

# HFFM PTP Pre-K—8

Parent • Teacher • Partnership

- PO Box 173 • Highland Falls, NY • 10928 • email: [hffmptfk8@gmail.com](mailto:hffmptfk8@gmail.com) and [fmesptp@gmail.com](mailto:fmesptp@gmail.com)
  - 2020-2021 Board: President, Christine Cahill – Vice President, VACANT – Secretary, Krista Bilodeau–Treasurer, Debbie Jersey– Trustees-Jennifer Wagner, Paula Rostron, Pricilla Young
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## MEETING Minutes

**May 03, 2021 - 7pm-8pm Virtual Meeting**

**Google Meet Code:** [meet.google.com/izf-ksyu-hsn](https://meet.google.com/izf-ksyu-hsn)

**Opening of meeting: 7:04p.m.** Thank you for joining! Given the current in-ability to meet in person, the agenda can be found within the meeting post found on Class Dojo or our FaceBook page.

### Introduction of Board Members:

Christine Cahill, **President** (CC), 2018-2021 extended  
Krista Bilodeau, **Secretary** (KB), 2018-2021 extended

Jen Wagner - **Vice President** (JW) 2021-6/2021  
Debbie Jersey, **Treasurer** (DJ) 2019-2021

### Trustees: Annual Term one year 2019-2020

Paula Rostron, **Trustee** (PR) Pricilla Young **Trustee** (PY),

### District Representatives: (Non-Board Members)

Not Present

### Community Members:

Monique W.  
Kristen M.  
Stacy F.  
Nicole K.  
Tabia O.

### Communications (incoming mail and correspondence) N/A

### Approval of Minutes:

Last Meeting: Motion to approve minutes from 4/12/21 by CC, 2<sup>nd</sup> by DJ, aif.

### Approval of Treasurer's Report:

Report Dated: emailed to board prior to virtual meeting. Account balance as of 4/30/21: \$15,479.028  
Motion to approve by CC, 2<sup>nd</sup> by KB, aif.

### Funds Received:

**FMES:** 0  
**HFIS:** 0

**On-Going School Earnings Updates:** KB, DJ, and PY to look for previous flyer for editing and re-sharing via dojo and FB. Otherwise, no update.

### Bills:

**Reimbursables: Please have your reimbursement forms completed ahead of the meeting**

**FMES :** CC \$ HFIS Yearbook Support Ad \$138.52, Teacher Appreciation shopping \$201.49, KB \$ \_\_\_\_\_  
**HFIS:** JW \$ \_\_\_\_\_, DJ\$ \_\_\_\_\_ Other: \_\_\_\_\_

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## Committee Reports:

1. **HFIS Principal's Report:** Mr. MacElduff – No update
2. **FMES Principal's Report:** Ms. Adelstein – No update
3. **FMES Update: - Parent Liaisons:** Krista Bilodeau & Christine Cahill
  - a. **2020 Follow up:** Playground Committee – Plan was re-sent 4/14 to our committee & Principal for re-review. Kristen O'Dell and PY please review in case of edits. (Material costs, items still relevant..) Still awaiting word from RA.
  - b. **Current Events: Teacher Appreciation Week –**
    - Several families met on 5/2 at FMES for a Chalk Walk. Messages to the teachers and staff were chalked on the front sidewalk, the hill up to the teacher lit, the stairs down... it was great fun and pictures were shared on dojo.
    - CC, KB, and JW to meet at FMES at 3:30 on 5/4 to hang posters, student artwork and letters on individual classroom doors. Posters and artwork collected from several families. Cut-off was Monday 5/3.
    - Teacher Appreciation To-Go Snack Station – KB and volunteer to set-up on Friday at 10:30a.m. KB to reach out to RA about setting up on Thursday afterschool in light of expected rain. KB and CC shopped for items. KB to pick up clementines and flowers before Thursday.
  - c. **Upcoming Events:** Virtual Dance Party- Google Sign up Form: Approved. Videos almost entirely completed. Will have completed Virtual Dance Video for RA review by the end of the week. Will offer two possible Friday dates when the video is sent. Email will copy Kristen Magyar.
  - d. **Funding Requests Submitted:** None at this time. CC spoke with RA about graduation caps for Kindergarten but they will not need them because they usually do graduation for pre-k and since it's not running currently they do not want to set a new precedent and than change again next year. 2<sup>nd</sup> Grade team is working on moving up ceremony and will reach out if they need support.
4. **HFIS Update: Parent Liaisons:** Debbie Jersey & Christine Cahill
  - a. **Current Events: Teacher Appreciation Week** DJ and CC to set up to-go station outside on Friday. DJ to ask MM if they can set-up inside Thursday afternoon in light of expected rain. DJ and volunteers (MW) to decorate outside doorways and entrances Wednesday/Thursday evening.
  - b. **Upcoming Events:** Possible Outdoor Event TBD, school bd. inquiry and protocols. CC feels that we should plan for next year as we do not want to rush to put something together half-heartedly. CC to touch base with MM.
  - c. **Funding Requests submitted:** None at this time – DJ spoke with Sally Dorsch (8<sup>th</sup> Grade Parent Group) about PTP gifting monies towards t-shirts. DJ quoted \$500 but upon look back it was \$400. DJ to advise Sally. Sally asked about possibly getting financial help to purchase masks as well. CC, KB, and JW said they would likely support but would like to see the prices gathered first.
  - d. **Teacher Liaisons** – Erskine 5/6 – on hold

