

ICE PTA Exec Board Meeting Minutes

JULY 7, 2016

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Attendance:

- Liza Murphy (LM), Imebet Blair-Carter (IBC), Astrid Lewis Reedy, Michael Lehr (phone), John Breen (JB) (phone)

5K run/walk: John Breen, chair

LOGISTICS:

- Discussed his site visit — assessed space, enough room for race and picnic
- IBC expressed concern re construction nearby -- doesn't affect area where ICE will be. Mainly road construction coming off the bridge.
- Parking lot by the stadium.

1. Volunteers:

- need to arrive by 7am (Race begins at 9am)
- JB suggests 30 volunteers from track club and other ICE HS students to act as stewards of the event. Hire a bus to transport students from ICE to Randall's Island to help with race setup and pickup.
- Look into the cost of renting a school bus
- Also need to transport PA equipment, banner, a table.
- Volunteer transport? Could we ask parents to car pool volunteers?

2. Other needs

- **Timing:** Need a way of timing (for the race)
- **Registration (day of)** people on the day of the event (Paypal, Venmo). No cash payments will be accepted (special permit is needed to accept cash)
- **Porta-potty** — JB has started sourcing?
- **Goody bags** — need a goody bag donor (100-150 bags)
 - Need a person to chase down goody bag donations
 - Otherwise get parents to donate // sponsor individual items
 - Elizabeth (Baier?) wil help with merchandise
 - Free t-shirts being donated by Sports Craze (school vendor). They've agreed to do 1 size, 1 color

3. Planning: JB to provide a specific list of volunteer needs

- Need a planning sheet including
 - volunteer names
 - tasks with due dates
 - costs involved, budget sheet

4. Promotion: JB expanding audience to attract running teams from Harlem/Bronx

ICE PTA Exec Board Meeting Minutes

JULY 7, 2016

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SPRING FLING / Michael

Don't have tally of final totals raised by 2016 SF

- no follow up meeting
- can't access totals from treasurers

Don't know who's running 2017

- Maria R not returning
- possibly by a committee
- Michael will not chair next year
 - will continue to organize hosting meetings
- Hoping Monique might step up again?

Roles in 2016

- Monique -- Food
- Kristen -- Bidding for Good
- Maria Suarez --
 - volunteer recruitment
 - day of event organizing
 - auction mgmt day of event
- Maria Rosenbloom
 - overall organization excellent
 - willing to help out on day of event and initial planning
 - not able to participate in ongoing organization
- Rob and Elizabeth Downer and Michaels wife -- day of decorations
- **IBC going to get total \$\$ raised for Michael next week**
- Annette: Music

Logistics

- Really a team effort
- Monthly meetings at Michael's apt (5-6 committee members)

Raffles

- \$5 raffles are a losing battle --
- when offered \$5 vs \$20 raffle, everyone chooses \$5

Paddleraisers are great

Individual teacher giving in time

ICE PTA Exec Board Meeting Minutes

JULY 7, 2016

.....

- when each teacher donates a \$400-\$800 experience, there's an opportunity for raising a lot of \$\$

Auction item // performance

- Restaurants go for %100 of their value
- Teacher time donations
- Gym memberships
- Less successful items
 - Personal massage, other services
 - Art (sometimes works, sometimes doesn't)
- Would like to create a record of successful raffle items
- Bidding for Good records will give this info

Financial housekeeping

IBC + LM will reach out to treasurers in July to wrap up 2015-6 and schedule yr end meeting with Pete and Mark early August.

