



AGENDA FOR PTA MEETING 11/18/2010

6:00 Sign in and collect meeting packet

6:15 Call to order & PTA Business:

- Approval of 10/21/2010 Meeting Minutes
- Vote on Capital One bank savings account
- Vote on amendments to PTA Bylaws
- Marathon Stoop Sale Report
- Holiday Gift Fair Report

6:30 Panel on International Exchange Program at BHSEC

10/21/10 BARD HIGH SCHOOL EARLY COLLEGE MANHATTAN PTA MEETING MINUTES:

The meeting was by Linnae Hamilton at 6:35 pm who welcomed parents. She announced that we would proceed with the business meeting and then turn to the evening's program, "Helping Your Student Succeed at BHSEC."

1. PTA Business:

The minutes from the PTA meeting on 9/16/10 were approved. Abe Suleiman delivered the Co-President's report. He reported on the Breakfast with the Principal, the monthly School Leadership Team, and the 2010-2011 PTA budget. The PTA will take over funding the entire Third Street Music Program, increase funding for the College Transfer Office and staff development. The PTA will also fund the purchase of new MacBook computers and increase funding of the sports teams. Because this budget represents a significant change from that approved by parents in June 2010, the new revised budget was submitted for approval. A motion to vote on the amended proposal was made and a vote taken. The new budget was approved by voice vote.

Suleiman also outlined the terms of the challenge grant Bard has received under which all contributions up to \$250,000, including those to the PTA and Friends of Bard will be matched. He referred to the fundraising letter the PTA has sent out noting that so far 50 families have sent contributions and he encouraged others to visit the web donation page the PTA has set up. The PTA is raising money from current parents while the Friends of Bard focuses on raising money from alumni and corporate and philanthropic sources.

The election for the 9th grade parent representative to the School Leadership Team followed the President's report. Four candidates, Fabiana Carbo-Chavez, Ellen Straus, Nancy Sher and John Gunn introduced themselves. A fifth candidate, Catherine Gund, could not attend. Hamilton distributed paper ballots and the vote was taken.

After a count of the votes, Hamilton announced that John Gunn would be the 9th grade SLT representative and Fabiana Carbo-Chavez the SLT alternative.

2. Program: "Helping Your Student Succeed at BHSEC."

Principal Michael Lerner introduced Dr. Siska Brutsaert, the Associate Dean of Studies. Dr. Brutsaert gave a brief overview of the curriculum, and explained that some difficulty was to be expected for 9th graders transitioning to BHSEC. She said that students were encouraged to be independent, to ask for help and to discover the resources available to them in the building. She advised parents to give students the time and space necessary to develop good study habits, to monitor their internet use, and to encourage students to talk to their teachers, to learn to ask for help.

If students are struggling she suggested that they visit the Writing and Math centers in the library, run by Katharine Randall and Ben Rubenstein respectively. Parents who wish to aid their child should have the student speak first to their teacher, then talk to a guidance counselor. The 9th grade advisor is Anna Azeglio, aazeglio[at]bhsec.bard.edu, 212-995-8479 x5261. Anna also advises Year 1 students. Advising Year 2 and 10th graders is Leah Gesoff, lgesoff[at]bhsec.bard.edu, 212-995-9579 x3221.

Dr. Brutsaert concluded by sharing words of advice offered by her Year 2 students:

- Don't procrastinate
- Go to tutoring
- Participate in class
- Take notes and ask questions

In the question and answer period that followed, the process involved in the Parent/Teacher conferences was outlined. Students are to sign up for 5 minute meetings with teachers. Mid term progress reports will be out the week before conferences. They include both a narrative report and letter grade. Parents were encouraged to bring these to the parent/teacher conferences.

The last question asked concerned community service. Dr. Lerner and Dr. Brutsaert explained that service credits are available and that Whitney Bates maintains files of a range of service opportunities available in and out of the school.

