



April PTA General Meeting Minutes

Date, Time, and Location: Wednesday, April 20, 2016, 8:30 a.m., Cafeteria

Board Members Present: Kevin Ryan-Young (President), Julie Couser (Treasurer), Kathryn Mora (VP of Development), Kate Rubin and Kristen Swenson (Co Secretary(ies) of Communication.

(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 8:40 am.

Minutes: Reading of the 3/16/16 meeting minutes was waived and minutes were accepted. There were zero (0) abstentions.

REPORTS

PRESIDENT'S REPORT: presented by Kevin Ryan-Young
No report for April.

VICE PRINCIPAL'S REPORT: presented by Deanne McGhie
Thank you parents for listening to our procedures for the polling situation in the cafeteria – Our students in K-5 will be taking the assessment tests May 4– 13th for EOY assessments to see student growth throughout the year. There was an assessment in spring. Tests will include ELA and Math. Letters will be going home soon. An additional test for 4th grade science assessment will happen in June.

Family Game Night: May 13 at 5:30pm

Moving Up Ceremony: June 22 (Prek), K June 23, 5th (June 24)

Clothing Drive: Friday, April 22 through May 6. Also – please clear out the lost and found as this will be donated on May 6th.

Science Parent Workshop: Friday, May 6th at 9am – parents workshop on topics and how to support at home. Will replace Principal Chat.

Staff Appreciation Week: May 2-6th: (checking on this because it does not synch with what PTA has on their calendar)

Jungle Book Players Performance (4th and 5th grades): Friday, May 20 at 7pm, Saturday, May 21 at 2pm.

APPROVED BY MEMBERSHIP

Garden Party (Parents and Teachers): coming in June

TREASURER'S REPORT: presented by Julie Couser

The focus this month was finding a program director for playlab – was supposed to happen last year but is happening now. Received over 220 resumes, interviewed 10 candidates, 3 coming back for 2nd interviews. Kevin, Christina, Nia, Julie, Aisha were all interviewing. Second round interviews will be with Ms Foster Mann, Ms McGhie and Ms Credle, will include a shadowing period with playlab. Will announce new hire at May meeting – Auction was a huge success. We exceeded our income budget and met our expensed income grossed just over 60K, netting just under 50K. Hard figure reporting coming at May meeting. – Reported on March financials, highlights include AA donations (met budget!), book-a-thon still coming in (exceeded budget tremendously! - \$6,814) – next year relying on 3 major programs instead of a lot of little fundraisers (auction, read-a-thon, annual appeal) – March was a slow month – Forecasting where we'll end our year, we are doing awesome. Budget committee is meeting on Friday, April 22nd. Budget will be approved in September.

Moving Up Ceremony: PreK, K, 5th grade \$250. Please work as a team to purchase cake, balloons, etc – more info coming.

Q: How did teacher's grants pan out?

A: We had 14 or 15 submit proposals. We funded a lot of stuff but we learned we need to tighten up the grant process a lot. By the end of the year we will have funded \$6K. We may go back and fund a few more things now that there is money left in our budget. We need someone to own this for next year – not a huge commitment – it is a 'kit' for someone to run with.

*See financial report attached – not updated yet

COMMITTEE REPORTS:

Fundraising - presented by Kathryn Mora – next Movie Night is May 6th. We need a lot of volunteers – please go online (ps133brooklyn.org) and sign up to help. We need 6 or 7 jedi's to volunteer. Reach out to Ann Henry with questions ann.henry11@gmail.com. – PTA FUN RUN, May 7th, sign up online (ps133brooklyn.org) to sign up and select PS 133. Cost is \$20 (\$5 for every additional person) – results of STAFFLE RAFFLE revealed.

Green Team – presented by Kate Rubin – announced Clothing Drive Fundraiser and explained how donations will be used.

