



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

**December 4, 2018
6:15 p.m.**

ATTENDANCE: SEE SIGN-IN SHEET ATTACHED TO THESE MINUTES

LOCATION: PS 199 Library

CALL TO ORDER – (Jenn MacFarlane)

After determining that a quorum of the Executive Board was present, the President called the meeting to order at 6:30 p.m. Eastern.

TREASURER’S UPDATE – (Maria Paskowitz)

- **Venmo.** We are now using Venmo and it is working out nicely.
- **Audit Process.** There is a new company doing the PTA’s taxes this year.
- **Budget Update.** Maria provided an update on the budget through November 2018. Although revenue from the Book Fair is down (this is a timing issue) and revenue from corporate matching is also down, there are some big checks coming in. Both the Bake Sale and Giving Tuesday were a huge success this year. With regard to expenses, Ms. Louise Xerri will assume the expenses for test prep materials and Wingspan under the school’s budget. This month, the PTA’s biggest expenses are related to the auction.

PAST PTA AND EB MEETING MINUTES

- Scott Oscher made a motion to approve all outstanding meeting minutes and these were unanimously approved by the EB.

PRINCIPAL’S UPDATE (Louise Xerri)

- **Arrival & Dismissal Procedures.** Ms. Xerri is considering new arrival and dismissal procedures; grades K-2 will continue to go into the school through the yard after waiting for their teachers but grades 3-5 will enter school at the West End Avenue entrance. Ms. Xerri is also looking into the layout of lobby/security desk/doors.
- **Facilities Update.** AC units in classrooms were ordered; a/c for cafeteria also ordered.

SLT UPDATE – (Alexis Freeman/Sofia Hubscher)

- **Parents-as Partners Events.** Parents-as-Partners event will be held on Thursday, January 24, 2019.
- Jenn MacFarlane announced that the CEC-3 meeting will be held this Friday to discuss the Diversity, Equity and Inclusion Council at the Joan of Arc Facility at 8:45 am.

FINAL & APPROVED December 4, 2018 EB Meeting Minutes

- Louise Xerri stated that she met with the Parent-Diversity Committee this morning. Ms. Rabain is part of the Equity committee. Ms. Xerri explained that they have been trying to move the wonderful events the diversity committee organizes to the school day. The school is exploring the possibility of having a performance for students during the school day and also creating a school bulletin board that is based on themes (famous poets, scientists, etc.) that would change monthly. The bulletin board would be displayed in the cafeteria and was Ms. Rabain's idea. The Parent-Diversity Committee also discussed the 5th grade curriculum and civil rights and the possibility of having individuals make presentations to the students during relevant curriculum units.
- Jenn MacFarlane explained that the district and the DOE has asked all schools to form equity committees. In addition, District 3 is partnering with the Center for Justice and Education and asking for parent participation. Dates tbd.

Meeting Topics

- School Security (Maria Paskowitz). Maria provided an update on the school's new visitor management system: a system whereby all parents will have a photo ID that they will scan when they enter and leave the school. Caregivers will still have to sign in. PS 6 already has this system installed. We still need to buy the scanner and figure out where funds for the scanner will come from.
- PAL Roles (Jenn MacFarlane). Jenn wants to align PAL roles with EB roles and committees. Jenn asked that PALs help with the food aspect of PTA meetings and other logistics.
- Social Media usage Parent Survey (Barbara Trencher). A group of 2nd grade parents asked if the PTA could do a survey of students' use of social media (i.e., do students have their own emails, instagram, FB, etc.). Louise Xerri suggested that Ms. Taylor be looped into this discussion.

AUCTION UPDATE – (Karen Kennedy and Christine Capilouto)

- Christine is leading the charge on solicitations for auction. She needs help from parents.
- Phoebe Hanshew suggested that teachers could also reach out to students and former students.
- Class projects for grades K-2. Thinking about different options for grades 3, 4.

ADJOURNMENT

- A motion to adjourn the meeting was made by Jenn MacFarlane and was seconded by Ana Frischtak. There being no objections or abstentions, the meeting was adjourned at 8:01 p.m. Eastern.

Minutes prepared by:

Ana Frischtak
Recording Secretary