

General PTA Meeting (In Person) – April 17, 2024

- Call to Order - 8:33am

- President's Report - Pamela Vasquez (President)
 - Upcoming Events
 - 4/19, 8:30-10am - ARTStravaganza
 - 4/19 - School Survey due
 - 4/21-4/30 - Spring Break
 - 5/3 - G&T Applications Due
 - 5/10, 11-1pm - Teacher Appreciation Lunch
 - Need donated items, posters, food etc
 - We get also catered food
 - We need help making decorations
 - Food the staff can take with them too

 - PTA Roles for Elections
 - President
 - Need a lot of time
 - Lots of meetings to attend
 - Next year only meetings with principal quarterly
 - Oversee events, safety team
 - Would be ideal to have two people
 - You really get a good sense of who is running your child's school. Behind the scenes peek.
 - Being able to fix problems or fulfill asks feels amazing.
 - Vice President
 - Organize PTA Events
 - Supportive role or run most events
 - Fundraising
 - Communication between admin and class parents
 - Can be held by 2 parents
 - Recording Secretary
 - Take meeting notes
 - Manage records
 - Good role if you don't have a lot of time
 - Corresponding Secretary
 - Manages our social media accounts
 - Replies to emails
 - Writes the Newsletter

- A really busy role
 - Need to know what's going on at school
- Treasurer
 - Keeping track of spending
 - Prepare monthly financial report for meetings
 - Have to submit 2 reports to DOE yearly
 - Create PTA budget
 - Filing annual taxes
 - Don't need finance background
 - Couple hours a month
- Upper School Rep
 - Try to communicate with middle school parents
 - Try to go to PTA events
 - Not time intensive
- Kindergarten Rep
 - Get new parents involved in events
 - Organizes welcome meeting for all kids K and under
 - Your child will have to be in Kindergarten
 - Can organize other events for new parents
 - Try to engage younger families in Pre-K and 3K
- General Board
 - Help executive board when you have time
 - Come to meetings
 - Get involved in events
 - Can take lead on certain events if you have time
 - Supporting PTA and filling in when we need volunteers
 - You can bring new ideas
- PTA Events Each Year
 - Marathon Bake Sale, Portrait Day, Winterfest, Fiesta, Block Party
 - Also movie nights, yoga in the park etc
 - Parents Nights Out
- Treasurer's Report & Budget Overview – Jessamyn Lee (Treasurer)

Previous Balance as of 3/19/24:	\$120,618.54
Income between 3/19/24 - 4/15/24:	\$3,124.33
Expenses between 3/19/24 - 4/15/24:	\$2,677.04
Current Balance as of 4/15/24:	\$121,065.83

 - Book fair donations, school musical
- Approval of Minutes from 3-20-24
- Meeting Adjourned 9:08

WE NEED YOU!

WE ARE LOOKING FOR A TEAM OF VOLUNTEERS WHO WANT TO GIVE BACK TO OUR AMAZING PSS4 COMMUNITY.

AS A MEMBER OF THE PTA EXECUTIVE BOARD YOU WILL HAVE A DIRECT IMPACT ON OUR SCHOOL. THIS IS AN OPPORTUNITY TO MAKE YOUR VOICE HEARD, CONNECT WITH OTHER PARENTS, TEACHERS AND STAFF, AND BE MORE ACTIVELY INVOLVED.



PRESIDENT

THE PRESIDENT/CO-PRESIDENTS ACTS AS EXECUTIVE OFFICER AND CONDUCTS OFFICIAL BUSINESS SUCH AS PRESIDING OVER GENERAL MEETINGS. OTHER RESPONSIBILITIES INCLUDE:

- ORGANIZE AND CONDUCT MONTHLY BOARD MEETINGS AND GENERAL MEETINGS, PROVIDING A REPORT AT EACH GENERAL MEETING
- MEET WITH THE PRINCIPAL ON A MONTHLY BASIS
- OVERSEE THE FUNCTIONS OF FELLOW BOARD MEMBERS AND COMMITTEES
- HELP TO OVERSEE ANNUAL EVENTS AND ACTIVITIES, INCLUDING ASSISTING IN FINDING EVENT CHAIRS AND DEVELOPMENT OF THE PTA BUDGET IN COORDINATION WITH TREASURER AND SCHOOL ADMINISTRATION
- REPRESENT THE PTA AT MONTHLY SCHOOL LEADERSHIP TEAM MEETINGS AND FOR THE DISTRICT 14 PTA PRESIDENTS' COUNCIL
- SET THE SCHOOL-YEAR CALENDAR OF PTA EVENTS BY END OF JULY



VICE PRESIDENT

THE VICE PRESIDENT/CO-VICE PRESIDENTS ASSIST THE PRESIDENT IN THEIR VARIOUS DUTIES AND PRESIDES OVER MEETINGS IN THEIR ABSENCE. THE VP IS ALSO ENTRUSTED WITH:

- ENSURING THAT SPECIAL COMMITTEES HAVE LEADERSHIP AT THE START OF THE YEAR AND HOLD REGULAR MEETINGS THROUGHOUT THE YEAR
- RECRUITING VOLUNTEERS FOR GENERAL INVOLVEMENT THROUGHOUT THE YEAR, AS WELL AS SPECIFIC INVOLVEMENT FOR SPECIFIC EVENTS



RECORDING SECRETARY

THE RECORDING SECRETARY IS RESPONSIBLE FOR ALL NON-FINANCIAL PTA RECORDS. OTHER RESPONSIBILITIES INCLUDE:

