



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

**September 12, 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 6:22 p.m. Eastern.

PRELIMINARY MATTERS – APPROVAL OF MINUTES (Jenn MacFarlane) (2 minutes)

- Approval of Minutes. A motion to approve the June 2018 Executive Board Meeting minutes [as posted on the PS 199 PTA website] was made by Jenn MacFarlane and seconded by Claudia Jannucci. There being no objections or abstentions, the motion was unanimously approved.

PRESIDENT'S REPORT (Jenn MacFarlane) (5 minutes)

- Appointment of PTA representatives to CEC President's Council, School Safety Team and SLT
 - Scott Oscher was appointed PTA Representative to SLT
 - Maria Paskowitz was appointed PTA Representative to School Safety Team
 - Topics to be discussed at the School Safety Team include, *inter alia*:
 - Provision of a crossing guard at 70th St. and Amsterdam Ave.
 - Identification at school entrance
 - As PTA Presidents, Jenn MacFarlane and Barbara Trencher will be at CEC President's Council, but there was a discussion regarding the need to have a potential PTA back-up person. No one was appointed.

PRINCIPAL'S REPORT (Louise Xerri) (30 minutes)

- New Curriculum Initiatives: Principal Xerri updated the EB on various new curriculum initiatives the school has implemented thus far this year.
 - Two Science Teachers. Sarah Raff (formerly the school's Movement teacher) is the school's new science teacher. Along with Ms. Schuleman, Ms. Raff will teach science to the children. Ms. Raff will be teaching science to Kindergarten, 1st and 2nd graders and Ms. Schuleman will be teaching science to the upper grades.
 - The school has adopted the "Amplify" curriculum, which is the state science curriculum. This is an entirely new science curriculum that will be taught to grades K-5.
 - Two Gym Teachers. Michael Engle is a new gym teacher at the school and he will teach gym along with Ron Regan. Mr. Engle will work primarily with the lower grades but will also co-teach some upper classes together with Mr. Regan. As a result of having a new gym teacher, kindergarten classes will have gym this year, as opposed to movement, which has now been eliminated from the curriculum.

FINAL & APPROVED September 12, 2018 EB Meeting Minutes

- Sarah Worthington (from Book Talk) is now working with 5th graders to support the school's teachers with Social Studies and/or ELA units. Ms. Worthington will also start working with 4th graders at the end of the year.
- Central Air Conditioning. Jenn MacFarlane, Scott Oscher and Ms. Xerri met with Frankie Contreras, the school's Custodial Supervisor, regarding central air conditioning for the school building. The expectation is that the new system will be installed by early spring. This will result in air conditioning in the auditorium, gym and cafeteria. This is being funded with the monies that were left over from the science center.
 - Separately, Ms. Xerri stated that she bought 3 new air conditioners for specific classrooms that needed them.
- PS 199 School Registration. The school's current registration for this year is at 818 students.
- Community Cares Committee. Ms. Xerri met with the Community Cares Committee and would like to involve the children in this committee, as well as others, we have at the school. Accordingly, she has decided to create a Community Cares Commissioner in the classroom. The idea is to have the kids be a driving force to incentive parents to give and to teach the children about social realities.
- Organization of Classroom Supplies. Ms. Xerri explained that there is a pressing need for volunteers to assist in organizing classroom supplies (this does not include cleaning supplies) that arrive in the spring (March/April). There is also a need for parent volunteers to help the teachers set up their classrooms. President Jenn MacFarlane agreed to study this issue, figure out what needs to be done and to organize a group of volunteers, most likely through the creation of a School Supply Committee or something of this sort.
- New Technology Specialist. Ms. Xerri announced that Shawn Mitchell is the new Technology Specialist at the school. We share Mr. Mitchell with PS 191.
- New Teacher's Lounge. Ms. Xerri announced that we now have a Teacher's Lounge at the school (r. 2-212). Any donations of furniture from the larger school community for this the lounge (e.g., two tables) would be much appreciated.

PRESIDENT'S REPORT (Barbara Trencher and Jenn MacFarlane) (30 minutes)

- Review and Approve Updated Bylaws
 - Co-President Barbara Trencher addressed the comments the EB received after circulation of the updated bylaws—
 - Timing of Election of PALS (Art. IV, section 4). The EB incorporated Scott Oscher's suggestion that the school community elect up to four PALS in May (at the same time that EB officers are elected) so that there are already some PALS when the school year commences in the fall. The three remaining (or more) PALS will continue to be elected in the fall.
 - The EB discussed the possibility that the spring elected PALS may be tasked with assisting in the organization of school supplies, among other duties.
 - Roles of PALS (Art. IV, section 3). Dorine Grollman suggested inserting more specific language into the bylaws with regard to the role of PALS within the school community. The EB debated whether to be more specific within the bylaws or in another medium. This issue is still under discussion.
 - Terms of Office (Art. IV, section 2). The EB updated the bylaws to add term limits (i.e., two consecutive, one year terms) for officers.
 - Constitution of Quorum (Art. V, section 5). There was a question as to what constitutes a quorum for the EB meetings under the bylaws. It was decided that a quorum would be constituted with either a majority of EB officers or six EB officers and two PALS.
 - Out-of-Pocket Expenses (Art. VIII, section 3). The bylaws were amended to add a section covering out-of-pocket expenses. The EB discussed, and it was decided, that

FINAL & APPROVED September 12, 2018 EB Meeting Minutes

should out-of-pocket expenses surpass \$3,000, a member must solicit and receive approval by the Treasurer in order to be reimbursed.

- President Jenn MacFarlane made a motion to amend bylaws in accordance with the above, which motion was seconded by Scott Oscher. There being no objections, the amended bylaws were approved.
- Back to School Picnics. President Jenn MacFarlane solicited volunteers to help set-up and clean-up.
- Hot meal for curriculum night. The EB discussed the provision of a hot meal for teachers and staff on Curriculum Night. Gayle Slonim volunteered to look into this.
- K Meet and Greet. President Jenn MacFarlane requested that EB members and individuals in leadership roles participate in the “K meet and greet” which will be held after Curriculum Night on Monday, September 17.

TREASURER’S REPORT (Maria Paskowitz) (15 minutes)

- Review Treasurer’s Report, July 1-Aug 31, 2018. Maria Paskowitz provided an overview. She reported that because the school will no longer be permitted to host a “Game Night,” per Chancellor’s Regulations, there is a need to do our utmost to make the Halloween and Spring Carnivals more lucrative. A discussion was held as to how the EB could better market the events, both in and outside the school community.
- The Passport Program. Maria Paskowitz reported that some revenue is already coming in through the purchase of passports and Jenn MacFarlane suggested sending a “welcome email” to individuals once they have purchased passports. The EB also discussed corporate matching and the need to communicate better to passport holders that their employers may be willing to “match” their donation.

OLD BUSINESS

- None

NEW BUSINESS

- None

ADJOURNMENT

A motion to adjourn the meeting was made by Jenn MacFarlane and was seconded by Scott Oscher. There being no objections or abstentions, the meeting was adjourned at 7:58 p.m. Eastern.

Minutes prepared by:

Ana Frischtak
Recording Secretary