The meeting was adjourned at 8 pm.

--Minutes submitted by Susan Yohn, PTA co-recording secretary

SUGGESTED AMENDMENTS TO BHSEC MANHATTAN PTA BYLAWS

Consider adding 'Manhattan' after each reference to Bard High School Early College or BHSEC.

Add this text to p. 9 as new V.5.3.7 (Election and Use of Ballots, p. 9). (Renumber subsequent items):

Ballots must remain in the meeting room until the election meeting has been adjourned.

In V.5.3.5 (p. 9), add this text:

A ballot template is available in the languages covered by Chancellor's Regulation A-663 at <http://schools.nyc.gov/parentleadership>. If a ballot template is needed in a language that is not readily available, the principal must contact the DOE's Translation and Interpretation Unit.

In VI.1.1 General Membership Meetings (p. 11), add this information:

The bylaws must specify the day and time when monthly meetings are to be held (e.g., last Tuesday of the month at 7:00 pm). Upon review of the bylaws or by motion of a member at any general membership meeting, the executive board must survey the parent members to determine whether the day and time should be changed.

Any PTA member may present a motion at a general membership meeting to amend a provision of the bylaws that is not in compliance with this regulation. Amendments that bring the bylaws into compliance must be voted on immediately after the motion is presented. A two-thirds vote of the membership is required for approval.

Determine where to add this information on Certification, if necessary (from p. 1 of Chancellor's Regs):

At the time of certification, the executive board members may elect to permit OFEA to forward their personal phone number and/or email address to the appropriate president's council.

The principal is responsible for submitting PTA Status Reports accessible through the Principals' Portal.

Add this information as new V.5.5.1 Expedited Elections (p. 9). (Renumber subsequent items):

The PTA ceases to function if, by June 30th of the forthcoming school year, it has not held elections or fails to elect officers in all three mandatory offices.

Double-check V.1 Titles (p. 4) to determine if any of the following information should be added for clarification:

Citywide Council Selectors:

Selectors of the parent members of each CEC shall be the three mandatory PTA officers from every school in the community school district in accordance with Chancellor's Regulation D-140.

Selectors of the parent members of each CCHS shall be the three mandatory PTA officers from every high school in the borough in accordance with Chancellor's Regulation D-160.

In V.4.2 Duties of Officers—President or Co-Presidents (p. 5), add this information. This will require editing the second-to-last sentence in V.4.2:

If the PTA president is unable to attend PC meetings, the president must transfer all voting rights to a designee of her/his choosing. Designees must be approved by vote of the membership. The results of the vote must be recorded in the minutes of the meeting.

Add this information as new IV.3.2 Voting Privileges (p. 3). (Renumber subsequent items):

The principal or her/his designee must verify each individual's eligibility to vote by confirming that the individual qualifies as a member of the PTA. This verification must occur prior to the distribution of ballots.

Add this information as new V.2.2 Term of Office (p. 4). (Renumber subsequent items). This is the best placement I could find for this information; you may be able to identify a better placement for it:

To accommodate parents of incoming students, the bylaws may allow executive board positions other than the mandatory offices: president, recording secretary, and treasurer, to be elected in the fall. The bylaws must identify the reserved positions and the date and process of the election.

In IV.1.1 Membership (p. 2), add this information:

School Supervisory Staff (principals, assistant principals, and supervisors) may not be members of the PTA in the school in which they are employed.

DOE employees may serve as mandatory officers. However, school employees who are employed at the school which their children attend may not serve as members of the executive board or the nominating committee. Members of the Panel for Educational Policy, Community Education Councils, and the Citywide Council on Special Education, High Schools, and English Language Learners may serve on the executive board of any PTA.

In V.5.1 Financial Records (p. 16), add this information:

PTAs must be provided with a locked location for the storage of PTA records.

Wherever possible, the principal should designate a room or space for PTA use to conduct PTA business.

