

September 12, 2017

The meeting was called to order by Stacey and Sarah at 6:37pm.

I. **President's Report (Sarah Courtemanche & Stacey Winter)**

- This year, will be alternating PTA meetings between mornings and evenings to give more people chance to attend based on their schedules
- Intro of EB members

II. **Approval of Minutes (Sarah Courtemanche & Stacey Winter)**

- Liz Campbell makes a motion to approve the minutes from the June 20, 2017 General PTA meeting. Jill Gabin seconds. All in favor. Minutes are approved at 6:43pm

III. **Principal's Report (Scott Parker)**

- Our school follows framework laid out by chancellor's rules:
 - i. Rigorous instruction -- Results seen in state test scores. In ELA, our school had 85.3% of students get 3 or 4. We had highest ELA scores of all elementary schools in district 3. 13% points higher than last yr, and 30% points higher than 4 yrs ago. In Math, 81% of students got 3 or 4. Closing the gap with the other district 3 elementary schools -- PS 9 at 86%, PS 199 at 84%, PS 87 at 78%. City average for ELA was 40.6% and Math was 37.8%, and our scores more than doubled the citywide average.
 - ii. Collaborative teachers -- Put teacher teams together, cross-grade planning. Early childhood teachers working with older teachers to ensure consistency across grades. PE and Art work together with classroom teachers. PD cycles already began. Teachers College Reading Writing Project starts next week. Started with G&R Inclusive project. Thank collaborative teacher teams for making welcoming work environments. Handled move with grace.
 - iii. Supportive Environment -- Thank office staff (Sharon Lustig, AJ Cermak Community Coordinator, Cassandra Matthews, School Aide, Hsu Wang, School Secretary. Welcomed 54 new pre-K students. Very excited. Currently at 338 students. 60 students left or moved.
 - iv. Family & Community Ties -- Volunteers over summer unpacked boxes. Great for graduates to come back to help.
 - v. School Leadership -- thanks facilities team for ensuring a great move.
- Got \$100,000 tech grant from Gale Brewer (Manhattan Borough President). In addition to \$300,000 from councilman Helen Rosenthal. 5k for yard painting, programmatic funding, cafeteria upgrade (starting design in this fiscal year, actual renovation next fiscal year). Participatory Funding Budget .

- Have a few paraprofessional openings, hiring freeze so using subs right now. Hired 2 out of the 3 TA's, thanks to PTA for that.
- Library construction has started (at 4pm, no children are here). There is protocol for asbestos abatement each weekend, with progress updates provided. Is an easy convert -- take down chalkboards, closets. Is not happening in a room where there are currently any teachers or students. They test, and will not demolish until they get rid of any potential asbestos. Projected end date of mid Jan to have working library.
- Stop by Library/Media Center, Michele has done great job setting up.
- Have a school nurse (Cheryl), in training so out for a few weeks. Is a Department of Health employee, not a PS 452 employee, so we can't make many changes. Have substitute nurses. We can help facilitate communication between families and her.
- Air conditioning going out in many rooms -- with smart boards on and few outlets, there have been some shorts. Whole floor for upper grades has been out. Have been rotating them through science, or library/media room to give them chance to cool off. It has been escalated, but is contractual so waiting for someone to take the job.
- We have scooter parking -- can bring scooter to school in 1st -5th grade. Park it in the yard. Painted area yellow for scooter parking.
- School leadership. Chancellor Carmen Farina is coming Thurs morning (ahead of schedule) to visit with members of her team to highlight all the wonderful things our community has done, moving a school, welcoming new families, members of the press will be here.

Questions:

Shehriyar Antia. Q: Classroom chess?

A: Starting new partnerships. NY Kids Chess -- had program at O'Shea campus, PS 199 has the same. They are here on Monday working with 4th and 5th graders. After school program open to all. In spring, switching to 2nd and 5th graders. Lincoln Center Film -- working with 3rd & 5th graders. Continuing with NDI. Salvadori.

Teachers trying to get everything in, so mindful of the number of partnerships that each grade gets, in addition to open access to library. Not every grade will get all enrichments.

Q: Is NDI open to pre-K?

A: No, they typically don't work with earlier grades lower than 4th, we are one of the only schools where they work with students below 4th grade.

