



## PTA General Meeting Minutes for April 15, 2015

*Board members present: President, Secretary, VP of Community Involvement, VP of Fundraising, Co-VP Extended Day (S. Ng), Assistant Treasurer, Secretary of Communications. Quorum was met.*

**I. CALL TO ORDER.** The meeting was called to order by the president at 8:30am.

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

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

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

- Testing for grades 3-5 began yesterday. This week is ELA and next week is Math.
- The attendance sheet that was just signed by those present will serve to prove that a Town Hall meeting was held regarding safety, which is required by the DOE. The school has a safety committee that meets monthly and submits a monthly report to the DOE. Requirements include:
  - 12 fire drills for the entire year: 8 must be completed before December. The school has 4 left.
  - 2 soft lock-ins are required. "Soft Lock-in" Means an intruder is in the vicinity of the school. Classroom doors are locked and the windows are covered with dark screens, but teachers continue teaching. Friendly, general language is used with the kids with about what they are practicing for, but kids imaginations do stray. These are not announced ahead of time, per DOE requirements.
  - A "Hard Lock-Down" is when no one moves. These are not practiced.
- The weather is nice now – grades 1-5 please enter and leave kids in the play yard. Teachers wait at the classroom door this time of year – children know what to do. A whistle is blown in the play yard to inform kids it's time to go up to class.
- During pick-up, its very busy in the lobby. Please only K and Pre-K use the lobby entrance.
- PS 133 has been trying to get bussing for District 15 kids for years. Carlos Saavedra, Sharon Ng, and Carmen Boon launched a campaign that included letters to Council Members and Chancellor, etc. Yesterday the school learned that bussing will be provided for 2015-2016! Tell your friends! Hopefully this will help fill the native speaker seats for the DLP, which has been a concern.
  - K-2 bussing is provided for children 1-1.5mi away. For children in the upper grades, the distance increases.
- Continue to talk to kids about stranger danger, and that it applies even when they are in the school yard. Lots of things are happening near schools in the surrounding communities before and after school.
- There is no First Friday this month. It will resume in May.

### **IV. TREASURER'S REPORT.**

A. Treasurer provided an overview of Income and Expenses.

#### Revenue:

- Fifth Grade Graduation \$33.35
- Lunch Recess Relief \$135 – More is in Indiegogo
- Extended Day \$28,376.85 – due to Spring registration
- Merchandise \$446.77
- Movie Night \$900

- Amazon \$511.39
- Farmigo \$130.13
- Silent Auction \$5,000 – sponsor donations from businesses

Total Revenue: \$36,166.00

**Q:** Is there anyway to know if you're purchasing through the school's Amazon link? **A:** No – just bookmark the link and use that when you shop. There are instructions on how to bookmark it on the website.

Expenses:

- Teacher Lunch \$308.98
- Extended Day \$9,935.50
- Silent Auction \$1782.97 – for software to manage the auction and venue insurance
- Kids Orbit - \$3220
- Accountant Jan/Feb/March - \$815.22

Total expenses: \$16,562.67

Month End Totals:

- PayPal: \$ 32,595.26
- Chase Ending balance: \$47,843.91
- Month End balance: \$80,439.17

To Date Contributions:

- Annual Appeal to date \$55,245.77
- General Donations: \$2,392.45
- Lunch Recess: Indiegogo + contributions to PTA: \$6,375.00 – 64% of the goal with 22 days left, 90 families represented. Let's help make the goal!  
PTA hasn't received payment from Indiegogo yet – We will receive it when campaign finishes.

**Q:** If someone want to give a check, is that ok? **A:** Yes – make it out to PTA with Lunch Recess Relief in the memo.

Today's Net Revenue: \$57,773.22

B. Treasurer presented items for membership's vote:

**Emergency Expenditure:** A PS 133 family experienced a fire last month and the PTA gave a \$500 target card to purchase necessary items. It has already happened, but our bylaws require approval from membership.

- A motion was made to vote and was seconded. Motion passed unanimously.

Several members asked if more could be done to help the family in need.

President explained that the family wishes to remain private. Donations of clothes would be welcome – President has the children's sizes and will share. They are not in a place right now to know what else they need.

**Grandparents Day:** The funds raised for Grandparents Day have traditionally been earmarked for Studio in a School. Since this was not indicated in our budget, we would like to retro-actively vote for funds to be allocated solely this way.

- A motion was made to vote and was seconded. Motion passed unanimously.

