

## 3/7/22 PTO Executive Committee Virtual Meeting

### Minutes

**Present:** Isabel Pipolo, Rachel Kimber, Halle Chizmadia, Marisa O’Leary, Jen Carbaugh, Eric Rekeda, Margery Rossi, Heather Amabile, Randi Alberino, Jamie Rossi, Meghan Sheldon-Brungard, Branwen MacDonald, Vernita Mosley

#### I. Welcome/Introductions

A. Randi motioned and Jamie seconded approval of the 1/10/22 minutes.

#### II. President/VP’s Report

A. Kristin Jarvis is stepping down as President due to family obligations. Isabel will serve as President from today through June 30, 2022. We will have an election at our last general meeting this year for President for a 1-year term.

B. Thanks to everyone for the amazing work in another odd pandemic year

C. Physical disconnect has impacted our relationships. It has been hard. Float idea of meeting more frequently. Good work happening and not enough time to share.

#### III. Treasurer’s Report - [Link Here](#)

A. Zoom upgrade to accommodate high meeting attendance. Should we renew?

B. Additional spirit sales of \$80 from February Saturday Academy.

C. Class Act Photographers sign-on bonus \$500/year for 3 years to determine what to do with.

D. Amazon Smile - earned \$95.

E. \$15k revenue to date. Increase expected revenue for post-pandemic life in 2022-23.

F. Graduation pictures invoice from the HS? **Isabel will follow up with Dr. Ferris to confirm our continuing support. Halle will check the mailbox and send payment.**

G. Start each year with a \$10K cushion to cover operations.

#### IV. New Business

A. Spirit Gear - research quotes to replenish stock. Cost has gone up. 100 pieces needed across the size spectrum to bring inventory up to a basic level for future sales. Additional colors? New design?

i. How to move leftover gear? Google form to teachers and fulfill orders with current stock.

- ii. Do we want to move old inventory cheap? Not yet and only if designs change.
- iii. Update to new designs and sell more. “Vintage” happens if you have original versions
- iv. Webstore: less management of inventory but prices are higher. Custom Ink as a solution to pre-order.
- v. 3 weeks to get new inventory. Could have by April 23rd Saturday Academy
- vi. **Decision: Jen will organize sale of current inventory to staff members at Uriah Hill/PKMS and make folks aware of limited size options. Isabel will share updated inventory numbers with Jen. Halle will share payment options. Heather offered to help. Isabel and Halle will research vendors for ordering new inventory.**

#### B. Book Fairs

- i. Isabel and Kristin met with Main St books. Either all online or hybrid book fair. Single copy of a variety of books to preview. Take wish list to parents and parents order online; kids could also order and prepay for books with cash at the preview event.
- ii. Woodside, Oakside and Hillcrest - Dr. Mauricio said ok for in-person book fairs.
- iii. Who can help? 3 people volunteered
- iv. OR one day pop-up book fair at **(May or April?)** Saturday Academy.
- v. Isabel needs to hand off book fair and train a team
- vi. Online: communication of book fair and direct parents and staff to the website. Free shipping to family resource center OR \$10 flat rate shipping. PCSD staff helped hand out books.
- vii. Bulk of books sales are kids with cash
- viii. **Decision: Virtual Fair and Saturday Academy - drive traffic to both. Isabel and Jen will meet to firm up plans. Isabel will reach out to Maria Flores to discuss bringing the book fair to a spring Saturday Academy.**

#### C. Saturday Academy update

- i. We are not officially committed to participating at every event, but we have had a presence every month this year so far; Jamie has been meeting with Maria as needed to coordinate plans
- ii. Trunk or Treat (Oct - big turnout); Safe Streets rollout (Nov); Book & Holiday craft giveaway (Dec); Black History posters (Feb); Women’s History posters (Mar)

- iii. Low attendance February SA
- iv. Unpredictable with Covid and weather when event is outdoor at Torpy Field

#### D. Plant Sale

- i. Brought to PTO by Laura Perkins. Working at Woodside in a grant funded position under NAACP and teaching kids in science 21 curriculum.
- ii. Seedlings grown to sell plants at Woodside and at April Saturday Academy.
- iii. Logistics need to be determined.
- iv. Do we need another fundraiser this year?
- v. PTO as fiscal agent for Community Gardens (less than \$100/year)
- vi. **Decision: Laura can do her project and she can reinvest the funds back in the garden project. Woodside can support. PTO may have a table at the event. Isabel will follow-up with Laura.**

