



## PTA Meeting Minutes for October 1, 2014

*Board Members Present: President, Treasurer. Secretary arrived approximately 6:15. (Matthew Mills, a general member, volunteered to take minutes until the Secretary arrived.)*

**I. CALL TO ORDER.** The meeting was called to order by the president at 5:42pm.

President's welcome included:

- Next meeting is October 15<sup>th</sup>
- SLT elections will be held tonight.
- Agenda for the evening was briefly reviewed.
- Thanks and flowers were given to last year's PTA executive board.

### **II. COMMUNITY BUILDING ACTIVITY:**

"Icebreaker" exercise was held in which members split into groups. Each group picked a word to describe the school year and ideas were written on index cards. The cards were returned to the president and he read the words aloud to membership: PASSIONATE, COMMUNICATION, CHANGES, NURTURING, CHANGE, AUSPICIOUS, HOPEFUL, READY, HECTIC, POSITIVE, PROGRESSING, ACCELERATE

### **III. COMMITTEE INTRODUCTIONS:**

1. **Grant Writing Committee:** Presentation by Karyn Lee. Needs a co-chair and volunteers.
2. **Garden Committee:** Presentation by Jenna Musnicki. Need co-chair & people with produce or food experience.
3. **Class Parents:** Presentation by Daphne Espinal and Narae Frederick. Needs volunteers for projects.
4. **Library:** Needs volunteers
5. **After School Committee:** Presentation by Sharon Ng and Stacey Blissett. Meets Wednesdays @ 8:30am. Needs volunteers.
6. **Parent Lighthouse:** Presentation by Chiquita Payne. 7 Habits for parents.
7. **Fundraising Committee:** Presentation by Lorraine LeTac. Needs volunteers.
8. **Lunch / Recess Committee:** Presentation by Carol Getaz. Needs volunteers for the cafeteria, especially in the lower grades.
9. **Green Team:** Presentation by Kate Dautrich Rubin / Carol Getaz. Goal is to infuse the school with all things eco-conscious. Needs volunteers.
10. **Web Team:** Presentation by Kate Dautrich Rubin. No report. Suggestions can be submitted through the email noted on the website's homepage.
11. **Performing Arts Committee.** Presentation by Esra Dayani.
  - Goal is to use the auditorium
  - Won a Theatre for a New Audience grant last year that benefitted 4<sup>th</sup> & 5<sup>th</sup> graders. Won the grant again this year for 5<sup>th</sup> graders.
  - Plans to hold its second Talent Show, which is open to the whole all school. Last year the auditorium was at capacity.
  - Last year's Winter Concert with Suzy Shelton was less successful due to the blizzard. Hoping for better turn out this year. Suzy Shelton confirmed to perform, date tbd.
  - Need volunteers for all events, grantwriting, music / theatre workshop with teachers, parents' night out activities.

### **IV. STUDENT LEADERSHIP TEAM (SLT) ELECTION.** One slot is open.

1. Matthew Voisine, SLT member, described the duties of office:
  - Purpose is to develop the school's CEP (comprehensive education plan).
  - Works closely with the principal, teachers, and other parents.

- Term lasts 2 years
  - Meetings occur once per month after school. (No meetings have been held yet.)
  - Goals reflect a holistic approach and include cultural, economic, educational and comparable perspectives.
2. The president opened the floor to nominations.
- Four candidates were nominated: Carlos Saavedra, Carl Bursak, Jason Borges, Omena El.
  - Ballots were passed to the general membership.
  - Motion made by president to close nominations was seconded. Nominations closed.
  - Candidates gave short statements.
3. Voting occurred, ballots were collected and counting by SLT began inside the auditorium.

## KID'S ORBIT

Kid's Orbit gave a short introduction to its after school program held in the school. Handouts were made available.