**Loose Change Month:** Treasurer proposed a new fundraising initiative, in which a container would be placed in the lobby for families to contribute whatever loose change they have. Contributions would go to general fund.

- A motion was made to vote and was seconded. Motion passed unanimously.

**\$2000 Book Donation Received:** A parent made an anonymous donation to the PTA to spend on classroom libraries. The school purchased 360 books with 180 audio cd's for pre-K – 2<sup>nd</sup> grade!

Treasurer reminded members that any members are welcome to support an initiative they'd like to pursue! All contributions are welcome! Just let the PTA know!

C. Assistant Treasurer reported on **Merchandise**:

- The PTA has lots of adult sizes. There is a fun run/walk in Prospect Park May 9, 10am-12pm. Where your 133 gear! It will also be on sale at the Spring Festival.
- Parent, Kate Rubin, has updated our logo to incorporate parent feedback. The PTA would like to order new merchandise of different, slimmer sizes, particularly for girls. A vote is needed to spend \$2000 for this order. This order is expected to carry over into the new school year.
- A motion was made to vote and was seconded. Motion passed unanimously.

**Auction:** As part of the auction budget that was approved, the Auction Committee would like to have a photo booth with props. It costs \$1000. It would be a fundraiser. Example, this was offered at another school and it raised \$1700. Unlimited photos are available in print on site and can be sent digitally.

**Q:** Do we pay per photo? **A:** It will probably be by purchasing raffle tickets, which are traded in for a turn in the booth.

**Q:** How many people have bought tickets to the auction? **A:** 160. This doesn't include teachers, who have been given free tickets.

- A motion was made to vote and was seconded. Motion passed with 23 in favor. 2 abstained.

**V. COMMITTEE UPDATES.**

**Nominating Committee:**

President introduced committee. He has provided committee with contacts at PS 20 and PS 8 PTAs for guidance. Esra Dayani, Ann Henry, Jesse Barker, Sara Voisine present.

- Committee has about 7 people total – hopes this will result in diverse nominations. There is interest in having more parent involvement from general ed.
- Important Dates: May 20<sup>th</sup> Election. Voting times could be at drop off 8:00-9:00, afternoon pick-up 2:00-3:30, and evening 5:00-6:30. Candidates Forum May 13 8:30am. General Assembly meeting 6:30pm.
  - Sharon Ng offered to arrange care via PlayLab.
- All positions are available: President, VP Community, VP Development, VP Extended Day, Treasurer, Assistant Treasurer, Recording Secretary, Communications Secretary.
- The committee will use a sign-up sheet that PS 8 uses for candidates to express interest in running – look for the sheet outside the PTA office soon.
- Communications will be sent via back-pack mailer, PTA newsletter, class parents. Please help make it part of our communal responsibility to get the word out.

President explained that voting times proposed require changing our meeting time for the May meeting.

- A motion was made to vote and was seconded. Motion passed unanimously.

President explained that to have Mr. D assist with the auction in the capacities permitted by Chancellor's Regs A-660 membership needs to vote.

- A motion was made to vote and was seconded. Motion passed unanimously.

**Fundraising Committee - Bloom:**

- VP of Development reminded membership that the Spring Auction is this weekend. All teachers are getting complimentary tickets. Parents can sponsor their spouses. Parent chefs are making food. Everything – food, drinks, auction items – have been donated!

**Q:** How does bidding work? **A:** Sign up online to the site and enter your credit card so it's on file when you get to the auction. If you purchased tickets, you are signed up! Bidding can also be done via roving IPADS – 5 will be available – or via the auction website on your own smartphone.

- There will also be a live auction. Esra and Carlos will emcee this part.
- Online auction closes 9:30 the night of the auction.

**Q:** We didn't get a confirmation that we bought tickets. Should we? **A:** No.

Questions: Kathryn Mora: kathrynmora@me.com and Ann Henry: ann.henry11@gmail.com

**Extended Day:**

- Thanks to the Treasurer for getting credit card payment enabled – 99% of payments made by credit card.
- Classes started yesterday. Only 2 classes were cancelled. There is still space in some classes.
- Still looking for parent volunteers on Thursday or Friday. This gives one parent a free class.

Contact: [playlab133@gmail.com](mailto:playlab133@gmail.com)

**Performing Arts:**

Talent Show Previews will be held May 12 and 16.

**Q:** Are any Playlab classes intertwined with talent show? **A:** Right now there are 60 kids signed up, so there may not be room. Ms.

**Secretary had to leave at 9:37am before adjournment.**

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