Recording Secretary position

- **refer to *Co-Recording Secretaries Responsibilities*** (google doc) for more detail
note that uploading to website info is outdated
- **Meeting Minutes** must be distributed to board within **one week** of the meeting. **This is crucial.**
 - for Exec Board meetings: include attendance
 - Should include presenter notes (just get them directly from presenter)
 - Word doc uploaded to website by Meibell
 - email notes directly to LM & IBC — upon approval, forward to Meibell
- **Attendance sheets**
 - for large PTA meetings this is an addendum
 - make sure these get completed and collected at meetings
 - these must be kept — must be submitted to State
 - scan and forward PDF to Meibell and presidents
- Meeting Schedule to be distributed by IBC: divide between Astrid and Bridgett. Know in advance who is attending which

Fundraising initiatives for 2016-17

- New idea: ICE Cookbook
- **Family Fundraiser (Annual Appeal)**
 - Need an email template (like MailChimp)

ICE PTA Exec Board Meeting Minutes

JULY 7, 2016

.....

- return to previous messaging which outlines where the \$\$ goes
- add what benefits go away if the funds aren't raised

Exec Board Meeting Minutes

Thursday, September 15, 2016 Room 518 6:00 p.m.

A. Attendance

Exec Board Members: Cary Sanchez, Cynthia Copeland, Imebet Blair-Carter, Annette Tacconelli, Lisa Bleyer, Bridgett Davis, Sarah Aucoin, Andrea Santamaria; Emmanuelle Chiche; Dianne Darbouze; Irene Scarsella; Kirsti Craig, Dawne Marx, Liza Murphy

Guests: John Breen, Cari Fershing, Sharon Ullman

B. Welcome

- a. Imebet

C. Treasurer's Report

- a. Budget update – Kirsti

Family Contributions for 2015-16: \$117,502.11 down \$4,760.47 from the previous year. Goal for '16-17: \$140K

The PTA is in decent fiscal shape, able to pay all bills at the end of 2015-2017

Treasurer noted a few new items added to the budget, per Pete's requests

- The FY17 Budget was approved

D. Fundraisers:

- a. Family Contribution Drive: Liza Murphy: Goal is 233 families @ \$600/yr each
 - Parents to receive weekly e-blast donation requests
 - Grade & Class Parent to do outreach to families

- b. Other Fundraisers:

- Liza Murphy: opportunity for students to sell Yankees tickets; flash fundraiser with raffle
- Lisa Bleyer: suggests screening "Screenagers" film as fundraiser; advance screener available

E. Committee Reports:

- a. ICE Run/Walk: Saturday, Sept. 17th, Randall's Island, 9am.
John Breen discussed final details – signage, timers, marshalls, volunteers needed
- b. Back-To-School/Pete's Candy Store: **Sept. 24, 3-7.**
 - a. Question for the Exec Board – should the Back To School Fundraiser be opened up to parents from other schools? The Board voted NOT to invite parents from other schools.
- c. 6-12th grade picnics – Grade reps report small response from families
- d. Sept. PTA Meeting 9/21 in auditorium, 5 p.m. – new families/Q&A with Kristin Gruppuso, after school Site Directory & Mark Mazzone; 6 p.m. general meeting. Peter Karp will speak

F. Announcements

- a. Lisa Bleyer: Has a volunteer database, parents can volunteer a minimum of 4-hour per year per family

Upcoming Events:

- Curriculum Night, Oct. 5 @ 6 p.m. (potluck undecided)
- Exec Board Meeting – Oct. 6 @ 6pm
- Photo Day, Oct. 21st but that's the same day as 9th grade field trip; rescheduling with Stomping Ground pending
- Parent/Teacher Conferences – Nov. 16 & Nov. 18th

- b. Other Business

Skype or Call-in to meetings: Bridgett suggested
freeconferencecall.com

H. Adjournment

Exec Board Meeting Minutes

Monday, November 7, 2016

Room 518

6:00pm

A. ATTENDANCE

B. WELCOME

- a. October meeting minutes were reviewed and approved by the board members in attendance

