



## PTA General and Non-Mandatory Board Election Meeting Minutes for December 17, 2014

*Board members present: President, Treasurer, Secretary. Quorum was met.*

**I. CALL TO ORDER.** The meeting was called to order by the president at 6:13pm.

### **II. APPROVAL OF THE MINUTES.**

Treasurer offered members hard copies of the minutes. President requested a motion by membership to accept the minutes. Motion was made and seconded. Minutes approved.

### **II. TREASURER'S REPORT.**

Treasurer provided an overview of Income and Expenses.

#### Income:

- Annual Appeal: 17,469.02
- Merch: \$434.81
- Election Day Bake Sale: \$309.25
- Craft fair vendor tables: \$1,016.85
- Amazon: \$35.84

#### Expenses:

- Playworks: \$4,100.00
- Merchandise: \$2,942.75. We've purchased all we need for the year.
- Teacher Appreciation – Parent-Teacher Conferences, lunch: Fairway Catering \$449.96
- Printing: Annual Appeal envelopes \$375.62

Assets: \$16,888.85

PayPal: \$6,665.82

Month End balance: \$23,554.67

As of Dec 17, the Annual Appeal has brought in about \$38,000, representing approx. 75 families. Participation is up considerably over past years. 100% is the goal.

#### Fundraising Report:

- Shop & Bop

Performing Arts + Craft Fair committees did a great job. In total, both activities raised \$4,200.

**Q:** How does it compare to our budget? **A:** This matches our budget.

**Q:** Do we know how much per child the Annual Appeal has brought in? **A:** \$38,000 / 75 families = approx. \$500 each family. That doesn't account for siblings.

In January the Treasurer will give a more comprehensive report comparing current standing to the budget. The board may need to propose cuts because, as of now, we're not on target to reach our projections.

The Budgeting Committee will launch in January – volunteers are needed. This committee will establish the budget for next year, which must be proposed for a vote at the end of this year. If you are interested in shaping what activities the PTA will support in the future, join this committee!

### **III. PRINCIPAL'S REPORT.**

Asst. Principal Deanne McGhie announced that the school is preparing for the Quality Report (QR) to take place in January, which is the school's evaluation by the DOE that analyzes whether the school is meeting its goals and the ways teachers are teaching to meet the school's standards. This evaluation will be for the 2013-2014 school year and replaces the Progress Reports. Results are public and available on the DOE website.

[To read more about this process visit the DOE website:

<http://schools.nyc.gov/Accountability/tools/review/default.htm>.

To review the school's last quality review report for the 2011-2012 year, visit:

[http://schools.nyc.gov/OA/SchoolReports/2011-12/Quality\\_Review\\_2012\\_K133.pdf](http://schools.nyc.gov/OA/SchoolReports/2011-12/Quality_Review_2012_K133.pdf).

To review the 2014 Quality Snapshot, visit: [http://schools.nyc.gov/OA/SchoolReports/2013-14/School\\_Quality\\_Snapshot\\_2014\\_EMS\\_K133.pdf](http://schools.nyc.gov/OA/SchoolReports/2013-14/School_Quality_Snapshot_2014_EMS_K133.pdf).]

#### IV. ELECTION OF NON-MANDATORY BOARD POSITIONS.

President described process for nomination and election to the non-mandatory board positions that were added to the Bylaws at last month's meeting.

- **VP of Community Involvement.** President read the position description and opened the floor to nominations. One member was nominated:
  - Carlos Saavedra. Nomination accepted.

Member motioned for nominations to close and the motion was seconded.

- **VP of Development.** President read the position description and opened the floor to nominations. One member was nominated:
  - Kathryn Mora. Nomination accepted.

Member motioned for nominations to close and the motion was seconded.

- **Secretary of Communications.** President read the position description and opened the floor to nominations. Two members were nominated:
  - Elizabeth Lahart. Nomination accepted.
  - Kristen Swenson. Nomination accepted.