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- 5. Student Council Liaison Report:** Debbie Jersey
  - Student Council had met virtually and transitioned to in-person on Fridays require pick up
  - Worked on teacher appreciation cards and posters for decorations, hanging on their own.
  - Can join on a rolling basis, no late bus.
- 6. Fundraisers: On Hold – no commitments for next year yet.**
  - School Tool Box** – School supply lists prepared by class and sent to homes directly. I have recent quotes from Keith Bulatao long time fundraiser partner of ours. Parents would order their school supply list and PTP would get a percentage of purchases.
  - Believe Catalog/Tools for Schools/Spirit Wear-** Inquiries from suppliers, they now ship directly to student homes.
  - Suggested:** Yubbler – School supplies/ Art to Remember PY/ Square 1 Art KM/ Sunflower Fundraiser and Competition KO
- 7. Recent Face book / Class Dojo posts–** PTP meeting post, maintain minimal posts, pictures posted of sidewalk chalk – Twitter, currently inactive – will keeo account open for future use.

## Old Business:

- PTP Purchase / Support:**
  - FMES:** 2<sup>nd</sup> Grade T shirts, previously approved, not received
  - HFIS:** 8<sup>th</sup> Grade T Shirts, previously approved, not received
- Audit Committee-** Persons that will participate – Sally Dorsch, Monique Wolf, and Tracie DeSpirito. American Legion can't do the day that works for everyone, looking in to Sacred Heart.
- Fundraisers** – On Hold – see Committee Reports above
- Savings Account & Electronic Payments for Events** – On hold

## New Business:

- 1. Special committee workshop meeting –**
  - By Laws** – approve for Covid Adjustments
    - By Laws went out on 4/7, request for more time to comment, extended to 4/14, no comments received.
    - By Laws are always posted to district website PTP page
    - Comment – SF, it is difficult to turn over 3 positions of executive board at the same time. She suggests changing some positions to following year or holding mid-year election.
    - General schedule of elections, April nomination forms, May Ballots and Election, June new officers, Summer old executive members meet with new to discuss fundraising and calendar for next school year to ensure smooth transfer.
    - Adjustments to be made to allow for electronic nominations – PY mocked up a google form, CC to send a few edits.\
    - Staggered positions, for smooth tranistions and consistency. DJ extended to 6/22, JW appointed in April to complete this school year 6/21, CC and KB positions up in 6/21. How do we adjust to keep two executive positions on until 6/22 and elect two new positions this June?
    - PY Comment – we should hold elections to give other parents a chance to sit on the board.
    - SF Comment – we should stagger elections mid year/end of year to filter in new officers. Not elect executive board this June.
    - KB Comment – We should schedule a Special Business Meeting open to entire board and interested parties who want to be on the board. To discuss openly as this

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conversation requires it's own conversation. CC will email the board to get a date for a special meeting to discuss by laws amendments and specifically elections. Once date is given, those who expressed interest will be invited.

- b. **FMES** – Virtual Dance Party select date, 2<sup>nd</sup> grade Moving up – See FMES Update
  - c. **HFIS** – Covid conscious potential in person Outdoor Event – See HFIS Update
2. **Nominations– TO BE DISCUSSED AT SPECIAL BUSINESS MEETING**
    - a. **Appointment of Vice President** - Remainder of the 2020-2021 school year
    - b. **Current Positions** – Extension Agreement
    - c. **Nominations Form** – Progress of Google Form – See New Business 1a
  3. **Teacher Appreciation – May** – see FMES and HFIS Updates
  4. **Voting / Motions**
    - a. Motion by DJ to reimburse CC \$340.01, KB 2<sup>nd</sup>, aif.
  5. **To dos for the month and assignees:**
    - a. KB and DJ to look at school earning flyer and send out via dojo and FB. PY to see if she has original file on canva.
    - b. Special Business Meeting to be scheduled

## Public Comment:

- MW offered help packing Teacher Appreciation bags on Wednesday/Thursday
- NK offered help packing bags for TA as well, can help after 5p.m. or early Friday morning.

**Adjournment: 8:24p.m.**

**Next Meeting:** Monday, June 7<sup>th</sup> 2021, via Google Meet