



PARENT TEACHER ASSOCIATION OF PS 199, INC. EXECUTIVE BOARD MEETING MINUTES

September 18, 2017

Meeting was called to order by the President, Ginger Schuster, at 6:25 p.m.

ATTENDANCE: SEE SIGN-IN SHEET ATTACHED TO THESE MINUTES

LOCATION: PS 199 Library

PRELIMINARY MATTERS:

- Introduction of 2017/2018 Executive Board Officers
- Review and approval of June 2017 Executive Board Minutes – no comments were provided

PRINCIPAL'S UPDATE (15 minutes)

- PCBs – Principal Xerri provided an update with respect to the verbal report she received regarding the completion of the remaining remediation items that the NY Department of Education is performing under their remediation plan. A discussion regarding options for challenging the adequacy of the remediation plan and what further action the Executive Board should take ensued.
- Science Center – Principal Xerri provided an update on the status of the construction of the Science Center, which is anticipated to be open in November barring any delays.
- Playground – the school has received two grants with respect to repairs to the playground. It is unclear at this point as to who would administer these renovations and what level of repairs could be performed. Principal Xerri will be looking into both issues.
- Science TA – a Science TA has been hired and a discussion was held about the potential source of funding for same.

PRESIDENT'S UPDATE (15 minutes)

- Summer & Back to School Activity Recap
 - Konstella – a discussion regarding the process of implementing Konstella was held, including some of issues that have been experienced so far and how to increase participation by parents and teachers
- EB Goals for 2017/2018 Year
 - Revenue – to generate funds at no less, but hopefully in a greater amount, as compared to prior years
 - Parent Participation – increase parent participation to have a greater and broader representation
 - Communication – be efficient, timely and concise
- Bylaws Review & Functional Discussion – discussion was deferred other than the Secretary/Communications and Treasury reports provided below
 - VP's
 - Fundraising
 - Recording Secretary
 - Secretaries / Communications (See below)
 - Treasury (See below)

COMMUNICATIONS UPDATE (15 minutes)

- Communication Channels – Jenn MacFarlane provided a presentation on communications and a proposed strategy for more effective communications going forward.

- Planning & Timing of Communication for Events – in connection with Jenn’s report, a discussion was held about best practices for planning and communications for events, including coordinating among the various information sources.

TREASURER UPDATE (15 minutes)

- Proposed 2017/2018 Budget – Dijana Jovanovic provided an overview of current expenses as compared to the approved 2017/18 Budget
- Treasury Operations Review – Jenn MacFarlane has assisted in preparing a new check request form. Dijana Jovanovic provided a brief summary of the check requisition process and indicated that she would turn-around requests in no more than 2 weeks but that she is hoping for a shorter turn-around in regular practice

FUNDRAISING UPDATE (5 minutes)

- Passport Progress Update – Lara Bursor provided an update with respect to the Passport Program which based on early indications is performing well so far

CALENDAR OF EVENTS (10 minutes)

- Upcoming Key Dates – a discussion was held regarding the scheduling of EB and General PTA meetings, in particular having regularly scheduled days/times, subject to conflicts which will be noticed with at least 10 days’ notice.

COMMITTEE BUSINESS (10 minutes)

- 2017/2018 Committee Leadership Update – The President provided a brief update on the process of completing committee positions and the effort to increase participation.

NEW BUSINESS (5 minutes)

- Open floor for EB members – No new business was discussed.

SEPTEMBER PTA MEETING PROPOSED AGENDA– September 27, 2017 @ 6:30 pm

- General Meeting begins at 6:30 pm – Spring Lake will be providing snacks and beverages
- Call to Order
- Reading and Approval of June 2016 General PTA Meeting Minutes
- Presidents Report – Executive Board Goals, Executive Board Introductions
- Treasurer’s Report - 2016/2017 Actuals Review, 2017/2018 Approved Budget
- Principal’s Report - 2017/2018 Major Fundraising Initiatives/Community Events
- School Leadership Team Report
- Committee Reports
- Old Business – Adoption of New Bylaws at October Meeting
- New Business - Announcement on Executive Board Nominations / Voting at October Meeting
- Q&A with Principal Xerri
- Adjournment

Meeting adjourned at 8:18 p.m. Eastern

Minutes prepared by:



Ron I. Erlichman
Recording Secretary

PS199 PTA Executive Board Meeting
Sign-in

Date: Sept 18, 2017

Executive Board

- GM Ginger Mayo, President
- ED Ed Aldridge, Co-Vice President ^{Schuster}
- IM Imran Husain, Co-Vice President
- DJ Dijana Jovanovic, Treasurer
- MP Maria Paskowitz, Asst. Treasurer
- JM Jenn MacFarlane, Co-Corresponding Secretary ^{Acting Chair}
- CJ Claudia Jannucci, Co-Corresponding Secretary
- RE Ron Erlichman, Recording Secretary
- LB Lara Bursor, Co-Fundraising Officer
- GS Gayle Slonim, Co-Fundraising Officer
- Donna Grollman SLT (PTA)

PS199 administration and staff

- LX Louise Xerri, Principal
- EG Enrique Gonzalez, UFT Rep

PALs

TBD

Scott Oscher SLT co-chair
 SEBASTIAN LIENG (PAL)

Guests

1. Richard Lovatt - potential PAL/Audit Ctee
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____