Candidates decided to run as co-candidates and to divide the roles clearly.

Member motioned for nominations to close and the motion was seconded.

- **Assistant Treasurer.** President read the position description and opened the floor to nominations. Two members were nominated:
  - Sharon Ng. Nomination declined.
  - Aisha Johnson. Nomination accepted.

Treasurer explained more detail about this position. Priorities include donation letters to be sent in January and steering merchandise sales.

**Q:** How often to merchandise sales occur? **A:** Treasurer explained that sales have been sporadic. One volunteer has been handling it and that person's schedule changed so sale time has been reduced. Volunteers are desperately needed and operation times can be somewhat flexible: whether am / after school / at PTA meetings, whether 1x / month or more can be determined by volunteers to suit their schedule. PTA will publicize the schedule as decided. Assistant Treasurer will oversee volunteers.

- Two volunteers offered: Sharon Ng + Carlos Saavedra.

Member motioned for nominations to close and the motion was seconded.

President requested all candidates approach the stage. Since there were no contested positions, secretary motioned to cast a vote to elect each candidate for office. Each motion was approved.

#### IV. PLAYLAB 133 PRESENTATION AND VOTE.

##### Presentation

Stacey Blisset, Extended Day Co-chair, presented an update on Playlab.

##### Current State of Playlab:

- Over 75 families have signed up for at least 1 program.
  - Over \$10,000 has been collected in deposits.
- The committee expects to meet projections.

##### Projected Cash Flow:

Cash flow spreadsheet is set up to break even. The first items the program will encounter are debts.

- Insurance.

- Permitting.
- Startup program supplies.

Stacey explained that while parents are asked to pay in full upfront for each program, these initial expenses will become due before the program starts.

**Q:** Regarding the \$40,000 income noted on the presentation spreadsheet – how many classes does that assume? **A:** About 4-5 a day, 20 / week, 10-12 kids per class.

#### Liabilities and Mitigation Plan:

- There is the possibility that if classes drop, the program will head for a loss. Mitigation plan: the committee would look at increasing class size and /or removing costs, such as the coordinator for a day by shifting all classes to same days.
- The permit by the DOE has not been issued yet. They require proof of insurance to issue permit. Stacey would come back to this discussion later. (*Membership voted on startup cost of insurance*)
- Cancelling classes could damage vendor relationships and there may be fees. Mitigation plan: committee has put in place a strict refund policy.
- Registration software will be an \$1800 contract per year, which is \$150 per month (including Summer). If program fails, the PTA is on the hook to pay this balance for the year. Mitigation plan: Session registration fees are expected to cover this. Summer months would be paid with profit.

**Q:** Treasurer thought there was a 30-day cancellation clause in the registration software contract.

**A:** Stacey will double-check.

#### Profit Allocation Plan:

The committee's first goal is to make program sustainable. It would need sustain the following:

- Hiring a full-time coordinator
- Supplies, for example for the robotics class that Mr. Ratner could teach.

Second priority will be:

- Move profits to the PTA

**Q:** Treasurer pointed out that Quickbooks requires a credit card, which the PTA is not allowed to carry. The PTA's accountant has offered to use his credit card and bill it back to the PTA with no upcharge.

**Q:** Stacey to Treasurer – Is the PTA using Quickbooks already? **A:** Treasurer said no, PTA only needs it if this program takes off because the PTA's cash flow is very low. Playlab will pay for cost of Quickbooks.

#### **Vote**

**1. Upfront Costs.** President presented membership with a resolution to provide the Extended Day Committee with the upfront costs up to \$5,000 to be paid back in January.

**Q:** A member requested confirmation that the committee has collected \$10,000 and can pay the upfront costs back asap. **A:** Yes, if the projected collections are met.