C. TREASURER'S REPORT

- a. Budget Update — Kirsti Craig

D. COMMITTEE REPORT

a. November's PTA Meeting

- Next meeting is Mon Nov 14th
- Last meeting Pete went over current partnership with Planned Parenthood — helping with the health curriculum. They will also be doing a series of workshops; some involving parents and students. The first workshop will be Nov 14th meeting

b. PT Conferences

- Sign up is timed to start at 8pm and end a Mon 11/14 8am

c. ICE Photo Day

- Annette looking for 12th grade parents to volunteer for 9th & 12th grade photo day

d. PTA Closet Clean-Out

- Friday Nov 18 at 4:30pm(immediately following parent-teacher conferences). Please come and help out! Located near 521B.

e. Teacher / Staff Gift

- Grades collect funds that are divided up evenly among teachers and staff
- Collections starts by Thanksgiving; everything needs to be collected by Dec 7
- Gifts (usually some combination of cash/gift cards) are distributed at the holiday party

Exec Board Meeting Minutes

Monday, November 7, 2016

Room 518

6:00pm

f. Wine Tasting

- ??

g. Subway Moon Concert

- Subway Moon features music by the 11th grade songwriting students course (run by Roy Nathanson). On Staten Islan
- Announcements started circulating on Fri Nov 4
- Tickets \$5 students/\$10 adults

h. ICE Holiday Party

- Friday, December 16th, 3pm – 6:30pm (to be confirmed in the Cafeteria (2nd floor))

E. OTHER BUSINESS

a. Advisory Parents Responsibilities (Lisa Bleyer/Brenda Hill)

- Clarification of expectations/responsibilities of advisory parents and grade reps
- Full outline of responsibilities available on website: **(insert link?)**
- Upcoming concerns: Updating class directories; collecting money for teacher holiday gifts; planning class celebrations
- 8th and 12th grade and dues info expected in coming weeks; should be circulated starting December

F. ADJOURNMENT

Exec Board Meeting Minutes

Monday, December 5, 2016

Room 518

6:00 - 7:00pm

Attendance:

Brenda Hill, Ileen Kohn, Sarah Aucoin, Jennifer Belle, Irene Scarsella, Amy Gropp Forbes, Liza Murphy, Penny Jansens, Lisa Bleyer, Patricia Janvier, Monique McClure, Cynthia Copeland, Meibell Contreras, Dianne Darbouze, Astrid Lewis Reedy, Imebet Blair-Carter, Kemala Karmen

A. Meeting Opener

- a. **Review November's Minutes for Approval** - Astrid Lewis Reedy/Bridgett Davis 2 mins

B. Treasurers Report – Kirsti Craig

3 mins

a. Monthly Budget Update

- \$4k ahead on current fundraisers
- Annual appeal doing well so far — over \$73K already!

C. Committee Reports

15 mins

a. ICE Photo Day

b. Wine Tasting

c. Subway Moon Concert

- Coming up Sun Dec 11, Tickets \$10 adults / \$5 students
- Roy Nathanson, featuring ICE songwriting junior and senior students
- Combined with another high school
- Flyers going out via email

d. Teacher Staff Gift

- Contact your grade rep — by now class reps should have received an email from Brenda
- Deadline is Friday Dec 9
- Deadline is early because the holiday party is on Dec 15.

e. ICE Holiday Party

- Dec 15 from 4–6pm in the East Cafeteria
- Teacher gifts will be distributed then
- Grade reps should connect and organize soliciting donated food from families for their grade
- Event is combined with talent show 6-8pm in the auditorium. Fundraising to support students travelling to Malaysia.

f. Monday Dec 19 — ICE community day skating trip. In Brooklyn.

- In past years we've done a skate swap at the party. Bring your skates to give away.

