

**PS58 PTA**  
**Executive Board Meeting: 10 October 2018**  
**Meeting Minutes**

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- Co-President's Report (Linnea/Adam)
  - Call to Order
  - Approve Minutes: Minutes reviewed and approved
- Katie's Principal Report
  - Boiler project on track
  - Conducted first fire drill yesterday and practiced adjustments to routes in light of boiler
  - Will send schedule of drills next week, including four required lockdown drills (2 fall, 2 spring) and eight required fire drills (4 fall, 4 spring). Teachers will address with students lockdown drills to alleviate any concerns
  - Teacher PD on Election Day focused on D15 Diversity Initiative and Equity Congress, including student and teacher representatives.
  - Question regarding new safety officer: PS58 was promised last Spring a member of new safety officer class, but wasn't delivered -- assigned instead to new D15 school. Katie to follow-up at upcoming active shooter training that she is attending
  - Question regarding coordination of lockdown drills with neighboring school: PS58 follows standard NYC public school emergency protocols and reviews that protocol, which is also explained in the family handbook.
  - Question regarding application of emergency protocol to After School program: After School program also practices protocol, but five days in a row instead of once every couple of months to ensure all students are exposed
  - Question regarding robocalling system: Messenger service is an elective subscription used to reach all families by telephone which is considered more flexible, reliable, comprehensive and rapid than other forms of communication. Katie requests new allocation of \$1,500 to cover this cost. Motion to add recurring line item for this subscription to avoid *ad hoc* requests
- Arts & Culture Report (Cathy/Michele)
  - Upcoming events: Planning International Food Festival in January/February and Talent Show in June. Numerous requests for a parent talent show, which are being considered
- Treasurer's Report (Darrin/Mo)
  - Financial Report: Books up to date and being prepared for CPA to perform tax returns. 2017-18 Direct Appeal donations continue to be received
  - ICP request to adjust budget by an additional \$1k to support 3rd Grade social studies curriculum and Music program (i.e., outside group to come in, perform and help kick-off program) beyond \$9k increase approved at the last General Meeting. Music program support could be paid through Curriculum Grant, if there are concerns about a budget adjustment and if this is considered a one-time vs. recurring need. Consensus that 3rd Grade Social Studies support should come through budget adjustment while Music program support should come through Curriculum Grant. Request that Sara apply for a Curriculum Grant
  - Concern about whether subscriptions should be funded by Curriculum Grants (as they are today) or the budget since they are recurring: Mini-Grant Committee to consider.

- Suggestion to communicate credit card fee structure to guide parents when making donations to take advantage of lower fees from Mastercard/Visa and avoid higher fees from AmEx
- VP Operations (Carly/Amarah)
  - Website (Carly)
    - Upcoming meeting with Barbara and Merchandise team to launch development of website to sell PS58 merchandise. Question about whether or not we can collect money and need to collect sales tax on the school website. Need answers to questions about sales tax before making any new sales and opening books this year
    - Recently updated current domain. Need to address three existing PS58 domains that are owned by former parents. Carly to approach three owners and request their transfer to the school
  - General Operations (Amarah)
    - Initiative planned to update PTA Operations Manual by documenting processes and identifying potential inefficiencies for improvement going forward, in order to strengthen continuity and ensure efficiency
    - Work to review recent updates to Chancellor regulations and the way they impact our operations. Request to submit questions about Chancellor regulations which can be considered in the course of this review
- VP Community Events (Anik/Whitney)
  - Costume Carnival: Organization underway. Sign-ups posted for creative preparation and event management. Have already filled 100 slots, but need to fill 60 more. Booked DJ and emcee. Conceptualized all games, now need some help creating them. Considering some expenses, such as rental of popcorn machine -- discovery that popcorn machine is owned by 5th Grade and could be loaned for event. Questions about how many tables are available for use -- agreement to check with Ryan. Limited space because of boiler project -- so, considering setting up food tables on Carroll Street outside of fence. Pizza delivery arranged with two pizzerias on a staggered timeline. Suggestion to open volunteering opportunities to 5th Graders as a way to earn community service hours. Pumpkin smashing will not be conducted again this year
  - PTA storage clean-up: Recently inspected PTA storage area. Was disorganized over summer break and needs to be reorganized, especially in conjunction with Costume Carnival and Auction teams. Plan to address after Costume Carnival. Can use hallway in the meantime to stage Costume Carnival due to limited space in the storage room itself until it is reorganized
  - Rummage Sale: currently being organized. Plan to announce after a push next week for the Costume Carnival
  - Holiday Fair: Need also to coordinate preliminary announcement to vendors in the coming 1-2 weeks
  - Square readers are needed for these events, as well as the upcoming Meet & Greet (i.e., for donations). Multiple Board members have readers that can be used. Encouragement to use chip reader models, instead of swipe models to avoid responsibility for any credit card fraud
- Secretary Correspondence (Barbara)
  - Website: Discovered that further development, finalization and ongoing updates of PTA pages on website will require significant effort. Suggestion for new position to support this effort. Too much work for Secretary Correspondence to manage in addition to communication and Konstella administration. Suggestion to dedicate resources (e.g., some combination of parents, staff and/or an outside