**Q:** Is there any scenario where we pay for insurance and can't go forward with the program?

**A:** Not based on the collections so far.

**Q:** Do we have to continue paying for insurance if the program doesn't continue past this session?

**A:** Insurance can be cancelled or changed at anytime.

President motioned to vote, the motion was seconded, and the resolution approved.

**2. Income.** President presented membership with a resolution that Playlab income be used for the program costs first (after startup costs are paid back), and then income goes to the PTA second.

President motioned to vote, the motion was seconded, and the resolution approved.

**3. Automatic Withdrawal + Electronic Check System.** President presented membership with a resolution to permit the Extended Day Committee to automatically withdraw funds from the PTA account to pay Playlab employees through a 3<sup>rd</sup> party, such as ADP.

**Q:** Member recommended a payroll company with higher liability protections than ADP. **A:** Stacey offered to hold sub-committee meeting on January 5, 2015, 8:30 in the PTA office to solicit small-business ideas

from members. Payment process has not been chosen yet, has looked at ADP and QuickPay.

**Q:** Treasurer asked what was meant by “direct withdrawal”. **A:** It means automatic withdrawal from the PTA account to payroll administrators and the electronic check system.

**Q:** Could PTA have a separate account just for Extended Day? **A:** Treasurer explained that this is not permitted by Chancellor’s Regs – can’t have more than 1 checking account.

Further discussion was held about whether a vote to have automatic check-pay was necessary now. This was a recommendation made by the PTA’s accountant. However, it’s not clear at this point how many checks will need to be written. PTA board members authorized to sign checks agreed it doesn’t seem burdensome. A decision was made to table this vote until the program is underway.

President motioned for a vote on automatic withdrawal, it was seconded, and the resolution approved.

### **Bylaws Amendment**

President presented membership with an amendment to the Bylaws to establish a VP of Extended Day to the executive board with responsibility for creating and overseeing record keeping processes, described as follows:

#### ARTICLE IV – OFFICERS

##### SECTION 1, TITLES

*Current:* “The officers of the association shall be: president, vp of community involvement, vp of development, recording secretary, communications secretary, treasurer, and assistant treasurer.”

*Proposed:* The officers of the association shall be: president, vp of community involvement, vp of development, recording secretary, communications secretary, treasurer, assistant treasurer, and vp of extended day, so long as the extended day program shall be in existence.”

##### SECTION 3, DUTIES OF OFFICERS

*Add after “Assistant Treasurer”:*

VP of Extended Day: The responsibility of the VP of Extended Day is to oversee the Extended Day Committee (EDC) and the Extended Day Program to ensure all parts are operating properly. The VP of Extended Day shall work with the EDC to develop program plan for each session and identify and approve vendors. The VP of Extended Day will establish record-keeping processes that are compliant with A-660 regulations and the PTA's 501(c)(3) status, which shall include automatic withdrawals from the PTA account to pay employees and vendors via Quickbooks or ADP. Responsibilities also include creating budgets, processing vendor and staff payments, managing the Extended Day Coordinator (a paid position), and overseeing financial records for the after school program in collaboration with the Treasurer and/or Assistant Treasurer. The VP of Extended Day will report on the Extended Day Program and Committee’s activities and finances to PTA executive board and membership when required. The VP of Extended Day shall assist with the June transfer of all association records to the incoming executive board.

- Treasurer noted that record-keeping verbiage must be included in the bylaws and be sent to FACE for approval. Stacey mentioned Jan 30<sup>th</sup> is first payment to vendors and employees. The next general membership meeting is Jan 21<sup>st</sup>, at which time the amendment will be put to a vote. Stacey will have this verbiage prepared in detail prior to that meeting.

President passed out written notices of the amendment. Questions should be addressed to the secretary: <mailto:ptasecretary@ps133brooklyn.org>. The amendment will be voted on at the January meeting.

**VI. ANNOUNCEMENTS.** The next general membership meeting is Jan 21 @ 8:30am.

**VII. ADJOURNMENT.** On motion of the President, the meeting adjourned at 7:27pm.

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