Exec Board Meeting Minutes

Monday, December 5, 2016

Room 518

6:00 - 7:00pm

D. Other Business

a. Spring Fling 2017 (Mark??, Kristin, Monique)

30 mins

- Approaching teachers for auction/raffle items
- XX volunteered to take care of
- Time frame for event production?
- Storing auction items: At a volunteer homes. Not a huge issue — mainly services and gift certificates, fewer objects
- Food last year: mix of catering and donated food; solicit donations to buy a platter
- Difficult to get restaurants to donate
- Drinks donated by ?? last year — Andy
- Liquor vendors have a certain budget to give stuff away — perhaps get someone to donate liquor for a special cocktail
- Need a co-chair for Monique
- Need volunteers for soliciting donations
- Need theatre connection to get donated tickets
- Meibell suggested putting a list of items on the Spring Fling webpage that parents can simply sign up to donate. Will advise Kristin on setup.
- Amy GF proposed returning to list of items that sold successfully last year and divide it up among parents to start by approaching those donors first.
- Lisa Bleyer has master list of volunteers — parents who have signed up to be called to do anything
- Need a communications person
- Theme? Event production timeline? — TBD at next meeting

b. Kemala: Betsy DeVos for Education Secretary

- DeVos is bad news for public education
- There's an organized letter writing campaign to fight this appointment
- Also suggests you call your senator, and posting on ICE Talk
- Would like for grade reps to distribute via email the paragraph Kemala wrote

E. Meeting Adjourn

Exec Board Meeting Minutes

Monday, February 6, 2016

Room 518

6:00 - 7:00pm

Attendance:

A. Meeting Opener

- **Review November's Minutes for Approval** - Astrid Lewis Reedy/Bridgett Davis 2 mins

B. Treasurers Report – Kirsti Craig

3 mins

- **Monthly Budget Update**
 - We've raised 2/3 of our budget from family contributions
 - Fundraisers doing pretty well, (comparable to last year or slightly more)
 - Expenses are under control

C. Committee Reports

15 mins

- **Yankees Ticket Fundraiser** | Liza Murphy
- **MS Meet & Greet** (Liza Murphy)
- **Spring Fling 2017**
- **DeVos Monday Night Vigil** (2/6, 6:45pm) | Kemala Karmen
 - (Kemala) Betsy DeVos _ Vigil at 6:45pm tonight in front of public schools to oppose the nomination of DeVos
- **February PTA Meeting** | Kemala
 - Upcoming PTA meeting with consortium leaders, examining being a progressive school during this particular time:
 - Looking at Opt-Out as a way of preserving an approach to education; what it means to have DeVos as Sec of Education, with ESSA
 - Recruiting parent volunteers to call high schools to find out what implications are for opt out middle school students
 - Have ICE high s students discuss their experience here
 - Having parents who have transferred their kids from a testing environment to ICE share their experience
- **8th Grade Stepping Up**
 - Graduation: June 27th at the New School Auditorium
 - Budget last year: \$17,000 raised; dues were \$290 for class of 72 students
 - This year is a smaller class and more families that will not be able to pay all or some of the dues.
 - Should be fine to have dues at \$265 this year
 - Activities dates are set for end of May and June
 - Need to book the buses to Camp de Wolf? — large expense
 - 7th Grade families work the graduation event

Exec Board Meeting Minutes

Monday, February 6, 2016

Room 518

6:00 - 7:00pm

- 12th Grade Graduation | June 23, 2017
 - Recruit 11th grade parents to do the organizing and set-up (frees up 12th grade parents to enjoy the ceremony and 11th grade parents to experience the event in advance)
 - Event is still in planning stages
 - trying to keep dues down (\$375), but prices of space, etc are going up. Venue, yearbook and prom costs are the key costs to keep down.
 - Venue decision should be made within the next 2 weeks
 - Caps and gowns will be rented this year.

