



## PS11 PTA General Membership Meeting Minutes

April 17, 2024 | 7:03 pm ET | 129 Participants

**Welcome (Co-President, Seble Tareke-Williams)** – Seble called the meeting to order at 7:03 pm.

**Approval of the Minutes of the Last Meeting (Recording Secretary, Richa Naujoks)** – Richa read the highlights of the minutes of the last meeting that was held on March 20. The minutes were made available on the screen and were also posted on the website. Upon motion duly made and seconded, the minutes were approved.

**Treasurer's Report (Treasurer, Janelle Benjamin)** – Janelle read the highlights of the March financial statements and year-to-date financial statements. Projections for year-end continue to be an anticipated net loss of about \$400k. Questions about the financial statements can be directed to [treasurer@ps11bk.org](mailto:treasurer@ps11bk.org).

### Development Report (Co-Development Chair, Naomi Hightower)

- *Teacher's Time Auction*: \$9k was raised from the Teacher's Time Auction.
- *Raise 11*:
  - o 4/19 is the last date to secure sponsorship to ensure all of the perks. In addition to cash, you can do it as a stock donation and corporate matching will also count toward it.
  - o Tickets are currently on sale.
  - o Community love closet tickets are also available. All teacher tickets and community love closet tickets come off the website donations.
  - o Please continue to source auction items.
  - o Volunteers are also needed. Especially day-of volunteers.
- *Book Fair*: Megan Douglass gave an update on book fair. Families can also stop by before drop-off and after pickup. It may be held outdoors on Friday, weather permitting.
- *Earth Day Green Up*: Leah White announced Garden Green Up on Saturday, April 20. Volunteers will also prepare the space for the greenhouse. The Garden Committee also informally meets Wednesdays after drop-off.

### **Community Engagement Chair Report (Co-Community Engagement Chair, Chanelle Church)**

- *Movie Night*: Movie Night will be held on Friday, May 10, in the big yard. A rain date will be announced if needed. We will be showing Trolls.
- *Skating Party*: The Skating Party is again at LeFrak Center in Prospect Park. It will be held on Friday, May 24, 4.30-6.00 pm. Price is \$16 for entry, skate rental, and a lemonade. The theme is sports jersey.
- *School Tours*: The last school tour for the year is 4/18. Seble thanked Hope Lesane who has organized the school tours, as well as tour leads Sam Charvy and Kara Benton-Smith.

### **Bylaws Amendment and (Co-President, Seble Tareke-Williams)**

- Seble gave the background on the need to create additional PTA Executive Board positions through a Bylaws Amendment. The description of the Development Chair will be changed to align with current responsibilities. Seble read the description. She then read the descriptions of the two new positions that will be created by the Bylaws Amendment – Capital Projects Chair, and Grant Committee Chair.
- The proposed Bylaws Amendment is attached as Exhibit A.
- The Bylaws Amendment will be brought before the General Membership for vote at the May 2024 PTA Meeting.

### **Election Process (Nomination Committee Chair, Natasha Cooke-Nieves)**

- Natasha announced that nominations for the PTA Executive Committee are open. She explained the role of the PTA Executive Board and the election process.
- The other member of the Nomination Committee is Lisa Lewis.
- If you would like to self-nominate for a Board position, or have questions, please email [elections@ps11bk.org](mailto:elections@ps11bk.org).

### **Call to Action (Co-President, Seble Tareke-Williams)**

- Seble re-emphasized the call to action for auction items for Raise 11.

### **Administration's Report (Ms. Hope and Ms. Rand)**

- *School Safety*: Mrs. Rand re-emphasized school safety, and that high level of learning continues through the end of the year. School and behavioral expectations are outlined in the Chancellor's Regulations on the safe supervision of children, and Citywide Behavioral Expectations to Support Student Learning. Alongside calls and Dojo messages, the Administration will start sending written notices of infractions.
- *Greene Playground*: The entire Greene Playground (swings, jungle gym, etc.) will be closed starting April 22 for a year for reconstruction. The schematic is available on the NYC Parks Department website, project 9820. Part of the multi-purpose asphalt area will be temporarily closed.
- *Summer Rising*: Summer Rising is still accepting families to the waitlists for the programs of interest. For more information families can go to: [www.schools.nyc.gov/waitlists](http://www.schools.nyc.gov/waitlists). PS 93 is our partner school, and the enrichment will be provided by PS 11's YMCA counsellors.