Add this information to the end of III Responsibilities (p. 2):

Parent contact information must be only used for legitimate PTA purposes and not for personal communication.

Add this information to the end of XI Information Dissemination (p. 17):

The PTA may request the principal to present information relating to the school-based budget, including the Comprehensive Education Plan (CEP) and the view from the DOE's Galaxy budgeting Galaxy system available on the school's portal.

In IV.1.1 General Membership Meetings (p. 11):

Delete the sentence "Observers may attend the general membership meetings by invitation of the Executive Board only."

Add this sentence after "All meetings are open to the full membership of the PTA": "PTA meetings must be non-exclusive and open to the general public."

Replace V.9.2. Names and Contact Information of PTA Officers (p. 11) with this text:

The PTA Executive Board must make available to the membership a list of elected PTA officers. The list must include names and either a personal phone number or email address where parents may contact officers. The list may not include officers' home addresses.

In footnote 1 (p. 2), add the following sentence after "This shall include consultation between the PTA Executive Board and the principal":

The principal, when necessary, will determine whether an individual is a person in parental relation based on documentation presented at the school.

In VI.3 Quorums (p. 12), replace the first sentence with the following:

The quorum for a general membership meeting must consist of representation by at least 8 PTA members, including a minimum of 2 executive board members and 6 parent members.[m1]

In V.7 Vacancies (p. 10), add this text as clause 7.2 (and renumber the current 7.2 to 7.3):

Upon resignation of a co-officer, the PTA members must vote to determine if the remaining co-officer may fill the unexpired term on her/his own or whether an expedited election must be conducted.

In IX.3.1 Financial Affairs, item 2 (p. 15), change the sentence to read:

The proposed budget is presented to the membership by the outgoing PTA administration for further discussion and must be approved by the membership no later than the June general meeting.

In IX.3.1 Financial Affairs (p. 15), add this text as item 3 (and renumber the current items 3 and 4):

The proposed PTA budget must be submitted to the principal upon approval by the PTA membership.

In IX.2. Signatories (p. 15), add this text as the third sentence:

A PTA member[m2] may not sign a check if she/he has any direct or indirect interest in the expenditure.

In IX Financial Affairs (p. 15), add this text as Section 3 (and renumber the current sections):

Section 3. Checking Accounts

3.1. If the PTA wishes to use an alternate form of checks (e.g., checks printed from financial software), it must obtain permission from OFEA.

3.2. The primary checking account must be used for all transactions, including deposits and withdrawals (e.g., if the PTA has a savings account, funds must be transferred from the checking account into the savings account). Funds can only be withdrawn by transferring the funds from the savings account into the checking account.

In IX.4.4 Fundraising (p. 16), add this text as the second sentence:

If the deposit will not be made within 1 business day, the PTA must ensure that all funds are secured in a locked location on school premises (e.g., the school safe). The PTA must obtain a written acknowledgement from the principal when PTA funds are secured in the school. This acknowledgement must include the dollar amount being secured. Fundraiser proceeds may not be stored in a PTA member's place of work or residence.

In IX.4.1 Fundraising (p. 16):

Replace "to planning with the Principal all fund-raisers involving students during school hours" (ll. 4-5) with "receiving the principal's written consent when the fundraising activity is held during school hours or on school property. The PTA is no longer required to engage in joint planning with the principal.[m3]"

In IX. Fundraising (pp. 15-16), consider adding a section on Use of Funds, by condensing the relevant information on pp. 25-30 of the regs. This addition might support our fund-raising efforts, by providing clarity on restrictions (and permissions) on PTA expenditures.

These changes in the Chancellor's regs pertain to Use of Funds:

The regulation has been revised to clarify the examples of supplemental staff that the parent association may hire. In addition, the term "supplemental teaching staff" was removed and replaced with the term "supplemental staff." (See Section III.D.4, and Section III.D.5., pages 29-30).

