



## PARENT TEACHER ASSOCIATION OF PS 199, INC. GENERAL MEMBERSHIP MEETING MINUTES

January 19, 2018  
8:45 a.m.

ATTENDANCE: SEE SIGN-IN SHEET ATTACHED TO THESE MINUTES

LOCATION: PS 199 Cafeteria

### CALL TO ORDER (Ginger Schuster)

- After determining that a quorum was present, the meeting was called to order by the President, Ginger Schuster, at 8:48 a.m. Eastern.

### PRELIMINARY MATTERS – APPROVAL OF MINUTES & SIGN-IN SHEET (Ginger Schuster)

- Approval of Minutes. A motion to approve the December 15, 2017 PTA General Meeting minutes as posted on the PS 199 PTA website and distributed at the meeting was made by Lara Bursor and seconded by Claudia Jannucci. There being no objections or abstentions, the motion was unanimously approved.

### PRESIDENT'S REPORT (Ginger Schuster, Imran Husain, Jenn MacFarlane)

- Technology. Imran Husain provided a report on several technology matters. He informed the general membership that the 96 laptops and three cards that were ordered had arrived. Imran also gave an update on the status of producing a convenient method for making age appropriate video content available during indoor recess. Finally, Imran informed the general membership of a need volunteers for the Website and content for the monitor/screen at the entrance to the school.
- Volunteers. The President noted that the PTA needed more volunteers and asked the membership to continue to talk about the issue.
- Annual Auction. Jenn MacFarlane gave a report on the status of the annual Auction. She noted a continued need for volunteers and donations of items to auction. With respect to volunteers she noted a specific need for someone to serve as a Master of Ceremony and described that responsibility. Jenn also described some of the needs from a donation perspective, including the types of items that would be included in the silent auction.

### COMMITTEE REPORT (Ginger Schuster; Jenn MacFarlane; Scott Oscher)

- Events. The President noted that upcoming events were highlighted on the Agenda made available on the front table but wanted to highlight a few upcoming events
  - Broadway Night
  - Fitness Event
  - Jazz Event (hosted by the Diversity Committee)

### PARENTS AS PARTNERS (Scott Oscher)

- Scott Oscher gave a presentation on the Parents as Partners Program and the topics that would be covered. In response to an inquiry from Bridget Clark-Burdach, Scott provided a more detailed summary of the program and different topics for which presentations would be provided.

### School Safety Report (Brendan Beseda)

- Blue Cards. Assistant Principal Beseda noted the importance of keeping the blue cards on file in the office update to date to ensure that the school knows who is permitted to pick up a child and to be able to contact parents or guardians when needed.
- Epipen Training. Assistant Principal Beseda informed the general membership that all staff have been trained thanks to the efforts of Principal Xerri.
- Nurses. Assistant Principal Beseda noted that the school was fortunate to have two nurses as many schools only have one and that having two is quite helpful due to the number of students.
- Drills. Assistant Principal Beseda provided an explanation of the types of drills which are practiced - Evacuation Drills, Soft Lock Down Drills, Shelter in Place Drills and Code Blue Drills.
- Requirements for Drills. By law the school is required to have to have 12 drills per year, 8 by December (5 Evacuation and 3 Soft Lock Down Drills). Assistant Principal Beseda noted that the school was currently in compliance.
- Exit Alarm Protocols. Assistant Principal Beseda informed the general membership that alarms have been installed on all exit doors. He reminded everyone that it was critical to report if you accidentally set off the alarm to ensure students haven't left without permission. He indicated that you could identify the alarms by looking for red lights on the doors.
- School Safety Meeting. Assistant Principal Beseda explained that once per month a safety meeting is held which is headed up by Assistant Principal Beseda with Enrique Gonzalez (UFT Representative), one of the Agents and Ron Erlichman (as PTA representative).
- School Safety Plan. Assistant Principal Beseda informed the general membership that, as required by law, the school has a school safety plan which is kept in the office. Principal Xerri informed the parents that as it contained confidential information, copies could not be provided or viewed. Brendan went through some of the topics contained in the School Safety Plan, such as the Chain of Command (along with a chart showing that chain) and the Missing Child Protocol.
- Q&A.
  - One of the parents raised a concern regarding crossing the street at 70<sup>th</sup> Street and Amsterdam. Assistant Principal Beseda informed the parents that he had reached out to Sergeant Montgomery (Precinct 20) as that precinct is responsible for traffic and safety issues in this area and they indicated a lack of funding was impacting the issue.
  - Another question was asked regarding any progress on getting the automated calls regarding students being absent to be delivered earlier in the day. Principal Xerri indicated that she had relayed the request to the Department of Education.
  - A parent raised a concern regarding ice in the yard and kids slipping. Principal Xerri indicated that this was under the purview of the parks department and that the best thing to do would be to report incidents to 311.

### PRINCIPAL'S Q&A (Louise Xerri)

- Science Center. Principal Xerri noted that the Science Center was almost complete. She hoped to have a ribbon cutting ceremony in the near future.
- School Construction Authority (SCA). Principal Xerri indicated that she was meeting with SCA next week to determine if there are funds left over and she was hoping to be able to do A/C in auditorium as the next capital project.

### TREASURER'S REPORT (Dijana Jovanovic)

- 2017/18 Approved Budget. Dijana provided a report of the current financial condition of the PTA and indicated that as of December 31, 2017, total income was \$389,7999, up 2% from the same time last year, and overall expenses were approximately \$417,203, which is down 9% from the same time last year.

OLD BUSINESS

- None

NEW BUSINESS

- None

ADJOURNMENT

A motion was made by Claudia Jannucci to adjourn the meeting and was seconded by Bridget Clark-Burdach. There being no objections or abstentions, the meeting was adjourned at 9:34 a.m.

Minutes prepared by:

A handwritten signature in black ink, appearing to read "Ron E". The signature is stylized and cursive.

Ron I. Erlichman  
Recording Secretary