Grandparents Day - presented by Celeste Stern – Grandparents / Special Friends Day is Friday, May 20th. RSVP coming online. Will need volunteers – please contact Celeste if you can help: celeste.stern@gmail.com

APPROVED BY MEMBERSHIP

Nominating Committee – presented by Esra Dayani – we need volunteers! We need a President, Secretary and Treasurer to function. Nominations open May 2nd – you can nominate someone or write in your own name and then fill out a ‘Willingness to Serve’ form. From May 2-11th – open nomination time. On May 11th at 8:30am – all candidates will make a statement about their history and how they will contribute to the PTA. Help get this word out! SLT (1 position – maybe 2) and all PTA Board positions are open.

SLT – presented by Chiquita Payne - meets monthly (2 hours), works mainly on CEP. The document is ongoing – always being updated and looking at the whole school. Half admin and half parents. Two year term. This committee needs a boost of parent brainpower.

- Hearing from the candidates on May 11th, Nomination period from May 2-11th, Election meeting May 18th;

SPECIAL PRESENTER ON HOMEWORK: presented by Ana Bartolome
She shared some tools/games that can help parents and kids have fun while learning. More info will be circulated via class parents.

NEXT MEETING: May 18th, 2016 at 8:30am in the Cafeteria

ADJOURNMENT: Meeting adjourned at 9:55am by President.

Minutes compiled by Kate Dautrich Rubin, Co-Secretary of Communications

-----END-----

	Total
Revenue	
Advertising - enewsletter	150.00
Extended Day Enrollements	3,180.00
Financial Donations	
Annual Appeal	3,683.75
General Donations	45.00
Total Financial Donations	\$3,728.75
Fundraising Activities	
Bake Sales	
Monthly	69.81
Total Bake Sales	\$69.81
Book-A-Thon	963.50
Merchandise	
Bi-monthly In Person Sales	65.00
Total Merchandise	\$65.00
Movie Night	612.45
Silent Auction	
Ticket Sales	2,937.73
Total Silent Auction	\$2,937.73
Winter Fair	
Concert Tickets	70.00
Total Winter Fair	\$70.00
Total Fundraising Activities	\$4,718.49
Non Profit Income	0.00
Partnership Fundraisers	
Amazon Associates	215.33
Farmigo	111.47
Tea Clothing	201.02
Total Partnership Fundraisers	\$527.82
Total Revenue	\$12,305.06
Gross Profit	\$12,305.06
Expenditures	
Community Event Expenses	
Teacher Appreciation	191.21
Total Community Event Expenses	\$191.21
Extended Day Program	
ED - Office/General Administrative Expenditures	657.81
ED - Supplies & Materials	1,371.33
ED - Vendor expense	20,813.75
Payroll Expense	
NYS Disability Insurance	-31.39
Payroll taxes	1,096.94
Salary and wages	9,335.10
Total Payroll Expense	\$10,400.65
Payroll processing fees	103.25
Total Extended Day Program	\$33,346.79

Fundraising Activity Expenses	
Movie Night Expenses	112.88
Silent Auction	475.65
Auction Venue	2,935.00
Total Silent Auction	\$3,410.65
Total Fundraising Activity Expenses	\$3,523.53
PayPal Fees	69.15
PTA Administrative Costs	
Accounting Costs	212.50
Office Supplies	13.07
Printing - banners, posters and copies	82.73
PTA General Membership Meetings	45.00
Total PTA Administrative Costs	\$353.30
School/Teacher Grants Assistance	
Primary Teacher/Classroom Grants	1,961.42
Total School/Teacher Grants Assistance	\$1,961.42
Student Enrichment	
Lunch Recess Support - Playworks	5,000.00
Total Student Enrichment	\$5,000.00
Total Expenditures	\$44,445.40
Net Operating Revenue	-\$32,140.34
Net Revenue	-\$32,140.34

THE P.T.A. OF P.S. 133K, INC.
Statement of Financial Position
As of March 31, 2016

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Pay Pal	5,100.45
PayPal Funds Transfer Account	0.00
TOTAL BUS CHK (2595)	275,686.29
Total Bank Accounts	\$280,786.74
Other current assets	
Advance Payment Payroll	0.00
Total Other current assets	\$0.00
Total Current Assets	\$280,786.74
TOTAL ASSETS	\$280,786.74

