

P.S. 334 – The Anderson School – September 16, 2013 – PTA EB Meeting – Approved Minutes

Attendees: 26 PTA Executive Board members

The meeting was called to order at 6:20pm

I. President's Report: Joy Heinze (Co-President) gave the President's Report:

A. Introduction: We went around the room and introduced ourselves.

B. Minutes: The Executive Board minutes from June were passed unanimously.

C. Budget: Joy announced that the teacher union contract requires extra time for them to do work that will require the school to accommodate. The school recommendation is for 6 half days with Wingspan optional coverage or Assistant Teacher coverage. Another option is 20 minutes a week, which would not cut the student day. We cannot do late arrival because of the bus students. The teachers and administration will be at the September General PTA meeting to present it to the parent body. It needs to start in November. If you have suggestions, please e-mail them to Mindy Wigutow (PTA Rep to the SLT) and Joy.

D. Chancellor Wolcott Visit: Chancellor Wolcott visited the school today to congratulate Anderson on their scores.

E. Safety Cameras: We got a grant from Gale Brewer to upgrade the safety cameras.

F. WITS: After the next Executive Board meeting on 10/7, there will be a Cooking Class on Healthy Cooking. There are 50 seats. Older kids can come and participate.

G. Principal's Maternity Leave: During Principal Hyde's maternity leave, one of the Assistant Principals will become Interim Principal from Nov.-Jan., and there will be someone from the network to assist.

H. Hospitality Increase: Joy made a motion to increase the amount for hospitality, but will review with Wil which line item and the amount before we vote on it at the next meeting.

I. Journal: Last year we hired a freelancer and photographer, and covered the cost. It worked well, and we'd like to do it again. We already have the money in the budget for this.

J. Grade Reps:

Joy announced that there are new responsibilities for Grade Reps.:

1. Open House – Open houses are a showcase to incoming K-2 students. Grade Reps are responsible to get 4 volunteers per grade to participate.

2. Hospitality events per month – There are Executive Board meetings, PTA meetings, and school-teacher functions that need food trays. Grade Reps. can bring the trays or get volunteers.

3. Sign up sheets to volunteer at Meet-the-Teacher Night: Grade Reps. need to make sure we get volunteers for the auction and other positions.

K. Dates for Board Meeting: Joy checked in to make sure that Monday evenings works for everyone for the Executive Board meetings.

II. Budget Report: Nick Winter (Co-Treasurer) summarized:

A. Cash Handling and Conflict of Interest Form: The Executive Board will need to sign these forms. You can sign and send hard copy or electronically. Or he will collect at the next Executive Board meeting.

B. Cash Collection Procedures: We have procedures. New board members should see the other treasurers for these.

C. Goals: Last year we met our goals. We adjusted our cash management strategy to reduce how much was in each bank, we got a higher interest rate, tighten financial controls, had an audit conducted, set up the ability to accept stock donations, and set up an Amazon.com account to purchase on a tax-free basis (please note that ordering from this requires lead time). This year we want to issue 1099 forms to vendors.

D. Financial Statements: Nick sent around June statements, but will have summary of end-of-year. There are some restricted funds for science and music, which will be used for this purpose.

E. Surplus: We had a surplus last year, and discussed options. We do not want to add any on-going expenses and do not want to depend on Greenflea funds. This year, current revenue meets expenses.

We are trying to improve the electives to implement some of the learning from the June enrichments, including a Stock Market game and TED.

III. Fundraising:

A. Welcome Picnic: Julie Schiffman (VP, Fundraising) is organizing the Welcome Picnic on 9/21 from 11-2 . We voted to up the line item to \$300 and will up the budget \$500 for the future.

B. Picture Day: Lisa Carr is organizing Picture Day, and coordinating with Marcie Shaw.

C. Thanksgiving Eve: This year Macy's said no (so far), it's the first night of Hannukah, and we have a newly painted yard, and it's a lot of work. We determined that we would not do it if Macy's will do it. We'd like to revisit co-sponsoring the Election Day back-sale with the other schools in the building and will re-open the discussion with them.

D. Direct Appeal: Amy Davidson (VP, Fundraising) said that we raise 40-50% of our direct appeal funds during the week of Meet-the-Teacher Night. There are some special promotions, including a lunch bag and MacBook Air. Suggested donation is \$1,300 per child.

E. Auction: We are still looking for a location for the auction and need a lot of volunteers.

F. Elections: Kindergarten rep. nominations are needed and will be voted on during the next PTA meeting. We will also need Budget Committee members, which are elected in October.

V. Communications: Stuart Agtsteribbe (VP, Communications) reported:

A. Website: We need help reviewing old information on the website, because we want to remove it.

B. Committee: A Kindergarten parent will be joining the committee.

VI. SLT: Mindy reported that:

A. SLT Meeting: The first SLT meeting will be on 9/18 in the afternoon.

B. 6 half day proposal: The SLT talked at length about the options for the 6 half days.

C. Teaching Assistants: The SLT requested more teaching assistants, who could rotate as needed when others are out.

D. Language/Math: The SLT has been discussing the language and math curriculum.

VII. Community Affairs:

A. Politics: Joli Golden announced that Helen Rosenthal has taken over Gale Brewer's spot, and we'd like parents in her district to let her know that they live in her district and are Anderson parents.

VII: New Business

A. Yard: Stuart asked about issues with slipping on the yard paint. Joli will ask the architect what can be done.

B. Playground: There was a question about whether slightly older kids could play on the playground equipment. This will be investigated.

VII: Adjournment: We adjourned at 8 pm.