

MINUTES

New York Harbor School PTA Minutes

Tuesday, June 18, 2019, @ 6:00 pm | *Meeting called to order by Lissa Wolfe*

In Attendance

Board Members: Nan Richardson Co-President; Lissa Wolfe, Co-President; Marge Richards, Recording Secretary; Barbara Behen, Treasurer, Theresa Jordan, VP, Georgia Stephanides Co-Fundraising Chair; Bill Seery, Marine Biology Parent; Susan Bailey, Ocean Engineering, Ellen Dobbyn-Blackmore, Marine Policy Parent; Lisa Edstrom, MST; Penelope Clarke-May, Nominating Committee, Schanequa Knight, Pam Bailey, Senior Parents.

Harbor Leadership: Jeff Chetirko, Principal; Ronni Ettinger, Parent Coordinator

Approval of Minutes

Minutes approved.

Board

Nan Richardson

- 📌 The school nurse was given a gift from the PTA to celebrate Nurses Day.
- 📌 Regarding planning and fundraising, we need better planning. Let's decide on dates now for next year.
- 📌 For dances and all PTA initiatives there is a calendar information
- 📌 We are thinking of changing the time for Springtide to earlier in the school year, possibly late October or November --maybe change the venue. We will check availability of Battery Gardens and the Seamen's Church.

Lissa

- 📌 John Brown trip happened with PTA subsidizing it/Clearwater **(NYHS students participated.)**

Pam Bailey

- 📌 Oyster Classic – 260 people registered to run. 180 people actually ran the race. Many people reached out to say that they want run the race again next year. Thinking of changing the date because there is usually another running event on Staten Island the same weekend. Some parents suggested that we should turn the event over to NY Runs, but that takes the event away from us. We need to meet during the summer to discuss further
- 📌 Thank you Pam!

Treasurer's Report

Final Financial Report attached. Summary: Over the year the PTA raised \$46,451.36, \$4,337 of that was not actually PTA income but raised for the school, or school initiatives with the PTA acting as a pass-thru. Our expenses for the year totaled \$31,138.68. We ended the year with a fund balance of \$44,902.82

Committee Reports

Fundraising Committee – Summer Solstice: end of year party for students. Students loved the unlimited rides. Worked with Student Government who ran Battle of the CTEs. Thanks Susan and Georgia for your hard work and Ellen for manning the grill and Nancy and Susan for the welcome table!

Alumni – making progress in collecting information. The information can be forwarded to Ronni and she can send emails. Also, Ronni has addresses and can send postcards.

Sustainability – We went back to the old school lunch menu because the numbers were low. 45 vegetarian meals a week were added. We need another parent to take charge of the garden since Leslie Chow will no longer be in charge. We met with Governors Island Trust. Need to work with them to get internships for Harbor students. We purchased new overalls for the composting students. We hope to kick off composting the beginning of the next school year.

School Expansion – We are going to start a Twitter campaign for the pool.

Principal's Report

- ✚ It's Regents week
- ✚ Next Wednesday is the last day of school. Students report to the BMB. Report cards and summer school notices will be given there
- ✚ Graduation in on Monday June 25th
- ✚ Thank you to Senior Parents Penelope, Shanequa, Pam, and Susan Bailey

Parent Coordinator Report

- ✚ Volunteers are needed to help with graduation
- ✚ Waterproof pouches were on backorder. They will be distributed on Thursday, 5/23
- ✚ Parents who want extra graduation tickets should talk to Nan

Next Meeting

Monday, September 16, 2019.

Location: 81 New St. 5th-floor Cafeteria @ 6:00 pm

Motion to adjourn was made at 8:00 pm and passed unanimously.

Annual PA/PTA Financial Report

MUST BE FILED WITH THE PRINCIPAL BY JUNE 30th

School Name: Urban Assembly New York Harbor School District or Borough: 2

INCOME	
Income Source	Amount
Beginning Balance as of 7/1/20 <u>18</u>	\$ 29,590.14
Membership Dues	\$ 0
List below all other sources of income. List each fundraising activity separately. Include all gifts and contributions received. ¹ Amounts listed must be gross receipts, not profits.	
<i>e.g., Candy Sale, Picture Sale, Flower Sale, Green Market, etc.</i>	
AHOD	\$ 15,908.18
Merchandise	\$ 5,333.90
Amazon Smiles	\$ 39.25
Paypal Giving	\$ 27.00
Harvest Fest	\$ 657.00
Spring Tide	\$ 9,731.99
Oyster Classic 2018	\$ 262.50
Oyster Classic 2019	\$ 8,817.03
Summer Solstice	\$ 446.00
Grants	\$ 750.00
Graduation	\$ 110.00
GotSneakers	\$ 31.50
Bowling pass-through	\$ 425.00
In Dock 2018 Pass-through	\$ 1,240.00
In Dock 2019 Pass-through	\$ 2,160.00
Breast Cancer Shirt Passthrough	\$ 512.00
Total Income for the period	
\$ 46,451.36	

¹ Attach a page containing additional lines, if needed to account for all sources of income.

EXPENSES

Expenses² – Itemize each expense incurred during the period on a separate line. A single fundraising activity may involve more than one expense. Include PA/PTA donations to the school and identify the purpose for all donations.³ for each donation.⁴

Amount

e.g., Payment to ABC Photography for picture sale services, postage for PA/PTA mailings, PA/PTA literature printing costs, etc.

Merchandise	\$ 4,162.44
Stress balls for nurse's office	\$ 97.06
Harvest Fest	\$ 573.93
Spring Tide	\$ 2,693.55
Principal's Breakfast	\$ 47.57
Oyster Classic 2018	\$ 262.50
Oyster Classic 2019	\$ 3,521.56
Summer Solstice	\$ 1,314.38
Supplies	\$ 300.23
Paypal Fees	\$ 297.62
PTA meeting refreshments	\$ 149.60
John Brown trip	\$ 1,320.00
College trip trans & lodging	\$ 9,583.20
Prom	\$ 640.00
CTE scholarships	\$ 1,500.00
Graduation	\$ 1,400.00
Bowling pass-through	\$ 474.32
In Dock 2018 Pass-through	\$ 2,950.32

Total Expenses for the period

\$ **31,138.68**

FUND BALANCE AS OF 6/30/20____

Total Income (including Beginning Balance) – Total Expenses = Fund Balance

Total Income from Page 1:	-	Total Expenses from Page 2:	=	Fund Balance:
\$ 76,041.50		\$ 31,138.68		\$ 44,902.82

² Expenses are any payments for goods or services provided to a vendor, store, business, etc., including reimbursements to members following the submission of receipts for out of pocket expenses.

³ Attach a page containing additional lines, if needed to account for all expenses.

⁴

Date Annual Financial Report was distributed to Members:		6/28/19
Date Annual Financial Report was distributed to the Principal:		6/28/19
Prepared By (print):		Barbara Behen
President Signature:		Date: 6/28/19
Treasurer Signature: <i>Barbara Behen</i>		Date: 6/28/19