



March PTA General Meeting Minutes

Date, Time, and Location: Wednesday, March 16, 2016, 6:30 p.m., Auditorium

Board Members Present: Kevin Ryan-Young (President), Aisha Johnson (Recording Secretary), Julie Couser (Treasurer) Eileen Gunn and Carlos Saavedra (Co VP(s) of Community Involvement), Kathryn Mora (VP of Development), Stacey Blissett-Saavedra and Christina Prozano (Co VP(s) of Extended Day), Kate Rubin and Kristen Swenson (Co Secretary(ies) of Communication) and Carl Persak (Assistant Treasurer).

(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 6:44pm.

Minutes: Reading of the 2/24/16 meeting minutes was waived and minutes were accepted. There was one (1) abstention.

REPORTS

PRESIDENT'S REPORT: presented by Kevin Ryan-Young
Amazing year of fundraising – challenge to build community; community events – book swap, potluck – goal three simple events before year end; suggestion – parent teacher mixer in the garden – showcase work of the garden committee; fitness event; international food festival; clothing swap; Cinco de Mayo event; pajama night; Readathon one of best community events so far this year.

PRINCIPAL'S REPORT: presented by Principal Heather Foster Mann
Green envelopes if you haven't completed, please do so – only approximately 80 families have done so so far; student led conferences survey – please complete survey online so process can be fine tuned.

TREASURER'S REPORT: presented by Julie Couser
Feb 2016 - Financial Highlights; playlab brought in \$50,813 in enrollments; Amazon Associates brought \$548 - which was from Dec 2015 purchases; Foley Trees Xmas Tree partnership - \$240; FY YTD Highlights - Just dollars shy of hitting Annual Appeal Budget, Bake Sales & Merchandise exceeding budget Read-a-thon, Amazon Associates, Movie Night, Advertising in Newsletter, School Photos & School Supplies; Teacher & Classroom Grant Process is being improved;

Q: Donor's Choose vs. PTA small grants

A: Recommendation for supplies budget through PTA budget

FOR APPROVAL BY MEMBERSHIP

Playlab has a 5/15 deadline to hire a Program Director; know anyone that is interested/qualified? Contact playlab133@gmail.com; 40-55K salary; flexible/variable hours; no benefits

*See financial report attached

COMMITTEE REPORTS:

Fundraising - presented by Kathryn Mora/Ann Henry – Auction coming on 4/9 at Bric Arts in downtown Brooklyn; buy tickets now; see Mr. D if ticket price is an issue; tickets on sale in the lobby two weeks leading up the auction; volunteers needed; auction items still needed; Movie night is this Friday; volunteers needed – ticket sales; go on the website and download solicitation letter; Land's End fundraiser is under way; inventory in larger sizes in school merchandise; adding colors to inventory?

Green Team – presented by Kate Rubin – April is Green Month, Friday morning after drop off is the next committee meeting; March 24th Grow NYC is doing one on one with classrooms to do zero waste trainings; next year 133 has been selected to be a zero waste school;

Title I – presented by Claudia DeMegret – 3700 to spend; online books; universal for all classes; trying to designate a space in the school for a computer for families that do not have computer access at home; survey to assess technology needs;

Grants – presented by Cari Sierstra – in the process of applying for three small grants

SLT – presented by Tracey Kitzman – translating website into French and Spanish; conducting tours in French and Spanish; developing promotional video - 3/30 meeting to coordinate efforts; target audience for student recruitment; utilizing contacts at Community Boards; researching cultural trips; working across committees; building out websites;

Extended Day (playlab133) - presented by Stacey Blissett – hiring program director/manager; third week of term 2 just completed; every family that applied for a scholarship has received – 100 seats in total; off site classes at School of Rock; if you know any vendors that might be interested in participating in playlab please contact extendedday@ps133brooklyn.org

Nominating Committee – presented by Kevin Ryan-Young – need one more volunteer ideally to organize – election meeting May 18th; nominating meeting May 11th

NEXT MEETING: April 20, 2016 at 8:30am in the Cafeteria

ADJOURNMENT: Meeting adjourned at 7:41pm by President.

Minutes compiled by Aisha Johnson, Recording Secretary

FOR APPROVAL BY MEMBERSHIP

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

February 2016

	Total
Revenue	
Extended Day Enrollements	50,813.89
Financial Donations	
Annual Appeal	1,443.37
Total Financial Donations	\$1,443.37
Fundraising Activities	
Bake Sales	
Monthly	278.36
Total Bake Sales	\$278.36
Book-A-Thon	5,651.35
Merchandise	
Bi-monthly In Person Sales	770.00
Spirit Week	155.00
Total Merchandise	\$925.00
Movie Night	1,029.27
Silent Auction	
Sponsor Donations	722.15
Ticket Sales	186.79
Total Silent Auction	\$908.94
Total Fundraising Activities	\$8,792.92
Non Profit Income	0.00
Partnership Fundraisers	
Amazon Associates	548.16
Amazon Smile	13.21
Christmas Tree Partnership	240.00
Total Partnership Fundraisers	\$801.37
Total Revenue	\$61,851.55
Gross Profit	\$61,851.55
Expenditures	
Extended Day Program	
ED - Office/General Administrative Expenditures	150.00
ED - Supplies & Materials	960.00
ED - Vendor expense	19,710.00
Payroll Expense	
NYS Disability Insurance	-19.26
Payroll taxes	701.41
Salary and wages	5,968.88
Total Payroll Expense	\$6,651.03
Payroll processing fees	112.58
Total Extended Day Program	\$27,583.61
Fundraising Activity Expenses	

Movie Night Expenses	105.29
School Merchandise	415.50
Silent Auction	196.00
Total Fundraising Activity Expenses	\$716.79
Office Expenses	5.19
PayPal Fees	1,277.77
PTA Administrative Costs	8.83
Accounting Costs	464.76
Office Supplies	136.06
Total PTA Administrative Costs	\$609.65
School/Teacher Grants Assistance	
Primary Teacher/Classroom Grants	660.96
Total School/Teacher Grants Assistance	\$660.96
Student Enrichment	
Lunch Recess Support - Playworks	15,500.00
Total Student Enrichment	\$15,500.00
Total Expenditures	\$46,353.97
Net Operating Revenue	\$15,497.58
Net Revenue	\$15,497.58

THE P.T.A. OF P.S. 133K, INC.
Statement of Financial Position
As of February 29, 2016

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Pay Pal	98,276.60
PayPal Funds Transfer Account	0.00
TOTAL BUS CHK (2595)	208,279.23
Total Bank Accounts	\$306,555.83
Other current assets	
Advance Payment Payroll	0.00
Total Other current assets	\$0.00
Total Current Assets	\$306,555.83
TOTAL ASSETS	\$306,555.83