



THE ANDERSON SCHOOL (P.S. 334)  
PTA EXECUTIVE BOARD MEETING MINUTES

1/6/2014 – Approved Minutes

**Attendees:** 21 Executive Board Members

We commenced at 6:25pm.

**I. President's Report:**

**A. Computers:** The SLT discussed the need to upgrade the computers and had a demo from a parent who works at Microsoft. The school has been a Mac school and would like to continue with Macs. We are looking at Microsoft as a software vendor, since they are the software of the business world. We are looking into funding it from surplus funds.

**B. Principal Maternity Leave:** Ms. Hyde may be coming back to the school from maternity leave the week of 1/20.

**C. Half Day:** We have been averaging about 50 kids on the half days so far. We are all set for the half day on 1/10.

**D. Intramurals:** We have sent out an e-mail to sign up for the intramural sports, but there is a time limit because the facilities are limited. If we have too many kids sign up, we will pick names out of a hat.

**E. Dirty Utensils:** Aides have been complaining about dirty utensils – when kids pull one out, they all fall down and pick them up. We will look into dispensers and other solutions.

**F. Chess Team:** The Chess Team parents presented a budget, but it was confusing, and they will provide clarification. We discussed the need to find out how many children are benefitting. 50 kids went to a local tournament, but they want the PTA to fund sending a coach to the national tournaments. We also discussed fundraising, and the need to ensure that the funds raised are not linked to funding specific programs. Wil McCoy (Budget Co-Chair) suggested that we add a line item for sending children who can't afford to go to the national tournaments. We will discuss our needs once we get clarification from the Chess Team.

**G. Basketball Tickets:** The Knicks tickets were sold out in minutes. This initiative is not related to the PTA – the school administration runs it.

**H. National Council of Teachers for Mathematics:** The school is sending the middle school math teachers (Mr. Woo and Dr. Schubert) to a math conference.

**I. Copy Issue:** Anderson makes 50K copies per month, which is a lot for a green school. The copy machine broke and they plan on buying another copier, but the administration is trying to limit the number of copies the teachers make. This has caused concern among the teachers, who feel they need to make copies for their classroom teaching. Teachers are looking into alternatives to copying, such as using textbooks, online resources, or writing in notebooks (for example, reading logs). We discussed having a monitoring period for teachers, to measure usage, rather than cutting them off.

**II. Auction:** Joli Golden (VP, Community Affairs) gave the auction update: The online auction was successful. Please get your donations in – we are behind! The catalog is printing early. We now have 450 donations, and need 1200.

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**III. Direct Appeal:** Amy Davidson (VP, Fundraising) reported that we had a successful year-end direct appeal.

**IV. Community Affairs:** Kori Stanton (PTA Co-President) said there is a meeting on Thursday to discuss the job description for the Executive Director. The DOE did not extend the contract, but they also did not deny it.

**V. Treasurer Update:** Nick Winter (Co-Treasurer) said he will reach out to auditors for quotes.

**VI. Budget**

**A. Surplus:** Wil said the ongoing operations are going well. They have proposals for the surplus, and will meet with Ms. Hyde when she comes back to determine the proper direction for these funds.

**B. Snow Day:** Teaching Assistants don't get paid when we have a snow day. There was a query about whether the PTA could pay them out of the existing line item. We will investigate whether we can due to unemployment laws. Also, we will consider whether it's setting a precedent, which we cannot fulfill on an on-going basis.

**VII. Fundraising:**

**A. Aladdin:** We have a volunteer from the Fundraising Team to run the Aladdin play event.

**B. Ice Skating Night:** We discussed whether we wanted to do an ice skating fundraiser. Wolman Rink rents out on Tuesday nights, and the Fundraising Team will look at alternatives.

**C. KidCreate:** KidCreate is planned for 1/25. There is a planning meeting tomorrow morning. Middle schoolers can volunteer, in order to get community service credit.

**VIII. Communication:** Yuan Sun (VP, Communications) reported:

**A. Direct Appeal Button:** There is now a button for the direct appeal on the PTA Website.

**B. News from Anderson:** The deadline for the News from Anderson (NFA) e-mail is every Tuesday night at 5pm, but this does not give enough time for proofreading and prioritizing. We changed it to Monday night. Everyone can copy Suzanne Kerr on NFA requests, and she will help proofread and prioritize. For the file format, we prefer "clear text," not a Word attachment.

**IX. Adjournment:** The meeting adjourned at 7:18pm.