picture Day)
- b. MailChimp captures metrics on clicks
- c. Middle School survey said texting was preferred to email

- d. Picture Day communication - push out, need volunteers, Class Act is the vendor. Kristin will help. Sign Up Genius

VII. Other Updates

- A. PEF update - meeting coming up later this month, September 23rd. Large scale plan for the year. 2 fundraisers. Business community (fall/winter) and At-large (wine tasting). Work with STEAM program and expand to all buildings.
- B. Questions:
 - i. Do picture day volunteers have to be vaccinated?
 - ii. Concessions - track sales on a spreadsheet, spirit gear spreadsheet too-

VIII. New Business

- A. October General Meeting - Zoom virtual, Marisa suggested history of PTO, introduction of each committee, share budget and fundraising goals
 - i. Committee meetings before Oct Meeting

IX. Old Business

- A. Meet & Greets - PTO had a presence, Recruit parents. Isabel has a Google Form for PTO registration - Make sure to save a contact card on your phone with all the PTO information that you can share to any interested parents you might meet. It should have the website, the address for that contact form, and the general email address. :
https://docs.google.com/forms/d/e/1FAIpQLSc5sEedSVO1lx5VRitr4GFT8M4bB0Sm7WaiJ_Q8nyoJmjamlg/viewform?usp=sf_link
- B. Oakside Garden - Vernita's kids worked at a farm up in Garrison, now run the Oakside garden - go harvest this week - winter squash and greens (free!)
- C. Hillcrest incident with kids and cars - Does this mean that we may need more crossing guards?
- D. Peekskill Walks, getting kids safely to Middle School, especially if your first meal of the day is in the school buildings.

X. Adjournment (video recording of the session can be found [here](#))

General Meeting: Thursday, October 14st from 7pm-8:15pm

**Please meet with your committees to prepare your report for the general meeting Thursday
October 14th**

Next Executive Meeting: Monday, November 1st @ 6:30 zoom*

***Meeting date amended Monday November 8, @ 6:30pm via email correspondence 10/29**