

Horseheads Central School District  
Joint PTO Meeting (BF, CS, GR, RR)  
PTO Minutes  
February 6, 2023

**Principals Present:** BF-Elizabeth Scaptura, CS- Patricia Sotero, GR-Patrick Patterson,  
RR- Anne Marie Manikowski-Bailey

**PTO Members present:**

RR- Melissa Gillette, Britney Sprute, Desirae Kelly

BF- Alicia Wahl-Knowlden, Brandee Terry

GR- Stephanie Thomas, Autumn Osborne, Nikkie Malnoske, Liz O'Dell- Wehling

Meeting called to order at 6:00pm by Melissa Gillette of the RR PTO

-The committee members discussed about what we can do as a district of PTOs to help each other throughout the year.

**- Continued planning for 4th grade Celebration:**

- Decided the High School Stadium would provide a more controlled space. Principals will be working with Mrs. Earl, and facilities to secure 2 dates, in case of rain. Principals will also begin drafting a letter to send to the families explaining about the goal of the celebration, as well as details of the events.
- Planning for a morning time of about 9-12pm. Would like to have the students arrive back in the buildings for lunch.
- Each PTO will plan 2 activities, for 4 stations, with field day type activities. These stations will run 10-15 minutes each. The PTO's will discuss the activities with the PE teachers, as to not use games already used at Field Day. PTO will also discuss the planned activities with the Special Education teachers, to make sure activities are accessible for all of our 4<sup>th</sup> grade students.
- Each PTO will get ten (10) parent volunteers signed-up for the event. These volunteers will run the stations, and hand out the drinks and snacks.
- Snacks will be chips and mini water bottles, to ensure as few allergens as possible. Each PTO will get a list from the school nurses, on food allergies.
- Gardner Road will look into purchasing rubber band bracelets: RR Red, GR Gold, CS Blue, BF ?. The students would come in wearing their school's individual color bracelet.
- Melissa Gillette, at Ridge Road, will get the information for t-shirts for the day. Melissa will contact Sue P for graphics and will reach out to the t-shirt company for pricing. All shirts would be the same, and students would wear them out of the stadium to show they are united. Liz, from Gardner Road, will make the t-shirt flyer. We will be asking parents for donations for the shirts and event. PTO will cover the cost above the donations.
- Big Flats PTO will be making a Google doc to be shared with all PTO's. This will be used for planning needs and items that are to be completed before the next meeting in May.
- All collected donations of money will go in to one collection. We will take into consideration that the bigger schools will need more for costs. A percentage-based division of funds will be used in place of an equal split of funds.

### **Community Service:**

The **District-wide Make A Difference Day** will be on **Saturday, October 28, 2023:**

We would like to host the day of giving back to our community again this year and would like to have the support of the PTO's. We talked about having fewer events with less locations this year and will be looking at what businesses to include in this. More information to come-

Next Meeting is Monday, May 22, 2023, at 6pm in Gardner Road Library.