



FOR APPROVAL BY MEMBERSHIP

December PTA General Meeting Minutes

Date, Time, and Location: Tuesday, December 15, 2015, 6:00 p.m., Auditorium

Board Members Present: Kevin Ryan-Young (President), Julie Couser (Treasurer), Aisha Johnson (Recording Secretary), Eileen Gunn (Co VP of Community Involvement), Kathryn Mora (VP of Development), Stacey Blissett-Saavedra, (Co-VP Extended Day), Kate Rubin (Co Secretary of Communications).

(At least 8 association members, including a minimum of 2 board members and 6 parent members present; a quorum was reached.)

Call To Order: The meeting was called to order by the President at 6:08pm.

Minutes: Reading of the 11/17/15 meeting minutes was waived and minutes were accepted

Reports

Principal's Report: presented by Principal Foster-Mann
School wide (K-5) word study program being instituted called Words Their Way; change coming in January; differentiated program which includes a word inventory; Medicals – make sure immunizations are up to date; school is fined if students are not excluded from school for incomplete immunization records; full time nurse coming in January, name TBA; Engage NY will be printed by Eureka – coming soon; Parent/Staff Mixer on Thursday, adults only, 6:30-8pm, food and drinks.

Treasurer's Report: presented by Julie Couser
Copies of November report provided; in November there were \$28,295 in Annual Appeal (AA) donations, total AA donations to date 56K; we must hit our 75K budgeted income amount in order to make our obligations for this year; movie night continues to do well and brought in \$482 in November and is an example of a parent initiated event that was taken on and has taken off; January meeting will include report on YTD income and expenses; this year is Julie's last year as Treasurer, anyone interested in learning more about the position can contact Julie at ptatreasurer@ps133brooklyn.org.

*See November financial report attached

School Leadership Team (SLT) Report: presented by Elizabeth Lahart
SLT is comprised of faculty and parents; met before the PTA meeting today; working on the CEP as well as how to bring in different cultures; looking at possible student projects; how to be seamlessly diverse and creating a feeling of one school; one idea is possibly holding a workshop, looking for specialist to facilitate the workshop; attending a Title I workshop; SLT elections held in May

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Committee reports:

Grant writing: presented by Cari Siestra

Committee is researching grants and has come across 5-6 small grants; recently came across a NYS grant for 300K plus and are in the process of trying to prequalify with the PTA's 501(c)(3) with the state.

Parent Outreach: presented by Chiquita Payne

Committee helps with parent concerns, ex. formation of the newly formed DLP committee; assist with intermixing the "Seven Habits" at home; hosted the bake sales monthly but going forward, each month a different committee will be hosting the First Friday bake sale; upcoming hosts - January – playlab, February – Garden, March – Green Team, April – Performing Arts, May and June – TBD

Q: Does Parent Outreach committee reach out beyond 133 community to the larger community?

A: No, committee's outreach is within the school committee.

Web & Social Media: presented by Kreg Holt

Committee works on posting to Facebook, Instagram, Twitter; also works on the website, integrating website calendar and calendar subscriptions; assists with the weekly e-newsletter all in the hopes of helping/informing existing and prospective parents; looking for volunteers with writing and digital skills

Extended Day (playlab133): presented by Stacey Blissett-Saavedra

Committee received approval to hire full time manager; position has been posted; seeking a non 133 parent for the position; Term 1 of playlab ends last week of January; showcase scheduled for 2/5; registration period will be 1/15-2/5; Term 2 begins on 2/22; scholarships will be available again; 48 scholarships were given out Term 1; please remember to sign up for childcare for evening meetings if interested so playlab can plan for sufficient caretaker to child ratios and have enough pizza.

Lunch/Green Team: presented by Kate Rubin and Carol Getaz

Two Kids Orbit staffers hired by admin and monitoring the cafeteria are working out well; NYC Department of Sanitation has selected PS133 as a Zero Waste School; Green Team will go into individual classes to provide training around zero waste and recycling

Q: Will March First Friday focus on Green initiatives?

A: Yes, that is what has been done in the past and is expected this year.

Performing Arts: presented by Esra Dayani

Jungle Book Kids will be presented in the spring by students and is being led by drama teacher, Ms. Davis; performance dates and times will be TBD and announced; on February 1st from 9:50-11:30 a.m. there will be a performance of the plays created by the 4th graders through the Theater for a New Audience (TFANA) program based on

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Native American stories – please come out to support; thank you to Shop and Bop participants and PAC committee members

New business:

CEC15: presented by Elena Romero

Covers District 15; two main issues they are tackling are overcrowding and diversity; covers elementary and middle school; middle school event held in October; parents welcome; more information available through Elena and through CEC15's Facebook page <https://www.facebook.com/CECD15/>

Hexagram Book Fair: Carol Getaz announced that the Hexagram Book fair will be held on 1/13 and 1/14; books available in English, French and Spanish

Box Tops: Kate Lucadamo (sp?) announced that she is looking for a volunteer to organize the Box Tops initiative; box tops should be cut and pasted onto blank sheets of paper and submitted.

