



Executive Board Meeting: 13 March 2019 Meeting Minutes

- Co-President's Report (Linnea/Adam)
 - Call to order and Approve minutes

Minutes from 6 February 2019 Executive Board meeting reviewed and approved by vote

- Non-attendance Day vote

There is a proposal for a Non-attendance Day on June 24 for staff professional development which has already been approved by staff. We need to promote the fact that a vote by parents about this is being taken at our next General Meeting. (The proposal stands despite the recent Snow Day. It will only be withdraw or invalidated if two or more Snow Days are taken.)

- Community Education Council (CEC) representatives

There is only one day left for candidates to register as CEC representatives. This body is important for our school (e.g., it makes zoning decisions that could affect our families in the future), and it would be ideal for us to have a representative participating in it. Suggestion to inquire with Katie and Joan about potential candidates and encourage them to nominate themselves. Suggestion for Secretary Correspondence to publish a reminder to the community today.

- Participatory Budgeting vote

Decision to launch at the Auction the marketing campaign to get out the vote for our Participatory Budgeting proposal to refurbish our schoolyard. A poster has already been designed and will be posted at the event, and a campaign will be conducted in the weeks that follow until the vote is taken during the week of March 30-April 7. Reminder to check with Jordan Kaye about the number of votes that are typically cast to guide our campaign. Jenny [Zu] has taken point to work with Jordan on the marketing campaign.

- STEM budget line item

Suggestion for teachers to spend now the entire \$5,000 of the current budget allocation for STEM on the kits which are to be given to each student **[despite concerns that they may not all be distributed this school year?]** since we're unsure if that allocation will be renewed next year.

- Class parent manual

Suggestion to create and distribute to each teacher a form to identify her/his individual preferences and needs in order to customize the Class Parent manual that is currently being developed.

- Acoustic upgrades to Cafeteria and Auditorium

Decision has been made to raise money at the Auction for the proposed acoustic upgrades, if (and only if) the Auction fundraising goal has been achieved. **[The target will be \$5,000 to cover most of the cost of the Cafeteria upgrades?]**

- Principal's Report (Katie)

n/a

- Treasurer's Report

- Financial Report – mid-year budget forecast

Mo has conducted a mid-year budget check-in and created an updated forecast for our 2018-19 budget. This forecast indicates a smaller deficit than originally budgeted (i.e., \$33k instead of \$44k) since Sources are \$10k higher than the original plan while Uses are in line with the original plan.

Clarifications that the “Local Restaurant Dinner” and “Meet & Greet” events will not likely take place and that the “PS58 Website Software” line was originally allocated to establish e-commerce capabilities for our website. The Merchandise team is not interested in activating e-commerce this year, but suggestion to use this website line this year to purchase what’s needed for activation next year in order not to lose this money.

Clarification that the “Classroom Book Fund” line, which has not yet been used, will be used by Ms Dogra (invoice to be submitted this week) and the DLP.

The unused “Other Events” line of \$1k could be used for the upcoming, new Bingo event and/or reallocated for other emergent needs.

Clarification that the “Harvest Fair” will not happen this year and the funds can be utilized by Ms Pfeifer for another purpose (e.g., run-over from STEM line item) or re-allocated more broadly.

Clarification that the steam cleaner purchase should appear as both a budgeted and actual expense (instead of actual only) since we voted earlier this year to amend the budget to include this new item.

Update that the Direct Appeal has already raised \$165k and seems (e.g., when grossing up recurring pledges and counting expected corporate matches) on track to raise \$176k by end of year.

- Moving to Quickbooks

Treasurers consulted recently with accountant (and PS58 parent) experienced with non-profit organizations about migrating all of our financial reporting systems to Quickbooks instead of combination of Quickbooks and Google Docs. This will involve system changes that are relatively insignificant, but also a number of accounting changes (e.g., splitting items into two true income and expense lines vs the consolidated lines we have now, significantly consolidated the number of classes and accounts in our ledger) which will require attention.

