



Parent Teacher Council of Stamford Handbook Part II 2019-2020

Table of Contents

Welcome Letter
PTC Executive Board Contact Info and Meeting Schedule
Insurance Overview
Stamford Public Schools Administrative Contact List and Board of Ed
Board of Education Meeting Information
Stamford Board of Representatives Contact Information
Stamford Board of Finance Information
PTO Contact Information
Stamford Public Schools Permit

See Handbook Part I for administrative information and resources

Parent Teacher Council of Stamford Mission Statement

Parent Teacher Council of Stamford and its member schools share the common goals of:

- I. Promoting the welfare of children and youth in their schools and communities
- II. Bringing the home and the school into closer cooperation in the education of children.
- III. Providing opportunities for faculty and parents to exchange information that will enhance the educational environment for all children.
- IV. Enhancing the school's curricular and after school programming to enrich the student's education.

This Mission Statement and your by-laws should guide all of your work and decisions. The Mission Statement was created when applying for tax-exempt status and it is important that your PTO follow this mission.



888 Washington Boulevard
Stamford, CT 06901

August 2019

Welcome to PT Council for the start of the 2019-2020 school year!

Thank you for your commitment to the Stamford Public Schools. We look forward to another exciting year working with you in an ongoing partnership that we hope is beneficial to every school in the district.

Part II of the PTC Handbook includes information specific for this year. Please share it with your PTO board or any general member who might want the information as needed.

The Parent-Teacher Council has three primary functions:

We act as the umbrella group for all of the Parent-Teacher Organizations in the Stamford Public Schools. This allows us to purchase a group liability insurance policy that covers each member PTO. The PTC also has a 501(c)(3) tax status that covers all of the member organizations. (Please see page XX for details of this year's insurance policy.)

We distribute information about Stamford's public education system. We organize events such as the annual Board of Education Forum. This Forum gives the community an opportunity to hear directly from Board of Education hopefuls. Also, members of PTC regularly attend Board of Education meetings and many Board of Ed committee meetings. We share the information we've gathered at the general PTC meetings and through e-mail blasts to the PTC reps and PTO presidents.

We are a support network for your PTO. We disseminate information about educational issues and student-related activities so parents, students and teachers can be involved in the community to the fullest extent possible. We also hold an annual PTO Treasurer's meeting and facilitate meetings of PTO Presidents, there the presidents can discuss ideas and share successful PTO strategies.

Please make sure that there is a representative from your school at each general PTC meeting to keep current on what is going on in the Stamford Public Schools. The Superintendent and members of the Board of Education will be invited to meetings as appropriate to talk about topics that are relevant to our schools. Meetings also include guest speakers, and we will also have themed meetings to share best practices, such as finances, enrichment, and fundraising ideas.

The PTC is everyone's organization – by working together, we can strengthen our school community and the education of our children. Please let us know if your PTO has questions or suggestions on how we can be better partners. Thank you for your continued support and cooperation.

Michelle Lesser
Senior Co-President

Jennifer Forman
Junior Co-President

Executive Board 2019-2020

Senior President	Michelle Lesser	Mshelle1@aol.com
Junior President	Jennifer Forman	Jbsaund1@yahoo.com
Immediate Past President	Christine Meek	Cmbuono@aol.com
Treasurer	Jeffrey Herz	Herzy69@yahoo.com
Treasurer	Paula Thompson	Jamaicanbee@icloud.com
Past Treasurer	Nina Doughney	Ndoughney@gmail.com
Communications Secretary	Juenara Washington	jdnara@msn.com
Recording Secretary	Marni Amsellem	Marni_amsellem@yahoo.com
First Vice President	Cheryl Pellegrino	Cherylpellegrino@sbcglobal.net
Second Vice President	Regan Allen	regana@optonline.net
Second Vice President	Amy Calicchio	nevinscalicchio@me.com

You will be receiving most of your PTC email from ???
Please make sure this email address is not blocked in your email program.

2019-2020 Meeting Dates

Thursday, September 12, 2019, 7:30 P.M.
Thursday, November 14, 2019, 7:00 P.M.
Thursday, January 9, 2020, 7:00 P.M.
Thursday, March 12, 2020, 7:00 P.M.
Thursday, May 14, 2020, 7:00 P.M.

All meetings will be held in the 5th Floor Board Room at the Gov't Center,
888 Washington Blvd.

