



PARENT TEACHER ASSOCIATION OF PS 199, INC
Executive Board PTA Meeting
December 6, 2024, 9:00am

Executive Board Attendees: Lauren Fiore, Sviatlana Fadzeeva, Asel Mukhamejarova, Lauren Weigel, Gaia Marchetti, Iris Fitzgerald, Emily Forrest Skurnik, Noah Strote, Stephanie Strote, Stefanie Krzyzaiak, Courtney Grant, Raphael Miranda, Sarah Najarian, Irene Ou, Robyn Kron, Shari Forrest, Lois, Sweta Merchant, Liz Oved, Kate Overby, Charlotte, Tatyana Malinovskaya, Irene Ou

Administration: Louise Xerri, Sara Lise Raff, Phoebe Hanshew

Zoom Attendee Count: ~21

Welcome and Call to Order: PTA Co-President Sviatlana Fadzeeva called the meeting to order at 9:00am.

Minutes: Sviatlana announced a motion to approve the prior meeting minutes. **Liz and Asel** approve and second, with no objections.

Agenda Item

- Welcome/Shout Outs- Successful 5K Event, Thanksgiving Coffee & Treats for Teachers and Staff, Giving Tuesday Campaign, Wine Night
- At next PTA meeting, we will have a representative of the Philharmonic to present to parents.
- Minutes approval from EB meeting 11/08/2024. Next PTA meeting **12/15/2024 - 9am Cafeteria/Hybrid.**
- Finance Update- Cash Policies and Procedures
- Administration Update
- Teachers' Update
- Treasurers' Update
 - o Cash Policy
 - o Wix Report
- Fundraising Update
- Committees- finalizing committee handbook
 - Assign an EB member to each PTA Event to be a liaison between the event chair(s) and the EB.
 - Ensures we all know what's happening, any permitting necessary, messaging (Konstella sign-ups, flyers, tables outside, etc.)
- New Business/Q&A

Administration update: Sara Raff

- Thank you all for all the effort everyone is putting in. The small things are very meaningful.
- Communication: important to have a visible public effort, a table outside the school, music, etc.
- Community building is vital.
 - o Stephanie, Liz: consider a regular PTA newsletter
 - o Sara Raff/Lois: does not recommend, others think there is too much information going out for parents to respond to.

- Liz: it's a challenge for some parents to be outside before and after school. A lot to expect from the PTA.
- Emily: low participation among parents in her Kindergarten class. Consider whether PTA could communicate more clearly what the fundraising efforts go towards.
- Iris: has not even met the class parents of her class. Families are not meeting, communicating.
- Ms. Xerri: with the new curriculum there might not have been as many class events for families. Teachers are under pressure with the new curriculum.
- Asel: would help if there were more events in the classroom in the lower grades. Maybe PTA can hold education sessions for the lower grades.

Administration update: Principal Xerri

- We have a new art teacher: welcome Ms. Wetzel!
- Custodian: Put in a transfer for a larger building (= higher salary). We have a temporary one now, and are looking for a new permanent one.
- Reminder: report cards will come out in a couple weeks.
- Teachers have been working on aligning with the new curriculum and streamlining grading.
- Safety: increased police presence in the neighborhood, esp at McDonalds.
- Registration numbers: steady at the moment. Not too many new admits.
- SLT update: Application for reduced class sizes has been submitted. We should receive some funding every year for decreased class size.
- Library program: working with younger grades on social media. Kids have a lot of complaints about their parents being on the phone over dinner. Maybe invite the Library teacher to address parents at a future PTA meeting.
- Thank you PTA for all the work that you do!

Treasurer's Report : Liz Oved

- Total income: \$129,346 as of Nov 30, 2024.
- Lots of Corporate Match activity recently.
- 5K Income: \$9450, but more has come in since Nov 30.
- We held a lot of events and asks in November. This might have had an impact on participation.
- Fundraising Auction: Friday, April 4, 2025
- Expenses to date, as expected: \$351,390
- Sveta: let's add Family Giving participation % for the General PTA meeting.

Wix Report: Irene Ou

- Recommend that role of Wix administrator should stay with Alfred.
- However, access to sensitive information, like family giving, will stay with Treasurers and Co-Presidents.
- There will be tap-to-pay access for a necessary period of time, with view of income for particular event, for people taking income/leading events.
- Members who have access to Family Giving information will sign confidentiality agreements.
- There are controls in place and Treasurers feel comfortable with the current set-up.
- Sveta: Thank you to Lauren for always doing research and questioning practice. Behind the scenes job that requires a lot of work and attention.
- Iris: Idea to have a second hand marketplace for families to exchange items with donations going to the PTA. Potential ideas- PS 199 D3 Facebook group, or website.

Meeting adjourned at 10:13am

Cash Policy: Updated and will be sent out.

Expense Approval process:

Fundraising:

- Fall Festival feedback: beautiful light, crowds of noisy, happy families. Sunny beautiful day. Ms. Xerri

Other business

Topic A: PS 199 PTA Cash Handling Policies and Procedures for School Fundraising Events.

- Treasurers have gone through regulations and by-laws and have created a Quick-Reference Sheet for us. Goal: to clarify and strengthen practices, show transparency and integrity, and build trust across family community. Stephanie: can we please read through for clarity of language and communication to broad constituency. We will consider before next EB meeting in December, and can agree on any changes at that time.
- Ms. Xerri: Yes, PTA has a safe at the school. Members cannot bring it home/to work.

Topic B: New payment process for digital payments to PTA.

- Cash-point sales: PayPal, Wix: we are not going back to Venmo. Can we please create a one-sheet on Wix, payment systems, how are Treasurers involved? Who has access to information about family giving, etc.

Topic C:

- Making the process more clear and transparent for Committee Chairs who want to run events. What are all the details and tasks required? We all will work on this and discuss at next EB meeting. Let's plan to set up our Committee Chairs for success.

Topic D:

- General PTA Meeting on Friday, **November 15**. Hybrid: In-person with coffee and treats, with a Zoom option for those who cannot attend.

Meeting adjourned at **10:12am**.