THE P.T.A. OF P.S. 133K, INC.
Statement of Activity
July 2015 - March 2016

	<u>Total</u>
Revenue	
Advertising - newsletter	300.00

Extended Day Enrollements	329,193.51
Financial Donations	
Annual Appeal	76,591.06
General Donations	675.00
Total Financial Donations	\$77,266.06
Fundraising Activities	
Bake Sales	
Election Day	70.08
Marathon	256.36
Monthly	1,192.66
Total Bake Sales	\$1,519.10
Book-A-Thon	6,614.85
Merchandise	
Bi-monthly In Person Sales	4,996.36
Fall Festival	403.00
Online Sales	298.98
Spirit Week	585.00
Winter Fair	78.00
Total Merchandise	\$6,361.34
Movie Night	3,975.86
Silent Auction	
Sponsor Donations	722.15
Ticket Sales	3,124.52
Total Silent Auction	\$3,846.67
Winter Fair	
Concert Tickets	2,009.87
Food & Activity Sales	536.00
Vendor Tables	2,250.00
Total Winter Fair	\$4,795.87
Total Fundraising Activities	\$27,113.69
Non Profit Income	0.00
Partnership Fundraisers	
Amazon Associates	2,036.46
Amazon Smile	34.86
Christmas Tree Partnership	240.00
Farmigo	399.06
FunRun	732.34
Mabel's Labels	129.36
School Photos	
Fall Photos	2,964.78
Total School Photos	\$2,964.78
School Supply Sales	1,379.61
Tea Clothing	201.02
Total Partnership Fundraisers	\$8,117.49
PayPal Income	0.00
Total Revenue	\$441,990.75
Gross Profit	\$441,990.75

Expenditures**Community Event Expenses**

Harvest Mixer	0.00
Teacher Appreciation	605.19
Volunteer Appreciation	173.26

Total Community Event Expenses **\$778.45**

Extended Day Program

ED - Office/General Administrative Expenditures	2,166.52
ED - Supplies & Materials	5,892.78
ED - Vendor expense	104,220.89
Insurance - Extended Day	4,489.00
Payroll Expense	
NYS Disability Insurance	-163.93
Payroll taxes	5,384.02
Salary and wages	45,818.80
Worker's Compensation Insurance	504.09

Total Payroll Expense **\$51,542.98**

Payroll processing fees 1,015.32

Total Extended Day Program **\$169,327.49**

Fundraising Activity Expenses

Annual Appeal Parent Mixer	82.18
Movie Night Expenses	918.55
School Merchandise	3,117.50
Silent Auction	3,096.65
Auction Venue	5,135.00

Total Silent Auction **\$8,231.65**

Winter Fair 475.32

Total Fundraising Activity Expenses **\$12,825.20**

PayPal Fees 8,635.64

PTA Administrative Costs

Accounting Costs	2,562.96
Insurance - PTA Liability & D&O	569.00
Office Supplies	378.41
Printing - banners, posters and copies	610.22
PTA General Membership Meetings	45.00
Subscriptions (I.E. Basecamp)	96.74

Total PTA Administrative Costs **\$4,262.33**

School/Teacher Grants Assistance

Cluster Teacher Grants	259.00
Primary Teacher/Classroom Grants	4,652.58

Total School/Teacher Grants Assistance **\$4,911.58**

Student Enrichment

Classroom Libraries	1,035.00
Lunch Recess Support - Kids Orbit	11,020.80
Lunch Recess Support - Playworks	30,500.00
Studio in a School	15,300.00
Theater for New Audience	9,840.00

Total Student Enrichment	<u>\$67,695.80</u>
Total Expenditures	<u>\$268,436.49</u>
Net Operating Revenue	\$173,554.26
Other Revenue	
Other Income	<u>123.99</u>
Total Other Revenue	<u>\$123.99</u>
Net Other Revenue	<u>\$123.99</u>
Net Revenue	\$173,678.25