PT COUNCIL OF STAMFORD INSURANCE COVERAGE OVERVIEW 2019-2020 Current Coverage

It is important to know that the insurance policy contracted by the PT Council of Stamford has been updated to provide each school with the following coverage:

General Liability	\$1,000,000 per incident
Personal and Advertising Injury	\$1,000,000 per incident

Products Completed Operations Aggregate \$2,000,000 per incident
 General Aggregate \$2,000,000 per incident
Medical Payments \$1,000 each person

Crime

Employee Theft \$100,000 for treasurers, \$1000 deductible

Automobile

Bodily Injury and Property Damage Liability \$1,000,000 per incident
 Hired and Non-Owned

Umbrella

Each Occurrence \$1,000,000 per incident
 Aggregate \$1,000,000 per incident
 Retention \$10,000 per incident
 Underlying Coverage- General and Auto Liability

Directors and Officers Liability

Limit of Liability- each claim and aggregate \$1,000,000

(Covers presidents and treasurers)

Retention- each claim \$1,000

Alcohol The PT Council will NOT cover events at which alcohol is supplied and/or sold by the PTO unit. Events that include the serving of alcohol must be held at an establishment holding a liquor license, and the transaction of any drink purchase must transpire between that establishment and the purchaser. The purchase of liquor must be completely SEPARATE from any other ticket/event price. Otherwise, the school PTO unit MUST purchase an alcohol rider. Cost is approximately \$600 per event.

Examples:

Liquor purchased, supplied or sold by the PTO unit is NOT acceptable.

If you are having an event where liquor will be served, you must complete the Special Event- Liquor Liability Supplemental Application found on the PTC website.

Medical

The current policy does not provide medical insurance. The current policy will however provide supplemental medical coverage for injuries to a non-member at a PTC event.

High Risk

It is important that any events posing a “high insurance risk” be discussed with the PTC Presidents and/or Treasurer in advance so that an assessment can be made if additional insurance is necessary.

Examples:

- Carnival with dangerous or mechanical rides
- Bungee Jumping or Racing Events
- Fireworks
- Bouncy houses
- 5K using public roads
- Events with over 500 participants

And some others

Coverage to include the following specific events:

after school programs
arts and crafts activities
bake or food sales
beautification projects
book fairs
carnivals (minus mechanical rides)
cultural nights(international night, African-American night...)
enrichment programs (chess, Learning to Look, language)
school portraits
fashion shows
field days
grad nights/after prom parties
ice cream socials
movie nights
parent education workshops
parent social events
performing arts events/programs
pizza nights
regular PTO and PT Council meetings
science fairs
skating parties
spelling bees and other academic competitions
talent shows

In order for your group to have coverage, however, please note the following requirements:

- 1) All schools must pay annual dues, payable to PT Council of Stamford. **This year's dues are \$375.00 and must be paid by November 1st.** All dues will be applied to insurance coverage and other anticipated PT Council-related expenses for the 2016-2017 school year.
- 2) All fliers and posters announcing PTO sponsored events are required to contain the words: **"Sponsored by (your school's name) PTO, member of PT Council of Stamford."** Failure to do so could invalidate your insurance coverage for that event.
- 3) A school's parent-teacher organization must be a member in good standing of PTC, meeting all requirements of membership.
- 4) Where necessary and appropriate, you must complete and submit the Special Event Supplemental Application form found on the PTC website.

To file a claim, or if you have any further questions, please feel free to contact the PTC Treasurer at PTCouncilofStamford@gmail.com.

Stamford Public Schools Administrative Contact List

District Administration/Central Office (All Phone Numbers prefixed by "(203) 977-)"

<https://www.stamfordpublicschools.org/district/current-employees/pages/board-education-administrative-contracts>

Dr. Tamu Lucero- Superintendent of Schools

tlucero@StamfordCT.gov

Dr. Michael Fernandes- Assoc. Superintendent for Intervention and Student Support

mfernandes@StamfordCT.gov

Olympia Della Flora- Assoc. Superintendent for School Development

Amy Beldotti- Assoc. Superintendent for Teaching and Learning

abeldotti@stamfordct.gov

Hugh Murphy- Executive Director, Finance

hmurphy@StamfordCT.gov

Mike Meyer- Exec Dir, Support Services & Special Programs

mmeyer@StamfordCT.gov

Sharon Beadle- Public Affairs Officer

sbeadle@stamfordct.gov

Address: Stamford Public Schools, Gov't Center, 888 Washington Blvd. Stamford, CT 06901

Board of Education Members

<https://www.stamfordpublicschools.org/district/board-education>

It is important to maintain contact with Board of Ed members to keep them aware of what is happening in their district's public schools.

