**PS/MS 278**

**General Membership Meeting Minutes**

**02/28/2014**

1. **Welcome**
2. **January 2014 minutes and approval**
   1. January Minutes were reviewed and approved by the general membership
3. **Principal’s Report** 
   1. **Town Hall – Emergency Preparedness/School Safety:** Ms. Reyes reported on the school’s Safety Plan in the case of an emergency. She provided a hand out that details the plan and informed us that the hand out would be back packed that day to all students. PTA will post hand out on the website for easier access for parents in case of an emergency.
      1. The school follows all safety regulations required by the DOE, including conducting a minimum of 12 fire drills per year and 2 lock down drills.
      2. Ms. Reyes is the building’s team leader in the case of an emergency, which frees Ms. Guido up to handle crises and make decisions on the spot.
      3. There is another staff member specifically assigned to focus on students with special needs, e.g. those one crutches, etc.
      4. Handout includes information about where students go in the case where the building must be evacuated so that parents will know where to go to pick up their child.
      5. There is also a Communications Officer assigned to take phone calls from parents if parents were to call to the school during an emergency.
      6. **Comment** **1**: This information should have been provided earlier in the school year. Ms. Reyes agreed and explained why this got delayed. However, she stated that going forward she will ask to have Safety be discussed during the October PTA meeting. She explained that it could not be in September because it takes time for them to put the plan together each year because they need feedback from other local schools that need to agree to accept our kids in the case of an emergency.
      7. **Comment 2:** Could the school send information home to parents on the days that there are lock down drills so that when their kids come home and talk about how they had to hide in a closet because a strange man was in the building, the parent knows that it was just a drill? Ms. Reyes explained that they don’t want parents to know ahead of time because they don’t want them to prepare the child because that would defeat the purpose of the drill. But she agreed that for the K-2 grades, a letter to the parents on the day of the drill to say that the drill happened made sense and will do that in the future.
      8. **Comment 3:** Does this plan apply to the in-house After School Program and how is information communicated to the off-site After School Programs? Ms. Reyes stated that the plan only applied to the school within school hours (8-3) and that the After School Programs should have their own plans. But she will find out how information gets communicated from the school to the programs and get back to us.
      9. Finally, she stated that in the case of an emergency, the parent must have a photo ID to retrieve their child, no exceptions.
   2. **Emergency Blue Cards** – Ms. Reyes requested that all parents make sure that their Emergency Blue Cards are updated with accurate phone numbers.
   3. **Open Door –** Ms. Reyes stated that she has an open door policy so if any parent hasn’t a question or suggestion about the school’s Emergency Safety Plan or anything else, they should feel free to contact her.
4. **Spring Fair**
   1. Date: May 31st, from 11-5pm (extended hours from previous years.
   2. We need volunteers and we need donations of supplies.
   3. The more we can get donated the more profit we will have from the event.
5. **Spring Book Fair**
   1. Dates: 3/11 – 3/14 (set up starts 3/7 2:20 – 5pm)
   2. If you volunteer to help set up you get first pick at the books.
   3. Monday morning, teachers are invited for breakfast, 7-8am, to make their wish lists for the classroom and to provide suggestions for parents re: books that are good for kids their kids’ age.
   4. Hours of Book Fair:
      1. Mon., Wed., and Thurs. – 8-3pm
      2. Tues. (day of Parent/Teacher Conferences) – 8-11am, 1-3pm, 5-8pm
      3. Fri. (last day) – 8-5pm
   5. We need volunteers to fill all of these shifts. We are asking for volunteers to volunteer for 2 hour shifts.
   6. Clean up – need volunteers and it is super easy but must be fast because the Family Fun Night will have activities in the library that night.
6. **Middle School Dance** 
   1. Date: 3/7
   2. They need Chefs/cooks to volunteer. Reach out to Annie or Carmen if you can donate something.
7. **School Wellness/Title I Committee**
   1. A flier was handed out detailing all upcoming events
      1. **Tools to De-Stress Workshop**, 3/13, 8:15 – 9:15
      2. **Wellness Council Meeting**, 3/13, 2:30 in the Library.
         1. Note if you are interested in being a part of the Wellness Council but cannot make the meetings at 2:30, add your name to the Interest Sheet. Sarah Townley, the Chair of this committee will be sending an email asking people to indicate times they are available in order to encourage greater parent involvement. However, some meetings need to be during the day in order to ensure Teacher and CHALK involvement.
      3. **Family Fun Night**, 3/14, 6-8pm at the school
         1. Tons of activities will be taking place including soccer, martial arts, zumba, math fact games.
         2. Dinner will be provided, from Chopped.
      4. **CPR class,** 3/1, 9-3pm. Registration is full.
      5. **Family Cooking Classes**
         1. Begins 3/27 and will run for 6 Thurs. (not incl. wk. of Spring Break.)
         2. 6-8pm, at the school.
         3. Children are welcome and class will include dinner for the family.
      6. **Hike the Heights**, 6/2
         1. This is a district wide event.
         2. In collaboration with CHALK, we are hoping that we can get lots of families to participate and walk together to represent our school.
8. **CEC Update**
   1. The next council meeting will be 3/20 at PS 132.
   2. Carmen Farina, the Schools Chancellor will be at this meeting.
   3. This is an opportunity for parents to voice concerns about Common Core and/or any other business regarding the public schools to Ms. Farina.
   4. We want to compile documents that detail errors in the text books and on the tests so that they can have this information and fix the curriculum before next year.
   5. Forward any comments/corrections you have to Maggie, our CEC representative.
9. **AOB**
   1. Budgeting issues/concerns for our school
      1. We are budgeted as a K-8 school, which we are. However, if we were budgeted K-5 and 6-8, we would actually receive more funds from DOE, funds we believe we need to run the school. Our current budget does not meet our needs. Thus, we need parents to help Ms. Guido advocate to the DOE to revise how the school is budgeted.