- *School Survey*: School survey deadline is extended to Friday, April 19. Surveys are at [www.nycschoolssurvey.org](http://www.nycschoolssurvey.org). You'll need the student's OSIS number, which is at the top of the report card.
- *ELA State Testing*: The State ELA tests finished today. The Math and Science tests will be held after Spring Break.
- *Stepping Up*: Stepping up dates are:
  - o Pre-K Step Up Ceremony: June 12
  - o Kindergarten Fun in the Sun: June 18
  - o Grade 5 Promotional Ceremony: June 21
- *Parents Basketball*: Mr. Rand reminded families that parents' basketball is this Friday, 4/19.
- *Scholar's Reception*: Scholar's Reception was held last week. This year 261 students were invited.

The floor was then opened for questions. The meeting was adjourned at 7:54 pm.

## EXHIBIT A

### BYLAWS AMENDMENT

The Bylaws (the "Bylaws") of the P.S.11 Parent Teacher Association, Inc. (the "Association") are hereby amended as follows:

Article IV (Officers), Section 1 (Titles) of the Bylaws is amended by replacing it in its entirety by the following:

#### Section 1      Titles

The officers of the association shall be: President or Co-Presidents, Vice President or Co-Vice Presidents, Treasurer, Recording Secretary, Corresponding Secretary Chair, Communications Secretary Chair, Financial Secretary, Volunteer Chair, Community Engagement Chair, Development Chair, Capital Projects Chair, and Grants Committee Chair. Any of the offices of Chairs may be held by two officers as Co-Chairs. The Association must elect the mandatory officers: President, Recording Secretary, and Treasurer, in order to be a functioning association. There shall be no qualifications for any office other than to be a parent or guardian of a child attending PS11.

Article IV (Officers), Section 3 (Duties of Officers) of the Bylaws is amended by replacing the section entitled "Development Chairperson or Co-Chairpersons" it in its entirety by the following:

Development Chair: The Development Chair shall be responsible for identifying and soliciting funding from the PS 11 community as well as developing partnerships with external sources. The Development Chair shall manage the Giving Tuesday campaign, sponsorships of events and serve as one of the Chair(s) of the Raise 11 Team. The Development Chair shall manage or delegate the Summer Camp Fair & Auction, the Teacher Time Auction, and other development events and initiatives that are aligned with

the Association's mission. The Development Chair shall also work with the President to identify possible sponsors/funders of the PTA in order to discuss PS11 and PTA funded activities in detail with such potential sponsors/funders. The Development Chair shall participate in all PTA and Executive Board meetings, and is responsible for helping with all PTA events and goals.

Article IV (Officers), Section 3 (Duties of Officers) of the Bylaws is amended by inserting the following immediately after the section entitled "Development Chair":

Capital Projects Chair: The Capital Projects Chair shall work closely with school administration to address school building improvement needs, including identifying and applying for public funding for capital projects benefitting PS 11, securing other public and private financial resources for building improvements, developing project scope of works, and assisting with project coordination with relevant public bodies (including the School Construction Authority and Department of School Facilities), as well as vendors. The Capital Projects Chair will participate in all PTA and Executive Board meetings and is responsible for helping with all PTA events and goals.

Grants Committee Chair: The Grants Committee Chair shall work with school administration, staff, and programmatic partners to document and communicate the scope and impact of PTA-supported programmatic initiatives. The Grants Committee Chair shall identify and apply for public or private grant funding from funding sources external to PS11 and its families. The Grants Committee Chair shall also work with the President to identify volunteers from among Association members to write grant applications, train the volunteers in grant-writing, and manage the grant-writing volunteer corps. The Grants Committee Chair shall assist the administration in managing the relationships with external grant donors. The Grants Committee Chair will participate in all PTA and Executive Board meetings and is responsible for helping with all PTA events and goals.