The regulation has been revised to hold that the Chancellor may permit PAs and PCs to raise funds for humanitarian causes, on a case-by-case basis. (See Section III.C., page 25).

The proposed regulation has been revised with respect to the use of funds remaining after an expenditure of funds that were raised for a particular purpose.

Co-Presidents' Report 11/18/2010

General Notices

The PTA has shown its appreciation for the BHSEC Manhattan faculty and staff by arranging to have a new and improved coffee machine installed in the Faculty Room. The second recent PTA initiative – as flu season approaches - has been to install more hand sanitizer stations near the entrances of the school and in high traffic areas throughout.

Recent Fund Raising and Community Events

Fundraising Campaign We launched the first phase of the direct appeal campaign for the 2010-2011 Annual Fund in mid-October. We have received \$78,000 in donations, and \$17,000 in deferred monthly installments pledges for a total of \$95,000. We conducted the Phone-a-Thon on November 15, 16 and 17 with the help of many parents who graciously volunteered their precious evening time. We reached out to parents who have not contributed yet, and asked them to give to the School's PTA. They responded to their questions and concerns, and answered questions about the budget, matching grant, as well as their children's grades, homework, and study habits.

The pledge cards are going out now so we ask all families to send in their contribution promptly or to give on the web at <http://www.bhsec1pta.org/donation> . The School has started submitting check requests to our treasurer Eleanor Campbell, so we need your donations to help sustain BHSEC. We have committed \$185K to our school in our budget, so we ask that you direct the largest portion of your charitable giving to the School's PTA this year.

PTA sponsored community based fundraisers

First Annual Marathon Stoop Sale, Sunday November 7: Brooklyn parents conducted a "Marathon Stoop Sale" of donated items in Park Slope near the Marathon route. We are happy to report that this very enthusiastic group of parents raised over \$1000 for the PTA! Becky Plattus, who floated the idea and organized the event, is here tonight to present the check and to thank her team of volunteers.

Faculty Appreciation Dinner: The PTA would like to thank the Fuchs family, and the Orenstein and Paritsky families for their generous donations of time and food. Without their help, the event would not have been possible. We also thank Tina Nelson, Judy Cohen, Ellen Strauss and Albert Sargenti, Christina Wright, Esther Allen, Elizabeth St. Clair, Florence Nash and everyone who came to help setup, serve, cleanup and show our appreciation for the BHSEC faculty.

The PTA Holiday Gift Fair. Nov. 9th and 10th: This event took place in the auditorium during the Parent – Teacher Conferences and it brought in about \$3500 for the PTA. New

Bardware Items helped boost sales over the 2 days of the fair. Thanks to Jean Chan, Fabiana Carbo Chavez, Sherri Adler-Levine, Susan Hewitt, Sally Charnow, Dolly Lyon and everyone who helped with sales. Thanks especially to Jill Fenichell, Carol Shuchman, and Patrick Nash without whose skill, support and expertise the fair would have been impossible, Thanks also go to Jennifer Eltantawy, Evan Eisenberg and Susan Yohn for meeting the challenge of selling \$1000 of Book Culture giftcards. This achievement has earned BHSEC a 40% discount for all books ordered for the BHSEC Manhattan Library for the remainder of the year!

And last but not least thanks to Damon Brandt and his colleague Jeffrey who helped us by selling cookies and coffee at the snack table.

Looking Ahead-

The next general meeting of the PTA is scheduled for Thursday January 20. ****NB: There will be no general meeting in December.**

There are two major events on the PTA Calendar in 2011:

Knowledge College @ BHSEC (February 5, 2011):

The Knowledge College Committee has been working diligently on this event since the summer - it promises to be another remarkable event to showcase the faculty and community resources of the school.

Spring Gala (May 5, 2011)

We need all kinds of volunteers these events. *Please help and have fun too!* Contact Carol Shuchman at carol.shuchman@gmail.com