Board of Education Meeting Information

Generally, the regular meeting is the last Tuesday of the month. Time for the Public to Be Heard is only included on the agenda for the regular meeting. The days for committee meetings vary. Check www.stamfordpublicschools.org for the most up to date information. Regular meetings start at 7pm and are held in the Board of Education Board Room on the 5th Floor of the Stamford Government Center.

You may also view the minutes of Board of Education meetings or view the actual meeting. They are recorded. The link is

<http://www.stamfordpublicschools.org/board-education/pages/videos-regular-and-committee-meetings>

Stamford Board of Representatives

<https://www.stamfordct.gov/board-of-representatives>

The Board holds regular meetings on the second Thursday of each month at 7:00 p.m., unless changed by resolution. Additionally, the Mayor or any two members may call a special meeting to handle urgent business in between regular meetings. Meetings are held in the Board of Finance Meeting Room on the 4th Floor of the Stamford Government Center. Meetings are open to the public and include a brief period of time for public comment on any issue on the meeting agenda.

Elected State Officials <https://www.lwvstamford.org/they-represent-us/>

PTO EXEC BOARD CONTACT LIST 2019 – 2020

Elementary School <https://stamfordptcouncil.com/elementary-school/>

Middle School <https://stamfordptcouncil.com/middle-school/>

High School <https://stamfordptcouncil.com/high-school/>

This Contact List is for members only and may not be used for business, political or religious purposes.

Mr. Earl Kim
Superintendent of Schools



Al Barbarotta
AFBCM
Facilities Management

Stamford Public Schools
EXCELLENCE IS THE POINT.
Board of Education
Facilities Management Department
Phone (203) 977-4525 • Fax (203) 977-5547

STAMFORD SCHOOL SPONSORED EVENT

THIS FORM MUST BE SUBMITTED 2 WEEKS PRIOR TO THE BOARD OF EDUCATION FACILITIES OFFICE,
GOVERNMENT CENTER, 3RD. FLOOR 977-5547-FAX, POLICE DEPT 977-5920-FAX, FIRE MARSHALL 977-5475-FAX

DATE OF APPLICATION: _____ SCHOOL REQUESTED: _____
APPLICATION MADE BY: _____ PHONE NUMBER: _____
SPACE REQUESTED: ___ CLASSROOMS ___ AUDITORIUM ___ MEDIA CENTER ___ BATHROOM ___ GYM ___ OUTDOORS
EVENT DESCRIPTION: _____

BILLING INFORMATION: ___ PTO EVENT ___ SCHOOL SPONSORED EVENT
EVENT DATE: _____ EVENT START: _____ AM/PM EVENT END: _____ AM/PM
ANTICIPATED ATTENDANCE: (check one) ___ 1-25 ___ 26-50 ___ 51-100 ___ 101-150 ___ 151-200
___ 201-250 ___ 251-300 ___ 301-350 ___ 351-400 ___ 401-450 ___ 451-500 ___ 501 plus
ADMISSION: ___ WILL BE CHARGED ___ WILL NOT BE CHARGED
ADDITIONAL REQUESTS FOR THE EVENT: ___ CHAIRS ___ TABLES ___ PODIUM ___ BLEACHERS
OTHER _____

TECHNOLOGY NEEDS FOR EVENT: ___ Projector (school tablet) ___ Projector (DVD/VCR) ___ Projector (laptop computer)
___ Screen ___ Microphone(s) # needed ___ Other: _____

REQUESTS HAVE BEEN SUBMITTED FOR: YES NO POLICE (977-5920) YES NO EMT
 YES NO FIRE (977-5475)

In making this application, we agree to abide by the guidelines governing Stamford Public Schools Sponsored Events as set forth in the Board of Education Policy

EVENT ORGANIZER: _____ DATE: _____
ADMINISTRATOR: _____ DATE: _____
FACILITIES DEPT: _____ DATE: _____

ONLY FOR USE BY THE BOARD OF EDUCATION FACILITIES OFFICE CUSTODIANS OVERTIME APPROVAL		
Number of Custodians per Day =	Number of Hours per Custodian per Day =	Total Overtime Hours Approved per Day =
Custodial cost per hour is \$47.00 based upon contractual rate		
_____ BOE Facilities Office Signature		_____ Date

Date Received: _____
Date Distributed: _____
Distribution:
 BOE Facilities, 3rd Floor Head Custodian
 Applicant School Main Office