



APRIL PTA GENERAL MEETING MINUTES

Date, Time, and Location: Wednesday, April 26 , 2017, 6:00 p.m., Auditorium

Board Members Present: Julie Couser (President), Aisha Johnson (Assistant Treasurer) Max Duykers (Secretary of Communications , Denise Stokes (VP of Community), Kathryn Mora (Recording Secretary)

(At least 8 association members, including a minimum of 2 board members and 6 parent members present; a quorum was reached.)

CALL TO ORDER: The meeting was called to order by the President at 6:02 pm.

MINUTES: Reading of the March meeting minutes was waived and minutes were accepted. There were zero (0) abstentions.

PRINCIPALS REPORT presented by Ms. Foster Mann

- Winding down the year. Thinking forward to next year.
- End of year assessment coming up to see how much growth the children have made. Will be for writing and math.
- Final parent engagement night. May 17 Game Night. Please look out for info coming up.
- Moving up ceremonies, preK:June 21st. K:June 22nd and 5th grade: 23rd
- Teacher appreciation week is next week.
- We will NOT be having a Spring Festival this year.

PRESIDENT'S REPORT: presented by Julie Couser

- We are doing a volunteer appreciation breakfast for all parent volunteers that gave their time this year.
- CEC elections are happening now. A lot of good people in our district are running. The executive board Jerome, Kathryn and Julie are voting.

Nominations & Elections:

- Nominating Committee: Diane Lyking, Kara Zimmerman, Kevin Ryan-Young, Amber Graham, Julie Couser
- Nominations will open Monday, May 15
- Candidates Forum will be Weds, May 31 (May General Membership Meeting)
- Election to take place Weds, June 14

Questions – Email nominations@ps133brooklyn.org

BYLAWS Amendments

TO BE APPROVED BY MEMBERSHIP

- Chancellors A660 - Regs were amended so our bylaws now need to come into alignment
- Take the opportunity to fine tune some of our customized items to fit our current operating structure
- Required changes and recommendations were presented on March 21 – now it's time to place a vote!
- First motion put on the floor is to pass all amendments that bring our bylaws into alignments with the recent updates to the Chancellors Regulation A660. Motion to pass all changes to put us in alignment with A660 – passed unanimously.
- 6 motions put on floor to customize and tighten up some areas of our operating structure since the last time they were updated in 2014.

- **Motion 1** regarding Playlab – In order to ensure sustainability and continuity to the running of the program, it is suggested that the VPs of Extended Day must be in place by end of school year. Concern is should the director resign when there is not a VP in place, then there would not be anyone to run the program.

3. As long as the extended day program is in existence, the Vice-President of Extended Day must be elected by the last day of the school year.

a. Should this position not be fulfilled, the program will be put on hiatus for the upcoming fall session and until a new Vice-President of Extended Day is elected.

8 opposed

XX – In Favor?

3 abstentions

Motion did not pass.

Those opposed felt this was too restrictive. Julie Couser, PTA President, strongly encouraged people reconvene a Bylaws committee in order to come to a resolution to re-present to the membership .

- **Motion 2** regarding Recording Secretary Duties – move the following from the Communications Secretary duties to the Recording secretary's duties. These duties are required by A660 and the Recording Secretary Role is also required by A660 – the Communications Secretary is not a required role, so to ensure these duties get done, they should be moved to Recording Secretary.

C. The recording secretary will be responsible for drafting general membership meeting agendas and distributing meeting notices.

D. The recording secretary is responsible for ensuring a sign-in sheet is ready and filled-out by attendees of general membership meetings

E. The recording secretary shall maintain custody of the association's records on school premises for a period of 6 years – which includes minutes, agendas and sign-in sheets.

Motion passed unanimously

- **Motion 3** regarding Treasurer duty – add the following responsibility to treasurer ensure business continuity can be maintained from year-to-year

J. The treasurer will do his/her maintain and update the treasurer manual established so that business continuity will be maintained upon leave.

Motion passed unanimously

- **Motion 4** – regarding duties of VP of Extended Day – recommended to further clarify the duties of the VP of Extended Day. Since the program launched approximately 2 years ago, larger understanding now of what exactly this role entails.

a. The responsibility of the VP of Extended Day is to oversee the Extended Day Committee (EDC) and the Extended Day Program dba *playlab133* to ensure all parts are operating properly.

TO BE APPROVED BY MEMBERSHIP

- b. The VP of Extended Day shall work with the EDC to develop the program plan for each session and identify and approve vendors.
- c. The VP of Extended Day will establish record-keeping processes that are compliant with A-660 regulations and the PTA's 501(c)(3) status, which shall include automatic withdrawals from the PTA account to pay employees and vendors via Quickbooks, ADP or other GAAP-Compliant software.
- d. Responsibilities also include
 - i. Creating budgets,
 - ii. Processing vendor and staff payments,
 - iii. Managing the Director of *playlab133* and essentially all paid employees
 - iv. Overseeing financial records for the after school program in collaboration with the Treasurer and/or Assistant Treasurer.
- e. The VP of Extended Day will report on the Extended Day Program and Committee's activities and finances to PTA executive board and membership when required

Motion passed unanimously

It was noted that upon the reconvening of the bylaws committee for Motion 1 that they may want to continue to tweak this description even further, but motion did stand as is for now.