#### E. Spring Spending Discussion

- i. We made more and spent less than expected
- ii. If we spend according to budget, we will have \$2K (approx) remaining at year end in addition to our normal year-end nest egg of \$10k.
- iii. Staff gifts: **Halle will place orders** (call florist, give dollar amount and delivery addresses). Forever Yours or Board of Ed florist: Lily of the Valley Floral.
  - 1. Robin Zimmerman retirement (June?)
  - 2. Bouquets for office staff at each building (April 27th - Admin Professional Day)
- iv. Teacher appreciation: Week of May 2nd. Budgeted amount was \$1500. Bring in an ice cream truck (\$600/truck @ 6 buildings). Approx 530 staff total. **Need to research cost and logistics and circle back to this.**
- v. Enrichment Spending
  - 1. Budgeted amount was \$3500, but only \$530 has been spent because of covid rules limiting in-person activities
  - 2. Money can be redirected to purchases of school play equipment (balls, jump ropes, sidewalk chalk, etc)
  - 3. Age appropriate gear across the whole school district
  - 4. Hillcrest has had no outdoor play equipment since August.
  - 5. Recess should NOT be taken away as a consequence.

6. Branwen: SEL benefits and playtime is IMPORTANT. Parents need to advocate to get buy-in. Heather, Eric, Halle are willing to help.
7. **Decision: Allocate approx. \$1/kid (for a total spend of \$3600) and deliver equipment to schools** (branding? stickers on frisbees ... balls, nets, etc).
8. Deadline for assembling supply list in 2 weeks, we will order if we don't hear back from staff with requested items. Ask Austin which company to order from. Storage consideration (outdoor rubbermaid for gear). **Halle will reach out to Austin. Isabel will reach out to principals.**
9. **Next Steps: Branwen will add this as a BOE agenda item. Publicly ask other parents to join a school committee to pursue solutions. Feedback from all stakeholders (students also).**

F. Succession Planning

- i. Elections: President for a 1-year term starting July 1, 2022, Treasurer and VP will be elected for a 2-year term starting July 1, 2022
- ii. Isabel would like to step down as an officer when her term ends on June 30, 2022

G. [Nominations Committee](#)

- i. **Marisa volunteered to chair this committee**
- ii. Committee participants should be identified by April 8th
- iii. Officer nominations should be submitted by May 1st

V. **Superintendent's Report** - not able to attend tonight

VI. **Committee Reports**

A. Advocacy - [Report Here](#)

- i. May 9th BOE candidates forum hosted by PTO, email to solicit questions, 3 candidates up for re-election. Virtual or in-person. Hosted at Admin Building in-person. **Marisa and Isabel will follow-up offline to discuss the president's role in the forum.**
- ii. **Motion to act as fiscal agent for Safe Routes** (need to stay under \$50K as an organization for tax filing purposes). No fee to act as fiscal agent. All approved. **Motion passes.**
- iii. Safe Routes update: bumps due to covid and city manager stepping down. Acting city manager was the city controller: Matt Alexander (former mayor of Wappingers Falls). Mapping of school zones is going well.

- B. Communications - working on Google Slideshow of PTO for Staff/Admin, Google survey feedback from community and committee members
- C. Special Events/Enrichment - covid has been hard. Jamie is researching other districts' approach. Possibility of a virtual event in the spring.
- D. Parent & Community Engagement - Maria Flores asked us to share the [calendar of events for the Family Resource Center](#); partnering with [www.914cares.org](http://www.914cares.org) for direct donations to local families in need; Vaccination clinic on 3/8; orientation events for all new parents on 3/28 and 4/25

## **VII. Other Updates**

- A. BOE update - mask mandate conversation has settled, happy to hear what PTO has to share
- B. PEF update - no updates. Meeting later this week.
- C. SEPTO update - SEPTO Meeting Thursday March 10th.

## **VIII. Adjournment @ 8:50**

**Next Meeting:** Monday, March 28th @ 6:30 pm

**Isabel will check the district calendar and tentatively schedule an additional board meeting on 3/28 for follow-up on action items.**