vendor) to manage website going forward from both a content and technical perspective. Upcoming review of Chancellor regulations may help us determine if having PTA pages as subset of school website will be optimal going forward (e.g., merchandise sales). Concern about having a separate website for the PTA -- too much complexity

- Konstella: Have contacted all teachers and encouraged to use Konstella exclusively this year. There are still some hold-outs which will be addressed over the coming month -- now that classes are largely registered. Will provide orientation for Class Parents at October 11 breakfast to help them perform relevant functions through Konstella. Plans underway to make class assignments through Konstella in August and thereby avoid the 1-2 month delay that we experience at the beginning of each year before we're able to communicate with families.
- Fundraising Report (Renee)
  - Direct Appeal: This year's Direct Appeal theme is "Dream Big." Creative team (e.g., graphic designer, videographer, photographer, copywriter) is in place, but additional volunteers will be needed
  - Meet & Greet: Need to create preliminary Konstella donations page to enable donations during/after the event
  - Event sequence: Adjustments are being made this year to avoid overlap of major fundraising initiative by conducting Read-a-thon in February and Auction in March. Suggestion to move-up Staffle Raffle in order to avoid busy season at end of May/beginning of Jun. Suggestion to consider and address negative feedback expressed in year-end survey about Staffle Raffle (e.g., equity).
  - Potential new events: Suggestion to introduce new Bingo event during quiet time in Winter (e.g., Feb) -- potentially combined with Game Night. Suggestion to create new event to donate and recycle used toys. Suggestion to bring back neighborhood shopping event -- month-long shopping event with local vendors and rebate of 5-15% to school; used to be done, but had difficulty in later years obtaining critical mass of vendors
  - Suggestion to create calendar of all events during the year to help families plan their participation
- Volunteer Coordinator (Alison)
  - Class Parent update: Breakfast in cafeteria on October 11 at 9am. Request to consolidate current needs (e.g., Costume Carnival game creation), so Class Parents can encourage their families. Need to follow-up with Joan for laptop and projector
  - "Wish lists": 5th Grade teacher recently provided "wish list" of Class Parent duties. Idea to create guideline for CP responsibilities by grade and publishing on Konstella to ensure consistency over time. Guideline exists, but is no longer circulated -- Katie to share. Existing guideline may need to be updated for current preferences, as well as adjusted by teacher. Could be used as the starting point for this "wish list" initiative. Idea to conduct survey of teachers by grade to complement this guideline. Idea to store this document, as well as others like it on Konstella in Committee folders to ensure effective archiving and access going forward
- After School Report (Carolyn P)
  - Fall classes are fully enrolled and After Care is at capacity with \$506k revenue and 687 active students. Drop-ins are currently challenging, taken on case-by-case basis -- now a request, not an expectation. Host ~400 students each day, which places great demands on the facility

- Currently hiring additional recess monitor to support utilization of small school yard
- Concern about security of school yard after school: Gates sometimes open with no one posted there to monitor. Monitoring needs to be improved. Also, signage may be needed to remind exiting parents to close the gates behind them. Consideration should be given this year to closing the school yard to through traffic -- due to the smaller space available because of the boiler project
- Request will be sent next week to propose classes for Winter. Effort will be made to shelve some old favorites and introduce some new classes
- Basketball will be launched next week. Organized by outside group, but finances run through After School program
- Committee Reports
  - Mini/Curricular Grants (Negar/Shelley)
    - Concern about whether subscriptions should be funded by Curriculum Grants (as they are today) or the budget since they are recurring. Mini-Grant Committee to consider
    - Ongoing confusion about what should be funded through grants vs. budget/supply room vs. adopt-a-classroom vs. Amazon wishlist. Suggestion to conduct survey of staff needs and preferences, then create and issue a set of guidelines to govern this. Also, need to launch continuous improvement effort with VP Ops to address -- suggestion to prioritize this initiative over review of Chancellor regulations
  - 5th Grade Fundraising (Marilena/Carolyn)
    - \$12k raised through Direct Appeal -- big success, already 33% of the way toward the annual goal
    - Request by 5th Grade to host hot chocolate and popcorn stand at Costume Carnival as additional fundraiser
- New Business
  - Greenhouse (Linnea)