

**Hybrid - PS 31 PTA Meeting - Friday, September 19th ,2025 8:15AM - 9:15AM**  
**Meeting Agenda/Notes**

**PTA Executive Board Members Present**

Lauren Fernandes, CO-President  
Francoise Olivas, CO-President  
Michal Motykiewicz, Treasurer  
Kayla Santos-Cobo , CO-Secretary  
Tiffany Villacis, CO-Secretary  
Amy Yip-Ng , Board Member - Marketing  
Natalie Gabriel, Board Member - Assemblies

**Meeting Norms - Natalie Gabriel, Board Member**

Meeting Norms were reviewed

**PTA Introductions - Lauren Fernandes, CO-President**

Members of the PTA Executive board were introduced

**School Update - Principal Scarlato**

- St.Nick's program will begin next Monday, September 22nd
- Staffing - All classes are currently fully staffed. There is one vacancy remaining for the Hydroponics program
- Attendance - 20% of our students were absent for 20% of the school year. An attendance committee has been formed to address and improve student attendance rates
- Back-To-School Night took place on Wednesday, September 17th and it was a great success
- P.S.31 Test scores - ELA 91% Math 89%

**Merchandise - Francoise Olivas, CO-President**

- Pre-order forms for merch will be backpacked next week. Orders are due by October 15th. Allow 2-3 weeks for orders to be processed and submitted
- New merch and additional colors will be available
- Merch will also be available for purchase in the Book Nook on Tuesday and Friday mornings.

**Budget & Finances - Michal Motykiewicz, Treasurer**

Budget and Finances were reviewed

- PTA allocates \$20 per student to support field trip costs for the year. Teachers and admin collaborate to ensure all trips align with the curriculum
- PTA provides \$250 per teacher to help cover cost for Back-To-School supplies

**Motion to Approve the transfer of the PTA'S banking from Dime to TD**

The transfer of the PTA's banking from Dime to TD was approved

- Approved by all members present

### **Key Fall Dates & Committees - Amy Yip-Ng , Board Member - Marketing & Kayla**

#### **Santos-Cobo , CO-Secretary**

- Pledge Drive - September 29th - October 10th
- Fall Fest - October 24th
- Coin Drive - October 27th - October 31st
- Winter Shop - December 8th - December 11th
- Kids Party - TBD
- Spring Gala - March 27th
- Field Day - TBD
- Committees will be formed for each PTA event. We're looking for volunteers to help plan and run them

#### **Assemblies - Natalie Gabriel, Board Member - Assemblies**

- Our first Assembly will be next Friday, September 26th - Sky Hunters

#### **Motion to Approve Budget**

The Budget has been approved

- First Motion: Despina Saukin
- Second Motion: Olivia Tharp

#### **Ms. Kara's Update - Kara Manber, Parent Coordinator**

Kara was unable to attend the meeting . Notes shared with Co-Secretary - Kayla Santos-Cobo

- Activate your New York City Schools Account - Email [KManber@schools.nyc.gov](mailto:KManber@schools.nyc.gov) for creation code
- Annual Title 1 Meeting on Monday, September 29th at 8:15 a.m
- Class Parents will be notified by September 26th
- Exciting Family Engagement Workshops scheduled this year
- Fall Wreath Crafting on October 30th at 8:15 a.m limited space. Look for sign up on ParentSquare
- 7th Annual Virtual Pumpkin Carving Contest coming in October
- Non-Certification CPR training on February 5th at 8:15 a.m limited space - Look for sign up on ParentSquare
- Family Cooking on March 12th 2:30 p.m - 4:30 p.m. limited space. Look for sign up on ParentSquare
- Knowing what to expect, every Friday a Look Ahead will be posted and every Monday morning a "Ask Miss Kara: will be posted, however you are free to reach out any time

#### **Q & A**

**Next Meeting - Thursday October 16th**

**Meeting Notes 9/19/25**  
**Kayla Santos-Cobo & Tiffany Viillacis, Co-Secretaries**