- Motion 5 – regarding out of pocket expenditures – following language suggested to provide further clarity from previous bylaws in order to ensure individuals understand all expenses must be approved and receipts must be submitted for reimbursement.

- 1. A member of the PTA may be reimbursed for out-of-pocket expenses provided prior approval for the expenditure has been approved by the executive board, is already an approved budgeted expense and ONLY if receipts are submitted for the expense.

Motion passed unanimously

- Motion 6 – Fundraising – again, just further clarity from the last time the bylaws were amended in order to reflect adopted standard.

- 1. Approval of fundraising activities during the budget approval constitutes membership approval as long as the activity is explicitly line itemed in the budget (i.e. Annual Auction & Social, Merchandise Sales, Bake Sales, etc.).
- 2. Fundraising activities that were not initially proposed during the budget approval, must go through approval by the membership during a regularly scheduled meeting where a quorum is achieved.

Motion passed unanimously.

- Comments submitted by PTA Member, during the bylaws comment period were read by the Secretary

For Wednesday's PTA meeting agenda item concerning amendments to the bylaws, I'd like to propose additional edits/adds/amendments/ideas as follows:

***Addition of a **VP of External Community Relations** board role or edits to the current VP of Community role to include and/or be fine-tuned to include following responsibilities:

- a) form relationships with local community organizations including but not limited to Community Board 6, local school districts, local council members representing neighborhoods of PS133 families, area school Parent Coordinators etc
- b) cultivate an understanding of regulations and laws that may affect the PS133 building, neighborhood and attendees such as DOT and major construction updates, UFT changes/updates, DOE news, general federal and state initiatives ultimately affecting 133 families, etc.
- c) generate relationships with local area community leaders such as 5th Avenue BID Chairs, Housing Connect representatives, immigrant and diversity advocacy organizations etc.

TO BE APPROVED BY MEMBERSHIP

***Addition of **Assistant Treasurer for Playlab** and or amendments to VP of Extended Day role to include following:

- a) VP of Extended Day will appoint Chair(s) of Extended Day Committee
- b) Hire a designated **playlab133 Bookkeeper** to oversee all budgeting/ payroll/record-keeping duties using playlab generated funds.

***Idea: for an added responsibility of VP of Development to "appoint a Chair of Alumni Relations (who would handle things like maintaining a database of former 133 parents; cultivating a panel of 133 graduate middle-schoolers to share their junior high experiences and/or participate on student panels/ workshops for upper grade 133 students/families; to organize invitations to fundraisers, auctions and other events."

All comments have been noted, but would need to be discussed and vetted by bylaws committee for consideration, presented to membership and given at least a 10-day window for review.

Regarding the additions to the VP of Community Involvement, the current VP of Community involvement noted that requiring those duties to be fulfilled by that one role would be too much work for one person to handle.

- PTA Member noticed that section on Standing Committees & Liaisons had been changed from the last bylaws but not highlighted as changed. PTA President noted this had been in an oversight and since it was incorrectly presented, this section of bylaws will revert back to original language. PTA President will represent that section with further bylaws updates regarding Extended Day program at a later date.

REPORTS

TREASURER'S REPORT: presented by Aisha Johnson

- Cash position: \$380,476.41
- On March Report - Correction to distributed report – cultural activities line item has a misallocation that will be corrected in April
- Adjustments to budget needed
- Paypal fees - increase from \$9,000 to \$13,000 – directly correlates with increased income from *playlab133*
- Afterschool Librarian – increase from \$4,000 to \$4,500 – miscommunication error resulted in accidentally giving larger check to school for the cost.
- Accounting fees increase from \$6,000 to \$8,500 – directly correlates to increased activity needed to manage *playlab133* portion of business
Recommendations to PTA membership will be that PTA monies will take an increased focus towards enrichments to help fill the gaps where needed in our growing school i.e. support music residencies since Ms. Hudson can only handle so many classes;
- Additional money will be available from PTA to put towards enrichments because we will no longer have to cover Playworks as this relationship is coming to an end at the end of this school year; Administration will be working closely with Kids Orbit to manage lunch & recess in total;
- PTA will be able to help HFM plan better by granting the money she needs ahead of the school year rather than us paying the bills throughout the school year - the PTA is just in a better cash position after three years of active fundraising and we've been able to pay our bills, save money so we can grant money earlier as well as will still have cushion - it's what we've been working towards for three years!

UPCOMING EVENTS:

- May 1 to 5 – Teacher Appreciation Week
- Friday, May 5

TO BE APPROVED BY MEMBERSHIP

- Bake Sale hosted by the Garden & Performing Arts Committees
- Parents as Partners – Science
- Coffee Chat – TBD
- Sat, May 6 – BLOOM Auction & Social, BRIC
- Fri, May 12 – Pre-K, K and 5th Grade Moving-up/Graduation Photos
- Sat, May 13 – PTA Fun Run for the Schools
- Mon, May 15 – Nominations Open for PTA Officer Positions & SLT
- Fri, May 19 – Grandparents Day
- Fri, May 19 & Sat, May 20 – Seussical!
- Weds, May 31 @ 8:30AM - Candidate Forum & PTA General Membership Meeting

NEXT MEETING: May 31 at 8:30 in the cafeteria

ADJOURNMENT: Meeting adjourned at 7:30 by President.

Minutes compiled by Kathryn Mora, Recording Secretary

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TO BE APPROVED BY MEMBERSHIP