She recommended that a third party audit of our PTA be conducted each year since our operating budget exceeds a threshold of \$750k [**source and potential implications of this threshold?**] and that a budget line item be created going forward for these services. This threshold applies even if we split PTA and After School operations. The Chancellor's regulations also recommend (but do not require) an audit each time our Treasurer changes.

- Processes and inventory

n/a

- Enrichment

Enrichment has a \$122k budget from the PTA plus funds from a few grants. The PTA received a \$3k grant check which was recorded as income, but this should have transferred directly to Enrichment. We need to back this take this entry off our books and ensure the Enrichment program receives these funds.

- Grant updates

Lisa Collins (PS58 parent) has taken the lead on grant writing for our school. She has already written one application for a grant to fund the creation of a Hydroponic Lab and is currently working on a number of others. Suggestion to create next year a small committee of parents and/or teachers to help her.

- Other items

The Amazon line of credit is working well so far. We feel ready to roll-out more broadly the process (e.g., one pager) for using the line. Suggestion to link the new Amazon purchasing accounts with PS58 Smile to maximize our fundraising through that channel. We also need to add this to one pager.

Our Form 990 tax return has been drafted, is available for review by our Executive Board members and – if there are no questions or suggested changes – will be filed soon.

- Fundraising (Renee)
 - Auction (Nikki)

Our Auction Committee feels great about this year's Auction considering its large, attainable catalog of local products and services.

Our contract with the Bell House is for 400 guests and 3½ hours of open bar for a cost of \$13k.

Suggestion to adjust the “Leader Board” this year to reflect only Auction item purchased, excluding ticket sales and sponsorships – to avoid creating the impression that we have raised more money on a net basis than we really have.

Reminder to encourage teachers to register for the event in advance rather than presenting themselves at the door since the event can sell out (due to venue capacity) and we don’t want to turn any teachers away. There is no cost for teachers to attend the event, but their guests are required to purchase tickets.

We need more volunteers for the event, especially guest check-in.

Suggestion to sell PS58 merchandise this year to off-load surplus inventory. Nikki will consult with Jess about this (especially concerns about limited table space and competition with Auction items) and get back to us.

- Read-a-thon (Renee)

Scheduled for the period of April 1-18. Letters and logs has been reformatted. Logo has been re-designed by a parent. The team is planning to give students a bookmark for their use during the event. And, the team is developing a blurb to be used in its various communication. Joan has offered to provide regular e-blast support as well as to create a website banner linking to the Konstella Donation page, which Barbara will create. Expenses for the event are forecast to remain aligned with our original budget.

Renee is taking the lead organizing a Spring Book Fair to support the Read-a-thon. She is currently waiting on Ms Dogra, who has industry contacts, to see if we can secure new books.

- 24 Days of the Holidays (Renee)

This event was a success. Renee recently collected and tallied donations from participating local businesses, and they have already reached \$832. She still needs to contact two more participants before finalizing this tally and transferring the proceeds to the PTA.

- Secretary Correspondence (Barbara)

- Nominating committee and by-laws update

We need someone to lead the PTA Nominating Committee during the 1-2 months prior to our May elections. (Barbara has played this role for the past two years, but is ineligible this year since she is currently serving on the Board.) Encouragement to identify potential candidates for this role.

Barbara will soon circulate a survey to see if current Board members are planning to serve again next year, in order to identify the most pressing needs for candidate recruitment.

Suggestion to update the job descriptions for our PTA roles (e.g., time commitment, routine duties) to support the nomination process.

- New position – website maintenance

Reminder that we need to create a new position which is accountable to the Board for website maintenance. Update that Fernando has agreed to continue developing the site. Suggestion to create a Website Committee to support the leader and drive things forward.

- Konstella files and folders

[Any updates on this topic? Couldn't hear clearly due to noise in Cafeteria.]

- Mini Grants (Shelley/Negar)
 - New role

As we shift a large portion of our purchasing to Amazon, we will need one person dedicating to overseeing that process while a second person administers Mini Grants overall in the way we do today.

