



Parent Teacher Organization

PTO General Membership Meeting Minutes

September 20th 2023 - 9:30 am in the STREAM LAB

1. **Welcome and Introductions** – each participant introduced themselves, role, and students in school.
2. **Approved Minutes** – motion to approve Tanya Sweeney; second Nicole Zublin; all in favor.
3. **Budget** – presented by Lindsey Cullen. Last year's budget is closed out. Directory donations are going well – please continue to donate. Garden came in under budget. Fri Back to School picnic will hit this month.
4. **Thank You's** - Before after school committee, Bulletin Board, School Supplies, Welcoming, Halloween Fair, and Garden would like to thank all of the hardworking volunteers (see slide for full thank you's).
5. **Safety** – Principal Cristy Harris and Officer Brett (Security Officer) – Admin and PTO had a safety meeting to review protocol and lockdown zones. Members of the crisis team (SERT consists of Cristy Kweon, Bob, Tara Duffy, Sally Ann Rosza, 3 interventionists, our Social Worker, and a PE teacher) and officials will be present at all drills. Crisis team meets and reviews all procedures before school begins and then ongoing. Our district is looked upon as having a high level of safety. We are governed by law to have 12 drills (8 are evacuation/fire and the other 4 are lockdown). Lockdowns are announced in advance and students are told in a friendly way that the drill is practice. Kindergarten parents should know we are partnering with our police community and there will be presence - parents should reinforce the fact that the officers are friendly and here to help keep us safe. Dismissal drill – students dismissed 15 minutes early and will be first Fri of Oct. No changes to dismissal can be made that day – will follow district emergency dismissal plans outlined by parents in the summer mailing. Bob (the front door security officer/greeter) has cameras that he can review thoroughly. Everyone must check in with Bob and have a visitor pass and sign in and out. If visiting, please go straight to the location where you are volunteering. Safety Coordinator (from BOCES) is available for support and questions. If volunteering and a drill goes off, follow the nearest classroom or office protocol. If alone, go to nearest door, pull shade on door (become invisible), and lock it. In the event there is a real emergency, wait for guidance from the district – don't rush to the building because it makes it hard for officials to access the building and follow procedures to avoid interference. Fire alarm is a typical alarm and Lockdown has an announcement that says. "this is a lockdown".

As soon as the alarm goes off, alerts go to local police, district office, and other networks. We are up to code with classroom windows and doors. Will send communication/email to notify parents of drills. If a real emergency, there is a communication plan in place for info through a phone call, email, and text to parents. Make sure all info is updated and the district knows how to contact you. Emergency contact person needs to be accurate and there needs to be written authorization for pick ups. KLSD has one officer for the entire district and all schools share one - North Salem and Somers has one in each school. Email Superintendent and BOE if interested in more information on how to make improvements.

6. **Committee Updates**

- a. **Beautification** – getting started and thinking about projects.
- b. **Bulletin Board** – Sailing Back to School Welcome Back, Circles based on community read board, and Halloween Board.
- c. **Book Fair** – timing changed and will now overlap with the Holiday Boutique
- d. **Buddies Bonus Activities** – classes start next week; great registration.
- e. **Class Pictures** – ready for ordering; retake date in Nov
- f. **Class Parents** – orientation – all are filled
- g. **Directory** – please update info and teachers!
- h. **Enrichment** – lots coming at the Grade and School wide level in art, music, science, and authors.
- i. **Family events** – this Fri is back to school celebration;
- j. **Fifth Grade** – car wash was success; will sell pizza and snacks at back to school, meeting next week.
- k. **Halloween Fair** – need class volunteers; if you didn't sign up (esp 4th and 5th grade) please do so! Looking for donations for Halloween Fair donations - Amazon Wish Lists will be sent out. Trunk or treat. Tickets are available pre sale and in bundles.
- l. **Holiday Boutique** – looking for volunteers and student vendors.
- m. **SEPTO** – Tanya has information about how to get involved; bash is next Fri 9/29; email Tanya Sweeney (septo.org) for more information.

7. **Important Dates** – reviewed dates on slides. Spirit days 9/29 and 10/31 wear purple and white. Walk to school meet locations will be sent. Student leaders will help with Spirit Days.