



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

**November 20, 2018
8:45 a.m.**

ATTENDANCE: SEE SIGN-IN SHEET ATTACHED TO THESE MINUTES

LOCATION: PS 199 Cafeteria

CALL TO ORDER (Jenn MacFarlane)

- After determining that a quorum was present, the meeting was called to order by Co-President Jenn MacFarlane at 8:49 a.m. Eastern.

PRESIDENT'S UPDATE (Jenn MacFarlane)

- There is now a crossing guard on 70th street and Amsterdam Avenue.
- Jenn MacFarlane provided an update on Family Giving, thanking Passport Holders for their purchases, encouraging more corporate matching and emphasizing that next Tuesday is Giving Tuesday and as such a good time to give.

UPCOMING EVENTS

- **Book Fair** (Rebecca Zimba). The book fair will take place from December 3rd through 7th from 8:30 am to 4 pm in room 112 (Ms. Raff's room). Parents can donate to the school wide teachers' fund so that books can be purchased for the classrooms. There is a sign-up list to volunteer on Konstella; volunteer shifts are two hours. Parents can shop with their kids or send in cash.
- **Holiday Party** (Bridget Clark). The Holiday Party will take place on Saturday, December 8th from 2 to 5 pm. It is a free event. There will be gaga, a dance party, arts and crafts, and the opportunity to shop at the holiday bazaar.
- **Auction Update** (Karen Kennedy and Christine Capilouto, Auction Chairs). The Auction will take place on Friday, April 5th, from 7 pm to 11 pm at a new venue, Landmark on the Park. The auction kick-off meeting will be held on November 30th. Everyone's help is needed with the solicitation of auction items. Donation forms are on the website.

SAFETY COMMITTEE PRESENTATION (Mr. Beseda)

- **School Safety Committee.** The members of the School Safety Committee include: BRT (building response team) leader, UFT chapter leader, custodian, school safety agent and school nurse.
- The school has a School Safety Plan in place.
- There is also a General Response Protocol that is used throughout the city for lockdowns, evacuations, and shelter-ins. This includes classroom posters and assembly cards. The general response protocol is used for all drills and emergencies. There are 12 drills in total during the school year. There are also door alarms throughout the building
- Visitor Control Protocol: sign in; ID required; make sure you have an appointment with classroom teachers.
- Last year, the school added lanyards for staff.
- All visiting family should wear stickers while on school grounds.

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- There are also emergency blue contact cards that families need to fill out.
- Morning arrival and dismissal reminders: please enter through the playground gate; no dogs allowed.
- Morning line up procedures; afternoon dismissal—supervise children until all students are in the building (ball play)
- The School Safety Committee is currently reviewing arrival and dismissal procedures during inclement weather

PRINCIPAL'S UPDATE (Ms. Louise Xerri)

- Next week is open school week. Please remember that pictures are not permitted.
- Ms. Xerri hired an exterminator and baits and traps were set up on school grounds.

UPDATE FROM THE SLT (Sofia Hubscher ??)

- Parents-as-Partners Event will be held on January 24, 2019 at 6 pm.
- Multiple workshops led by our teachers from 6 to 6:45 pm on a variety of topics (please sign up for only one).
- Learn about specific curriculum and how you can support your children at home.
- Keynote speaker open to all parents from 7-8 pm.

TREASURERS UPDATE (Maria Paskowitz)

- Maria highlighted two big changes to revenue projections. The Game Night event was cancelled because it was against the Chancellor's Regulations and the school is losing a number of corporate sponsorships. As a result, annual expenses were reviewed and redistributed. Ms. Xerri will take over the Wingspan Program and cover test prep materials for 3rd and 4th graders from her budget.
- In terms of actual revenue, the school is doing well. We have more than doubled our revenue since September due to Passport sales and the success of the Halloween event (which brought in more revenue than expected).
- The focus now is on the audit process for 2017-18 school year; the possibility of Venmo as a payment option for all PTA-related payments; and increasing revenue generation through corporate matches and the use of Amazon and Fairway for purchases by the parent body.

OLD BUSINESS

- None

NEW BUSINESS

- Scott Oscher announced that the new PTA website is going live next week and did a demo. It is now easier to see and navigate. The website will continue to be updated after it is rolled out.

ADJOURNMENT

- A motion to adjourn the meeting was made by Jenn MacFarlane and was seconded by Barbara Trencher. There being no objections or abstentions, the meeting was adjourned at 9:45 a.m. Eastern.

Minutes prepared by:

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Ana Frischtak
Recording Secretary