Q: 4th & 5th graders not getting gym twice a week?

A: Mr. O'Reilly confirms once per week. Now that we have our own gym space, expected it to be different. There are more sections, Mr. O'Reilly teaching 20 periods, while we have 17 sections. Most are getting once per week, some getting twice. Teachers trained in ROOM TO IMPROVE activities, to offer physical activity to their students. An elementary school teacher can teach physical education.

Stacey Winter - points out committee sign up sheets have been put out for people to sign up.

IV. **Treasurer's Report (Shehriyar Antia, Olga Inglis & Caitlin Sullivan)**

- During summer, PTA treasurers closing out last year's books, preparing payments for equipment and personal. Heavy lifting in early part of the year. Introduces Caitlin and Olga who have been working very diligently, with helpful contributions from past Treasurers, Jill Gabin and Andrea Pagliughi
- All of data is as of September 20th, 2017.
- Funds rollover = starting balance. We projected to have \$392,500. But actually started about \$60k higher. Projected rollover for next yr is around \$375k.
- Starting with **\$455k** rollover, more than we expected. Some sizeable late pledge drive donations, some expenses lower than projected.
- 80% of our revenue comes from pledge drive and auction. That income comes in later in the year, while our expenses are heavier earlier in the year, so expenses will look front loaded which is normal. Other fundraisers earlier in the year -- Fall Fair, Boosterthon.
- Budgeted **\$393,500** for revenue/income this year
- Expenses -- staff support/professional development, G&R inclusive (differentiated learning), classroom and curriculum support, enrichments. Teaching Assistants (we budgeted for 3, have 2 starting this week), also funded library/media specialist (Ms. Kirshenbaum.)
- **\$470k** is our expected spend for this year

V. **Fundraising Report (Laura Goldenberg)**

- Look Ahead 2017-2018. Lots of events all year long. Some big, some small. All about giving back to continue supporting programs that make our school great.
- Handout here to see how you can get involved with fundraising. SmileAmazon.com and Fairway Card are 2 easy ways to raise fund for school.
- Boosterthon -- new fundraiser (official name: tbd). Focused on character building, good values, fitness. Oct 27-Nov 8. Week-long event that culminates in fun run for kids.
- Spiritwear -- run by Paola Atlason to help us get new t-shirts, hats, etc. New photos soon available on our website.
- Always looking for people to be involved, send email to PTA gmail address.
- Fall Fair - Oct 14th at 11am-5pm in the schoolyard (raindate is the 21st).

Haley Mustac: Fall Fair coming up, seen posters and advertising on website. Great fundraiser for school. Spring Lake sponsoring event -- grill, baked items. Need a lot of volunteers to run the carnival games, the grill, sell tickets. Also asking for donations (ie. ketchup). Also need help with planning -- several volunteers to help with advertising, to put up flyers around the neighborhood. Need crafts captain to oversee sand art, beading. Need a volunteer coordinator (middle school and high school volunteers). Having meeting this Fri the 29th at 8:45am.

- Pledge Drive -- Whitney Pollack is 2nd and pre-K mom, is co-chair with Panitee. Does fundraising professionally, will be leading the pledge drive. Whole new take on pledge drive -- meaningful, impactful, really effective. Parent involvement is essential to its

success. Creating team of ambassadors for each grade to make pledge drive work. Can be done at off hours, don't have to come to any meetings. Have some great people already involved, need more. Please recommend people.

- Auction -- Haley Mustac and Mariela Shalbat are Co-chairs. Auction is April 28. New exciting venue at Midtown Loft and Terrace, on 29th & 5th. 1st planning meeting is Tuesday, Oct 3rd, after drop off. Do not need to attend meetings to help -- can do data entry, solicitations, decoration, volunteer exchange, art projects. Hoping to raise \$200k this year.

Q: There are lots of volunteer opportunities. Is there any way to sign up on our website, with description of what each committee focuses on?

A: List of committee opportunities on website.

Q: Are Samantha Bee and Jason Jones MC'ing?

A: We believe so.