Movie night: Ann Henry announced that volunteers are needed to help with the next movie night scheduled for 1/29; volunteers pop and distribute popcorn, sell concessions; collect tickets; help set up and break down; sign up on the website: http://ps133brooklyn.org/volunteer-sign-up/?sheet_id=33

Lost and Found is being donated on Friday. Please label your child's belongings. Consider purchasing labels from Mabel's Labels to support the school.

Q: Where do you drop off box tops?

A: PTA office

Q: How do you get more people to PTA meetings?

A: Live streaming the meeting for the first time using Periscope which is connected to Twitter; app is free; anyone with any connections to local coffee shops or bakery should leverage those as donations of food can bring people in for meetings

Q: Does the PTA use paper surveys in order to connect with more parents?

A: No, not presently

Q: How can we get handouts translated?

A: Contact communications@ps133brooklyn.org

Q: How can parents help the admin acquire student teachers?

A: Volunteer at teacher fairs; also if you have a connection to any teaching schools send an email to opportunities@ps133brooklyn.org

Q: How can PTA help the administration with hiring substitute teachers?

A: Admin seems to prefer splitting up classes instead of having children with subpar substitute teachers which are obtained from a pool of teachers.

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Next Meeting: January 20, 2016 at 8:30am in the cafeteria

Adjournment: Meeting adjourned at 7:08pm by President.

Minutes compiled by Aisha Johnson, Recording Secretary

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THE P.T.A. OF P.S. 133K, INC.
Statement of Activity
November 2015

	Total
Revenue	
Extended Day Enrollments	656.67
Financial Donations	
Annual Appeal	28,495.50
Total Financial Donations	\$28,495.50
Fundraising Activities	
Bake Sales	
Election Day	70.08
Marathon	256.36
Monthly	159.11
Total Bake Sales	\$485.55
Merchandise	
Bi-monthly In Person Sales	450.75
Total Merchandise	\$450.75
Movie Night	482.75
Winter Fair	
Vendor Tables	1,280.00
Total Winter Fair	\$1,280.00
Total Fundraising Activities	\$2,699.05
Non Profit Income	0.00
Partnership Fundraisers	
Amazon Associates	151.91
Amazon Smile	8.37
Farmigo	62.08
Mabel's Labels	129.36
School Supply Sales	1,379.61
Total Partnership Fundraisers	\$1,731.33
Total Revenue	\$33,582.55
Gross Profit	\$33,582.55
Expenditures	
Community Event Expenses	
Teacher Appreciation	413.98
Volunteer Appreciation	84.82
Total Community Event Expenses	\$498.80
Extended Day Program	
ED - Office/General Administrative Expenditures	458.71
ED - Supplies & Materials	1,489.32
ED - Vendor expense	6,635.00
Payroll Expense	
NYS Disability Insurance	-23.85

Payroll taxes	786.78
Salary and wages	6,695.92
Total Payroll Expense	\$7,458.85
Payroll processing fees	107.91
Total Extended Day Program	\$16,149.79
Fundraising Activity Expenses	
Movie Night Expenses	93.86
School Merchandise	635.00
Total Fundraising Activity Expenses	\$728.86
PayPal Fees	312.47
PTA Administrative Costs	
Accounting Costs	1,086.96
Insurance - PTA Liability & D&O	569.00
Office Supplies	194.01
Printing - banners, posters and copies	7.49
Subscriptions (I.E. Basecamp)	96.74
Total PTA Administrative Costs	\$1,954.20
Student Enrichment	
Lunch Recess Support - Playworks	10,000.00
Total Student Enrichment	\$10,000.00
Total Expenditures	\$29,644.12
Net Operating Revenue	\$3,938.43
Net Revenue	\$3,938.43

THE P.T.A. OF P.S. 133K, INC.
Statement of Financial Position
As of November 30, 2015

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Pay Pal	13,750.61
PayPal Funds Transfer Account	0.00
TOTAL BUS CHK (2595)	<u>217,241.18</u>
Total Bank Accounts	<u>\$230,991.79</u>
Total Current Assets	<u>\$230,991.79</u>
TOTAL ASSETS	<u>\$230,991.79</u>