D. Meeting Adjourn

Exec Board Meeting Minutes

Monday, April 3, 2016

Room 518

6:00 - 7:00pm

ATTENDANCE: Imebet Blair-Carter, Daniel Kohn, Lisa Bleyer, Sarah Aucoin, Astrid Lewis Reedy, Ileen Kohn, Dianne Darbouse, Meibell Contreras

A. Meeting Opener

- **Review March Minutes for Approval** - Astrid Lewis Reedy/Bridgett Davis 2 mins

B. Treasurers Report – Kirsti Craig

3 mins

- **Monthly Budget Update**

C. Committee Reports

15 mins

- **Spring Fling 2017**
 - Weds 4/5, 6:30pm meeting for volunteers soliciting donations
 - 4/15 is donation deadline
 - This year tickets being sold via Bid For Good (rather than PayPal); easier for Treasurer to track event fundraising
 - BfG Fee waived if auction item paid for on the night of the event
- **Yankees Ticket Fundraiser | Liza Murphy**
 - Deadline for purchasing tickets 4/15
 - Tickets \$32
- **April PTA meeting: Screening of *Screenagers* 4/26**
 - All costs covered, about 100 tix sold now
 - ICE makes half of the proceeds now that basic costs are covered
 - Sending one more email push for ticket sales
 - Not sure we'll be selling tickets at the door // definitely no cash
 - Each email push sells a few more tickets
 - Still need to organize food: popcorn and half-sandwiches
- **May PTA meeting: 5/17**
 - Discussion led by Pete; topic TBA

D. Announcements

- Spring Break — April 10-18
- Screenagers – April 26th
- 10th Grade Arts Night – TBD
 - to raise money for their D.C. trip
- Teacher Appreciation coming up
 - Tentative dates 5/17 or 6/2 (Friday)
 - Serve breakfast and lunch to the teachers
 - Masseuse and other holistic services

Exec Board Meeting Minutes

Monday, April 3, 2016

Room 518

6:00 - 7:00pm

- Mark returning from family leave after Spring Break — congratulations on the arrival of his 2nd son, baby Colton!

E. Planning Session #1

- Exec Board 2017–18
 - Nominating Committee: Bemis and Lisa
 - Current members must decide whether they are remaining for another year
 - Current executive board members may remain in their positions but must go through the nomination process again
 - **Elected positions:**
 - SLT: 3 vacancies opening up.
 - Kemala and Bob will be rolling off, plus 6th grade parent representative,
 - SLT is different from elementary school committees.
 - SLT at ICE tends to focus on issues: e.g. curriculum, special ed, facilities or other initiatives introduced by Pete — soliciting parent feedback and support
 - Co-Presidents
 - VPs: 4 positions opening up
 - Co-Recording Secretary position opening up
 - Dawn's position (Corresponding Secretary) opening up
 - Co-Treasurers staying, possibly will have a 3rd parent
 - Grade Reps: Will need 6th, 9th and 10th grade reps
 - We will need advisory parents (non-elected positions)
 - Between June and September we will try to recruit
 - **Nominations will take place at the May 17th meeting**
 - **Time commitment:** most positions, except Treasurer and President are fairly flexible — mostly emails
- **Committees:**
 - Grant Writing Committee: need a chair
 - Fall Run: John staying on
 - Picture Day: Annette staying on
 - PAC: Kemala staying on
 - **Town Meeting:**
 - We desperately need 2 more scribes for town meeting (ideally 4 total) Weds 10:50-11:39
 - Transfer Family Liaison: Person to welcome new families 7th–12th grade
 - PTA Directory:
 - Process of collecting family info for PTA directory needs to be updated
 - Need to check status of existing database
 - Can we do online signup?
 - Possibility of combining with Blue Card?

Exec Board Meeting Minutes

Monday, April 3, 2016

Room 518

6:00 - 7:00pm

- **Exec Board Goals 2016–17**
 - More teacher involvement
 - More parent involvement (20%)
 - Didn't
 - Strengthen community spirit
 - Raise more funds
 - Build Alumni presence
 - Get parents to remain involved
 - Josh and Mark are staying in touch with students

F. Other Business

- High School Internship program
 - For the most part working well but not all experiences are great fits
 - Somewhat dependent on the motivation of the student and how the company integrates the student and gives them real tasks to do

G. Adjournment