- RECORD AND PREPARE MINUTES AT ALL PTA MEETINGS
- PREPARE NOTICES, AGENDAS, SIGN-IN SHEETS AND MATERIALS FOR DISTRIBUTION
- MAINTAIN CUSTODY OF THE PTA'S RECORDS ON SCHOOL PREMISES
- ASSIST WITH THE JUNE TRANSFER OF RECORDS TO THE INCOMING EXECUTIVE BOARD



CORRESPONDING SECRETARY

- COORDINATE WITH SCHOOL ADMINISTRATION TO FACILITATE COMMUNICATIONS AND DISTRIBUTE NOTICES
- RESPOND TO INCOMING CORRESPONDENCE FROM PTA MEMBERSHIP
- MANAGE THE PTA CALENDAR AND DATABASE
- EDIT WEEKLY NEWSLETTER AND UPDATE FACEBOOK/INSTAGRAM PAGES



TREASURER

- PREPARE WRITTEN TREASURER'S REPORT FOR EVERY EXECUTIVE BOARD AND GENERAL MEMBERSHIP MEETING
- PREPARE AND SUBMIT INTERIM PTA FINANCIAL REPORT TO THE PRINCIPAL BY JANUARY 31 OF EACH SCHOOL YEAR
- PREPARE AND SUBMIT ANNUAL PTA FINANCIAL REPORT TO THE PRINCIPAL BY JUNE 30 OF EACH SCHOOL YEAR



UPPER SCHOOL REPRESENTATIVE

THE UPPER GRADES REP ENSURES THAT THE PTA EXECUTIVE BOARD INCLUDES REPRESENTATION FOR FAMILIES WITH CHILDREN IN GRADES 6-8. THE REP ACTS AS LIAISON TO THE MIDDLE SCHOOL COMMUNITY AND ENCOURAGES PARENT PARTICIPATION. OTHER RESPONSIBILITIES:

- RAISE GRADES 6-8 ISSUES/NEEDS TO THE EXECUTIVE BOARD FOR DISCUSSION/SUPPORT
- WORK WITH EVENT CHAIRS TO IDENTIFY VOLUNTEER NEEDS

GENERAL BOARD MEMBERS

THE PS 84 PTA HAS SIX GENERAL BOARD MEMBERS ON OUR EXECUTIVE BOARD. THE PURPOSE OF THESE GENERAL BOARD MEMBERS IS TO ENSURE THAT A BROADER SWATH OF THE PS 84 COMMUNITY IS REPRESENTED, AND THE DIVERSE NEEDS OF THE PS 84 FAMILY ARE TAKEN INTO CONSIDERATION WHEN PLANNING SCHOOL EVENTS AND INFORMING SCHOOL POLICY. WE ARE LOOKING FOR MEMBERS WHO ARE INTERESTED IN ASSISTING IN THESE AREAS:

- SCHOOL COMMUNITY BUILDING
- NEIGHBORHOOD OUTREACH
- GRANTS
- +ASST TREASURER
- +PROMOTIONS/DIGITAL SUPPORT
- +MERCH SUPPORT

TIME COMMITMENT

MONTHLY BREAK DOWN OF MEETINGS:

- 1X EXECUTIVE BOARD MEETING
- 1X MEETING WITH THE PRINCIPAL (DOES NOT INCLUDE GENERAL BOARD MEMBERS)
- 1X GENERAL PTA MEETING

IN ADDITION, DEPENDING ON YOUR ROLE AND PERSONAL FLEXIBILITY, WE ENCOURAGE PARTICIPATION IN PLANNING AND EXECUTING OF EVENTS, AS WELL AS BEING PART OF COMMITTEES WHERE INTERESTS ALIGN.

IF THIS SOUNDS LIKE TOO MUCH FOR YOU AT THE MOMENT, DON'T WORRY THERE ARE STILL MANY OTHER WAYS TO HELP OUR SCHOOL- CLASS PARENT, FIELD TRIP CHAPERONE, LIBRARY HELPER, EVENT VOLUNTEER, AND MUCH MUCH MORE- JUST ASK HOW YOU CAN HELP!

Date	Source	Income	Expense	Description
4/15/2024	Previous Balance	\$120,618.54		
Income				
	Direct Donations	\$1,260.00		recurring & one-time donations - visit www.ps84k.org to enroll!
	PS 84 Merch	\$185.00		Store84 Spirit Wear
	Fiesta Donation	\$250.00		Corporate Donation Match
	Fiesta Sales	\$995.99		Fiesta Income, delayed payout by Stripe
	Corporate Matching	\$433.34		Corporate Donation - Talk to your HR Dep't
4/15/2024	Total Income	\$3,124.33		
Expenses				
	Scholastic		-\$1,000.00	Book Fair e-Wallet
	DonorsChoose		-\$1,315.32	Mr. Licari's Music Project
	Amazon		-\$31.56	International Night Sign Holders
	Bank Fees		-\$6.50	ACH Payment Setup & Stop Payment Fee
	Reimbursement		-\$99.27	PTA Elections Info Session Coffee
	Reimbursement		-\$92.64	School Musical Makeup
	Reimbursement		-\$104.79	School Musical Costumes - Oompa Loompa pants
	DropBox		-\$11.99	PTA File Storage
	Paypal Fees		-\$5.06	Processing Fees
	Venmo Fees		\$0.00	Processing Fees
	Stripe Fees		-\$9.91	Processing Fees
4/15/2024	Total Expenses		-\$2,677.04	
4/15/2024	Current Balance	\$121,065.83		