Negar has analyzed by category Mini Grant spending to date this year to determine what types of purchases can be shifted to Amazon.

We have given teachers a deadline of April 17 to submit receipts for the Mini Grant purchases. \$13k of this budget line has already been spent.

Michele Lazar has sent her fellow teachers a reminder to utilize their Mini Grant allocation by the upcoming deadline.

Negar is currently sharing with teachers an update of what they have spent to date and what is left in their Mini Grant allocations to ensure they have the opportunity to take full advantage of these resources.

Shelley and Negar has been sharing Curricular Grant requests with Katie for review and approval to ensure alignment with school priorities.

We should consolidate next year the two budget lines for "Curricular Grants" and "Subscriptions" since we effectively manage them as one.

We are trying to be equitable in our grant allocations and ensure that every grade has an opportunity to tap into these resources. For example, Grades K and 2 are currently under-spending. So, Shelley and Negar are planning to get in touch with the teacher representatives from those grades and encourage them to consider utilizing the funds that are available to them.

- Community Outreach (Jubi)
 - Day of Service

We have scheduled our first outreach event for June 2. We are currently planning to do some work in a community garden in partnership with the Arab-American Families Federation, as well as some beautification projects in our school. Katie is planning to survey teachers for beautification ideas (e.g., classrooms, common spaces) to guide us in forming teams and purchasing supplies. The expectation is that we will begin with one or more common areas since addressing classrooms must be done equitably and therefore involve a potentially prohibitive number of volunteers.

We have met with Katie about forming a school partnership and identified a school with a fledgling PTA that seems like a good fit. Katie has contacted that school, but not yet connected us. So, we are currently waiting for Katie to schedule a meeting for us with the other Principal and PTA leaders – after which we hope to proceed more quickly and independently.

- Arts & Culture (Cathy/Michele)
 - Talent Show

Need date. Thinking about Wed, Jun fifth...no school the next day.

Want to do a rehearsal or run through day this year. Need to find a day for this also.
Suggestion sell merchandise at this event.

- Community Events (Anik/Whitney)
 - Family Bingo Day – new date

The Family Bingo event has been rescheduled for April 7 at 1-3pm.

We need to find a date for annual Outdoor Movie night event. Suggestion to look for Friday in early May to avoid the late sunsets/event start times (and therefore even later event end times) in June. This year we will need to factor-in the boiler project work schedule and associated schoolyard access.

- Operations (Carly/Amarah)
 - Manual

n/a

- Afterschool (Carolyn Pravda)

We registered 793 spots and exceeded revenue targets for the Spring trimester.

We experienced a problem with our registration software again, which has led the team to decide to change providers going forward. There are two alternatives which we're exploring and will bring to a future Executive Board meeting for review and decision. In any case, we will have something else for registration next Fall.

- Fifth Grade (Carolyn Pravda)

Fifth Grade has already achieved its fundraising goal for the year!

In any case, we will conduct another CineBistro on March 22 since there is already expectation by the students. Voting is currently being conducted to select the movie, and the current favorite is "Ralph Breaks the Internet." We will need captains for this event since neither Carolyn or Marilyn will be available.

- New Business
 - Francophone family inclusion in PTA

n/a (Katie not present to share suggestions promised in last meeting)

Suggestion to conduct parent/child soccer event as an additional fundraiser with the help of PS58 parents who own local businesses, Soccer Roof and Soccer Stars. This might also be an effective way to engage French expatriate families.

- SoulCycle fundraiser

The latest thinking is to conduct this event and earmark the funds raised for the purchase and installation of two new water fountains (i.e., one in the Lobby, one in the Gymnasium) with filtered, aerated water for both drinking and bottle filling. The Wellness Council is currently working with Ryan to estimate the associated costs. If we can complete the project for

approximately \$5-6k (i.e., assuming Ryan and his team will cover the cost of installation), then we will be inclined to move forward with this fundraiser since we think we can raise this amount.