

**September 12, 2022**  
**PTO Executive Committee Meeting Minutes**

[Zoom Link](#)

7:00– 9:00 pm

**I. Welcome –**

A. Welcome from President (condolences)

- Dan Callahan Asst. Super. for Secondary Education, passed. We are sending flowers to wake services on Thursday. Virtual day for students so they can attend the services. Remembrance of his legacy and the care he gave to the students and district.

B. Randi motion to approve minutes, Halle seconds. All in favor of Meeting [Minutes from August 22, 2022](#)

**II. President's Report**

A. Restate Annual Goals

- Consistent programming across schools
- Increase parent and staff participation in the PTO
- Safe travel to/from school
- Improved communication reminders between school/families

B. How have we already seen PTO participation in the school-year kick off?

- Responsiveness from principals has felt good and parent liaison outreach plans (as recommended after 8/25 retreat)
- August 25th PCSD/PTO retreat: PTO parent to be the 'communication liaison' per school. The schools will appoint someone on their side. This relationship will be one point of communication for monthly goings-on, so that PTO can share with the community or provide support as needed.
- September 9th Family Resource Center Meeting: Joanne, Halle, Rachel meeting with Maria Flores and Brigitte Holloman. Introductions and invitations to continue to partner. Storage space is updated and a new dedicated corner for PTO. Saturday Academy partnership: Trunk or Treat - format will go back to pre-Covid years ...
- Transportation Issues (acknowledge - Advocacy will discuss)

C. Upcoming Events

- **Back to School Nights** 6:30pm !!THIS WEEK!!  
Hillcrest 9/14 (Lanice), Woodside 9/19 (Rachel), UH 9/21 (Rachel), Oakside 9/22 (Joanne), PKMS 9/28 (Joanne)  
PHS to be rescheduled (Joanne)
  - We need paragraph from Joanne
- School Pictures Sign Up: Click below link to sign up:  
<https://www.signupgenius.com/go/30E094DA4AC23ABF49-fall>

■ **Sport Event Concessions @ Torpy Field**

Please sign up by Sunday 9/11. We are hoping to support 2-3 concession Nights. Once we have Executive Committee commitment (1 exec per shift) we will roll the sign up out to the rest of our PTO members.

<https://www.signupgenius.com/go/30E094DA4AC23ABF49-fall1>

■ **General PTO Meeting: October 13 - Principals will help Spanish Language translation. **October 6th agenda translated and shared.****

■ **MADD walk: October 15 at FDR Park, Yorktown - Maria Leff to help set up a donation page and get the word out. MADD walk fliers in process. Share out with Dr. M's Friday Letter.**

■ **Trunk or Treat Saturday Academy: October 29**

### **III. Treasurer's Report**

A. Bank Account has been transferred from Isable to Lanice and Halle

■ Starting seed money for the year is approx \$10K

B. Spending & Income Walk Through

■ Officers met and determined a proposed budget since Executive Committee teams are not finalized

■ Costs went up for Communications, Enrichment and Advocacy stayed the same. Based on a 3 year rolling average.

■ Operating Budget of \$11,300 and Fundraising goal of \$12,000 (based on 2021-22 proposed and actual)

C. FY22-23 Budget, motion for approval

■ Meghan Sheldon-B, Motion to approve, seconded by Randi Alberino. All in favor. Budget approved as proposed by Halle.

### **IV. Superintendent's Report**

Updates

- Admin team inspired after meeting with PTO leaders on August 25th. Idea sharing needs to maintain momentum during the school year. Keep sharing engagement.
- School Supply Giveaway with Tuesday MacDonald and parrish community. MSG Knick bookbags donation.
- JumpStart and Orientation Programs - in-person activity
- AND Plan for in-person book fairs.
- Virtual Option will continue for parent-teacher conferences (for example)
- Opening Day on Torpy Field, Mayor, Tuesday Macdonald, Board of Ed
- Uriah Hill Back to School
- "Take your child to school days" Each school has its own day with community leaders welcoming them. All outdoors.
- **Capital Projects:** New floors at Woodside and Hillcrest - new brighter energy in the schools, feels really good, school color coordination in all schools is the plan. New light, flooring, paint. STEAM lab opening at Woodside and Oakside.

Reinvest in MS maker spaces and STEAM classrooms. HS has 2 new STEAM rooms.

- New PCSD Website and brief school drop off discussion - 2 initiatives driven by PTO Feedback.

## V. Committee Reports

### A. Advocacy -

- Meghan and Vernita need to schedule their first official meeting for October.
- Adding the goal of Social Emotional Learning, and creating a framework for students to know how to advocate. Framework would be deployed for Safe Routes too.
- Safe Routes - Walk it Wednesdays, welcome for students that choose to walk, roll, skate, bike. Monthly activity to start.
- Schools shared Maps and Videos (only for drop off) for the students and parents to make sure all families have similar information.
- Aim to have a Google Form at the general meeting to see if they watched the video, saw the map (for arrival and/or dismissal) Feedback Loop.
- What are our community values? We are doing a lot of tactical good work for the community. How does this translate to values alignment in the greater community? (Joanne: dovetailing with our conversation with Dr. Holloman about what folks see outside the school as their *singular experience with our schools*) - Who are the *messengers* of that dialogue? Community leaders, parish partners.

B. **Communications** - we need chairs for the committee, Jen will continue to help, Isabel will maintain the website.

### C. **Special Events/Enrichment** -

### D. Parent and School Communication Liaisons - for Events/Emails

- a. Uriah Hill - Ryan
- b. Woodside -
- c. Oakside -
- d. Hillcrest - Halle
- e. MS - Jen PKMS SLT Randi
- f. HS - Vernita and Lee

E. Parent Leadership Committee (PLC) - Lanice and Halle are members at Hillcrest - Hillcrest PLC conversations are similar to PTO conversations. - principals have a single source of truth - HC built a calendar for the year, put it in PDF format and share on PTO site.

## VI. New Business

A. Health Policy and Communication - Epi Pens, Feeding Tube, and Nurses - what is the POLICY? Dr. M. will get answers. Checklist in school packets, 504 plan **checklist: with links to forms, or backpack tags to print/copy design.**

B. QR Codes ... bring into communications

C. **Principals OR Parent Leadership Committee to be invited to the next Executive Committee meeting (Dr. M will coordinate) – I may have captured this incorrectly**

## VII. Old Business

- A. Idea Generation from last meeting: jump-a-thon, PTO Banners, #hashtags, #keepingthepromise
- B. Copier lease has been discontinued
- C. Using images to convey messages - clip art to communicate with our community, Connect with Laura Belfiore to be consistent with GRAPHICS

#### **VIII. Other Updates**

- A. BOE update - Branwen, at City Council Meeting
- B. PEF update - Meghan - Daisy Jopling music fundraiser for early December, scholarship fundraising, spring fundraiser for STEAM
- C. SEPTO update - Randi - October 12th Meet and Greet at Parent Resource Center (in-person) 6:30pm, Flier emailed to Joanne. Administrators invited to meet parents. Ellen will share it with all special ed families. Co-chair Melissa.
- D. Parent Resource Center - ESL classes starting 9/12. Spanish class to be offered again.

#### **IX. Adjournment - 8:49pm**

**Next Meetings:**   **Executive Board** - November 7  
                          **General Meeting** - October 13, 7pm on Zoom