## V. TREASURER'S REPORT

### 1. State of Affairs

- News: The PTA was awarded 501(c)3 status in August.
- Opening balance on Sept. 1: \$15,315.97
- Bills paid: Studio in a School = \$5,400; Royal Sport Merchandise = \$527.00
- Deposit: Mulee Fundraiser = \$753.12
- Income from Pay Pal Account: \$799.00
- Total Balance Oct 1: \$10,941.09

### 2. Implications of 501©3

- Financial donations are 100% tax deductible.
- Other donation opportunities are partially deductible and will be noted.
- Donations over \$250 will receive a letter of acknowledgement for tax purposes. The distribution process will be announced later on, as it is still under consideration.

Q: Is merchandise deductible? A. Treasurer will find out for next meeting.

Q: Are donated goods & services deductible? A. Yes, see Treasurer personally to discuss specifics.

### Merchandise Sales.

Changes have been made to the timing of merchandise sales to streamline management and financial accountability:

- Last Monday of the month at drop off (8:15AM to 8:45AM)
- 2<sup>nd</sup> Wed of every month at end of school day (2:30PM to 3PM)
- Prior to PTA meetings
- Online sales are ongoing, with pick up on Monday mornings in the PTA office.
- Schedule is posted outside the PTA office.
- Volunteers needed, especially those familiar with merchandise sales.

### 3. Annual Appeal.

The Annual Appeal push will come in October.

Playworks and Studio in a school need to be funded 100% before the PTA can fund other programs. Currently, the PTA splits payment for both with the school. October 15th meeting will shed more light on this.

Q: Will more detail about what the PTA is committed to come in October? A. Yes. Treasurer then gave a brief estimation of the budget: PTA agreed in prior years to pay for Studio in a School and Playworks. The school has helped pay for these programs. Amount the PTA needs to raise this year to cover programming commitments made by PTA last year and this year is approximately \$50,000. PTA also needs approximately \$15,000-\$20,000 to keep basic PTA services running throughout the year. This would make a total of roughly \$70,000 the base fundraising goal. PTA will need to show it can fund this year-over-year before assuming new financial commitments. The budget

is still being prepared.

Q: When will the budget be ready? A. The plan is to have a budget at the next meeting.

Q: Can we expand Studio in a School once the balance is met? A. Yes.

Q: What did PTA raise last year? A. The Annual Appeal raised \$17,545. Treasurer noted this was a huge jump over the previous year.

President invited additional questions to be emailed to treasurer.

**V. PRINCIPAL'S REPORT.** Assistant Principal, Deanne McGhie announced there was no report this month. Reminded membership about Friday's Principal Chat.

**VII. PRESIDENT'S REPORT.** The president announced he would give his report at the end of the meeting to ensure time for Public Comment.

#### **VIII. PUBLIC COMMENT**

- *[Diane Stephen is PS 133's District Parent Leader. She reported with Benjamin Green]* On Monday, Oct. 20 a Town Hall meeting with Chancellor Farina at PS 307, 209 York Street is open to the public. Surveys and question submissions are available online, in hard copy, and will be available the night of. Questions will be presented anonymously to the Chancellor that night. For more information see website: [www.Cec13.org](http://www.Cec13.org).
- Diane Stephen has a directory for 5<sup>th</sup> grade parents about middle schools.
- Parent Announcement: Nov. 15 Affordable Care Act enrollment opens. She can assist families receive health coverage through Health First. Contact information is available in the PTA office.

**SLT ELECTION RESULTS.** Jason Borges was elected new SLT member with 36 votes.

#### **PRESIDENT'S REPORT.**

- President's membership excise: Parents were asked to write answers to the following questions and submit to the PTA on the way out: *What would you like to see be accomplished this year? What should grow? What are the road-blocks? How do you see us getting through the blocks? What do you see yourself bringing to the table?*
- Reminders:
  - Sign up with questions for Public Comment at the start of general meetings.
  - Picture day is Wednesday, Oct 15.
  - Bylaws Committee is meeting immediately after adjournment at the stage. New volunteers welcome.

Q: How do parents sign up for PTA Newsletter? A: Signup via the website.

**IX. Adjournment.** 6:53 Motion was made by the president and seconded.