

Executive Board Meeting, October 6, 2008

Present: Francesca Di Mauro, Kathy Brito, Carlos Brito, Susan Saar, Kirsten Cowal, Susan Rosenberg, Wilma Lopez, Jeanine McAdam, Kate Forbes-Dallimore, Amy Ogata, Ruth Lilienstein-Gatton, Leonisa Ardizzone, Victoria Frye

The meeting began at 7:10pm. The minutes from the previous Executive Board meeting were approved.

Carlos Brito explained that there is an outstanding question about itemization of the Schoolapalooza expenses in last year's budget. He hasn't had a chance to review all of the receipts yet but will do so by the next meeting. He noted some expenditures in the current budget including \$180 for High School Night. It was noted that the budget line for refreshments was increased to \$400 by an Executive Board decision at the previous meeting but that this is not reflected in the budget which still has \$300 for that budget line. There was some discussion as to whether the refreshments budget line should be used for general meetings – as opposed to having Executive Board members and others bring contributions – but Wilma Lopez noted that she receives a lot of donations and purchases bulk items when there are sales so there shouldn't be a problem with the budget line running out.

The status of the finance sub-committee was discussed next. Carlos Brito indicated that he needs four or more volunteers to be on the committee so that the decision making is more broadly based. The goal of the sub-committee will be to exert pressure on the district to get the investigation started. Members of the sub-committee will take turns in calling and emailing the district office and then the sub-committee might take an active role once the investigation is started. Kathy Brito noted that she knows a school parent that works in the city office that would be responsible for the investigation once it received the documentation. It was decided that Francesca Di Mauro will call the district office to inquire about the status of the investigation, then Kathy Brito will speak to her contact to find out what, if anything, the Executive Board can do to move the process along, and then after that Francesca Di Mauro and Carlos Brito will go to the district office in person to try to meet with the point person, Clayton Powell. After that, more follow up phone calls will be made.

A question was asked about the status of the Backpack News (BPN). Susan Saar indicated that Ms. Chory has approved the draft and that it is ready for translation by Kirsten Cowal and that volunteers are needed for the copying. Kate Forbes-Dallimore and Kathy Brito are available to make copies on Wednesday afternoon and Friday morning and the BPN will go out next Tuesday. Because it will be produced on a bi-monthly basis, the upcoming BPN will have a calendar on the frog page going through October. The BPN after that will be sent in mid-December.

In the context of the BPN calendar, the dates of committee meetings was next discussed. Victoria Frye asked whether the meeting time of the Fundraising/Grantwriting Committee would be listed in the BPN calendar. Francesca Di Mauro inquired as to whether the meeting times for all the committees were set such that they could be announced in the calendar. Susan Saar indicated that Mondays from 6:00 to 7:00pm was a good time for the Fitness and Nutrition Committee. Amy Ogata and Kate Forbes-Dallimore indicated that the meeting time for the Environmental Committee is to be determined. The meeting time for the Fundraising/Grantwriting committee is set for 8:00-9:00 on the first Monday of the month. At the first meeting, taking place after the Executive Board meeting, a decision will be made as to whether to split off grantwriting from fundraising or whether to keep the two in the same committee.

Francesca Di Mauro indicated the need for a system to check the PA mailbox in the main office. She has been checking the box and would like for other people to do so as well. After Kathy Brito pointed out that the administration doesn't want many people coming in and out of the office and that some important and sensitive documents – like the bank statement – are sent to the mailbox that Francesca Di Mauro should be the only person who checks the mailbox. Ruth Lilienstein-Gatton is checking the PA voicemail. Francesca Di Mauro and Susan Saar both reported that they have been checking their squirrel email and other members of the Board were encouraged to do the same. To check email users need to go to squirrel.com and use their assigned password which corresponds to the function or purpose of the committee or position. A suggestion was made, and heartily approved, that Executive Board members should often navigate the Web site to identify errors or erroneous or outdated information. At this time, updates to the web site are still done by the former school parent, Jessica, now residing in a different state, who receives the information from Nicky Rosen. It was agreed that updates to the web site pertaining to

the calendar or fundraising should come directly from those committees and not be channeled through Nicky Rosen.

The next topic of discussion was a schedule for approval, e-group notifications and copying for upcoming events. The school will handle the copying and distribution of the flyer announcing the Progress Report Card workshop that will be delivered by Nicky Rosen toward the end of October. The only thing the Executive Board needs to do is design the flyer. Susan Rosenberg will handle the Kindergarten Night at the YM and YWHA of Washington Heights and Inwood. Francesca Di Mauro informed Susan Rosenberg that Cheryl Martin designed some brochures and other informational literature that she might want to distribute at the event. There was a brief discussion about the school tour on November 22 at 8:30am. Wilma Lopez will be at the school at 7:30am setting things up. It was decided that class parent representatives should try to spread the word along with Susan Rosenberg, as the chair of the Community Liaison Committee to try to ensure that as many parents as possible attend.

The final topic of discussion at the meeting was the Title I funds for parental involvement. About \$4,000 is allocated to parental involvement activities and the allocation of those funds needs to be decided upon by either a committee of Title I parents or by the Parents Association at the behest of Title I parents. According to the regulations, Ms. Chory is obliged to convene a meeting of Title I parents and to tell them about their options with regard to the parental involvement funds. These parents must decide to either establish a committee or to delegate the responsibility to the Parents Association. Ms. Chory is holding a meeting on Friday, October 10th and the administration will be sending out a flyer to that effect. It was generally agreed that parents should decide how the funds are to be managed and that at this point that it is the school's and not the PA's responsibility for seeing that the proper decisions are made.