

Minutes – PA Meeting 12/16/2015 (submitted by Claire Pearce)

### **Meeting called to order**

**Minutes** from November 2015 meeting were read and the typo correction from “501-c-e” to “501-c-3” was identified in the “Amended Bylaws – Susanna Stein section”. No other corrections were noted and the minutes from the November 2015 meeting were approved.

Because Susanna Stein, PA Vice President of External Fundraising, had to leave early due to an event conflict with the Fifth Grade concert and PA meeting occurring during the same time, the order of business was adjusted to present the Vote on Bylaws ahead of the Treasurer’s report.

### **Vote on Amended Bylaws – Susanna Stein**

- The following revisions/amendments were made to the Bylaws of the Parent Association of PS 139 prior to approval:
  - The Article X – Conflict of Interest Policy section was revised to conform to New York State bylaws;
  - The Parent Association General Membership Meetings are allowed to meet on Thursdays; and
  - Specific job descriptions were removed under Section 3 for the titles of the other Vice Presidents or sets of Co-Vice Presidents titles. The minimum requirement of five other Vice Presidents or sets of Co-Vice Presidents was left unchanged.
- The Amended Bylaws were done by proposition.
- The PA confirmed that a quorum was present to vote on the revisions to the Bylaws and there was a unanimous vote in favor of the Amended Bylaws.

### **Treasurer’s Report – Val Kostinenko**

- The \$2,509.95 Harvest Night fundraiser amount is the gross income amount and does not reflect expenses yet to be paid. The Treasurer is in the process of issuing checks related to the fundraiser.
- All Parent Association members must follow the Chancellor’s regulations for PA/PTA and Presidents’ Council Financial Record Keeping. The Treasurer will speak to and coordinate with the Chess Club committee members to ensure that reporting of Chess Club financial transactions meet the Chancellor’s regulations.
- The most recent restitution funds are not reflected in the November 1-30, 2015 Treasurer’s report because they were received in December.
- It was proposed that the PA convene a separate budget meeting.
- The Fall Fundraiser did not draw the income projected in the PA budget. The PA Executive Board will need to do an updated analysis of the PA budget at the January 2016 Executive Board meeting and make any necessary revisions based on the gift card fundraiser actual income received and revisit the Big Apple fundraising catalog.
- The Treasurer referred to a misunderstanding regarding a \$5,000 check allocated to the Teachers’ supply closet which was mistakenly projected as pending unallocated PA income. Irene Varon, PS 139’s School Business Manager, was asked to hold the check by Richard Crawford, PA VP of Teacher Support. A short discussion followed regarding how the misunderstanding occurred and improvements to the communication process between the

school and the PA concerning PA funds. Principal McDonald stated that she would relay the discussion to Ms. Varon.

- A \$6,600 expense not reported in the November 1-30, 2015 Treasurer's Report will be allocated towards the repair of three broken air conditioners.
- It was noted that, going forward, the balance in the Treasurer's Report should reflect all outstanding checks issued in addition to checks cashed.

#### **Principal's Report – Mary McDonald**

- The 12/15/2015 PS 139 school tour was attended by over 25 families. Some parents asked to come back for another visit and there were out-of-zone seat requests.
- The dual language program next year will comprise of grades preK, 1, and 2. The school will look into the grades 3-5 language enrichment model more fully because those grades are test year grades.
- As an update to the Principal's 11/6/2015 letter to PS 139 families regarding the DOE inspection of fluorescent lighting fixtures, the Principal reported that all lighting fixtures at the school will be changed. The project to replace all of the lighting fixtures is scheduled for completion by mid-August 2016.
- Findings from the asbestos inspection showed that asbestos abatement is needed in only two areas and the abatement project would be completed within one weekend this December.
- As an update to a PA parent request for a halal menu at the 10/21/2015 PA general meeting, Principal McDonald reported that the school will offer a non-beef menu during a trial-run period from January through mid-February 2016 until the start of the mid-winter break. The school will collect and review data from the trial period. The non-beef menu will not be available to students in the afterschool programs during the trial period.
- The project to replace the three broken air conditioners is projected for completion before the winter break.

#### **Tech & Communications Report – Claire Pearce**

- The winter quarterly issue of The Rugby Road Reporter school newsletter was released on the [www.ps139.org](http://www.ps139.org) web site on 12/15/2015.
- PA members present were invited to propose suggestions for future quarterly issues. Suggestions for the next issue included sports and parent participation around Multi-Culti Night.

#### **5<sup>th</sup> Grade Committee Report – Maria Caridi**

- The permit was received for the 5<sup>th</sup> grade graduation ceremony to be held at Bishop Ford.
- The 5<sup>th</sup> grade Spirit Cruise trip is scheduled for 6/17/2015.
- The 5<sup>th</sup> grade graduation ceremony is scheduled for 6/16/2015.

#### **Miscellaneous Items**

- A community concert has been proposed by PA parent Dan Loomis and school IT staff member Joe Biondo. A funding request will need to be submitted at the January PA Executive Board meeting so that it can be submitted for a vote at the January PA general member meeting.
- Ideas for the design of a new PS 139 logo were proposed, including approaching Studio-in-a-School instructor Ebenzer Singh. School t-shirts will be produced for sale once the new logo is made and voted on.