Introduces Amy Aversa, Caterer. Theme is Havana Nights

VI. **Committee Reports**

- Communications Update (Stacey Katzen-Nidus, Rachel Levy). Trying something new, working with school to send out most of our communication to minimize the amount of we get. 3 different ways: PS 452 News, paper flyers once a month, newsletter. They run the school directory. Can use app on phone -- called AtoZ Connect, available on www.AtoZconnect.com to access directory. Our website, ps452.org, is frequently updated, events are on there. Link on left side of website "follow us on Twitter", which Scott and AJ started. Great way to send out messages, so please follow.
- Community Outreach (Karen Dahl): handout available, describing each grade's community service project. Some projects are school-wide. Looking for volunteers. Central Park Conservancy will now be Riverside Park. Biggest one is Unicef -- school-wide collection (run by Heather Tait). A lot that goes into it. Needs volunteers, some of whom can be at school once or twice during the day.
- Community Affairs (Liz Campbell): We are in District 3. There is Community Education Council that represents all district schools. They get together monthly for meetings (various committees: zoning, middle school, diversity, multi-lingual). Tomorrow is middle school principal forum. Middle school principals come together to talk about school, curricula, special programs at 6pm. On Wed, Oct 5th at PS 452, there will be CEC/President's Council Meeting. Any info is on CEC3.org website.
- Green Team (Lauren Monchik): kids are composting in lunchroom. Could use new people, doing brainstorming. Had meeting on Mon, want to plant veggies in planters outside.

Open Committee Positions: Sarah Courtemanche

- Grants Committee: way to receive funding for school (cafeteria, chrome books). Someone to help find new grants and fill out applications. Contact Sarah Courtemanche or Jenny Katzburg.
- Social Committee

VII. SLT Report (Karen Dahl)

- New member of the SLT (school leadership team). Section on the website. Parents have 2 year terms. Karen and David Kerievsky starting 1st yr. Jill Gabin and Beate Sissenich starting 2nd yr. One PTA president always on it, which is Sarah. 5 staff members (Scott Parker, AJ Cermak, Nate O'Reilly, Cara Biggane, Charlotte Arboleda). Helps create structure for school based decision making, write and review the school's comprehensive education plan. 1st meeting is this Thurs at 4pm. Visitors always welcome.

VIII. New Business (Sarah Courtemanche & Stacey Winter)

- Calls Karen Kemp up. Discussed Parent-at-Large positions. Karen and Cybele Weisser are nominating committee, and will handle nominations for these 2 positions. 2 members, one of which has to be incoming K parent. Will have expedited election at October Gen PTA mtg. Karen reviews job description. Purpose is to develop parent leader for future executive board positions. Must be nominated and voted on. Going to take nominations today and through the next month up until next meeting at Oct 24th. Can always email PTA presidents later if interested.
- Nominations: Laura Goldenberg nominates Millie Wang Koo. Whitney Pollack nominates Heather Menkes. Lynn Martin nominates Andrea Pagliughi.
- An additional issue that Shehriyar Antia will discuss. Situation occurred in the last few days. Over weekend we learned we are victims of fraudulent activity and identity theft that affected PTA funds -- around \$10k. Email scammers assumed the identity of the PTA president and made requests for electronic payments, that were carried out.

1. Working to try to recover funds, working with TD Bank (locally and nationally, wires dept, digital investigations) and NYC police dept - precinct 20. Filed multiple reports and fraud claims. several open investigations, in early stage.

2. Taken measures to secure our accounts and early steps to ensure it doesn't happen again, ie. freeze account, open new one. Secure email accounts, online bank access, quickbooks. This is primary area of concern, and identify procedures and processes to prevent from happening again.

3. What are implications for school? No matter the outcome, children, teachers, school will not be affected. Fully expect to meet projected income budget. Will better understand implications of situation, and will inform the community of any updates. Preventing this from happening again is priority for entire EB, especially Treasurers.

Stacey Winter: working around the clock to mitigate any damage. Since this is an open investigation, we are still looking for answers. Will leave time during Oct 24th meeting to give updates. Any questions, email Stacey and Sarah. Cannot answer individual questions, but will gather and answer at Oct mtg.

- IX.** Liz Campbell makes a motion to adjourn the meeting. Karen Dahl seconds. Meeting adjourned at 8:03pm.

Next Meeting – October 24, 2017