

THE RIVERVIEW SCHOOL (p277q)
PARENT-TEACHER ASSOCIATION ELECTION & GENERAL MEETING
May 1, 2024 at 6:00 PM

1. ATTENDEES - Ivery Taylor (76), Amanda Doria (76), Janine Shefler (419), Rebecca Moran (419, 290, 290), Priscilla Rodriguez (311), Yvette Castro (419), Janet Adofowaa (76), Heather Sciacca (419), Ingrid Caicedo-Guzman (419), Fariha Hasan (322), Lisandra Aviles (322), April Lawrence (78), Tasha Winslow . 12 parents and school faculty attended the meeting, quorum has been met.

2. PTA ELECTION

- a. Ms. Nora Almodovar-Eckert, Family Support Coordinator for District 75 Superintendent's Office was introduced as the election chair.
- b. Ms. Nora Almodovar-Eckert explains the election process and the positions.
- c. President Position: The duties of the President shall include, but are not limited to the following.
 - i. The President will preside at all meetings of the Association
 - ii. Is an ex officio member of all committees, except the nominating Committee.
 - iii. Appoint association committee chairpersons with the approval of the Executive Board.
 - iv. Encourage meaningful participation in all parent and school activities.
 - v. Provide opportunities for members leadership development, delegate responsibilities to members of the Association as needed.
 - vi. Attend all regular meetings of the President's Council
 - vii. Is a mandatory member of the SLT, the school leadership team.
 - viii. Meet regularly with the Executive Board members
 - ix. Plan the agendas for the general membership meetings
 - x. Is one of the eligible signatories on checks and debit card disbursement forms
 - xi. May be responsible for DOE issued email account(s).
 - xii. Assist with the June transfer of Association records, including all pertinent user ids, passwords to the incoming executive board.

1. Nominations for President were open to the floor via chat and verbally. Ms. Nora Almodovar-Eckert writes down the following name(s):
 - a. Ivery Taylor nominated herself as President.
 2. There is only one (1) nomination and because the President position is not contested, a poll will not be needed. Ms. Ivery Taylor will be the PTA President for the upcoming school year.
- d. Recording Secretary Position: The duties of the Recording Secretary shall include, but are not limited to the following.
- i. Record the minutes at all association meetings.
 - ii. Prepare notices, agendas, sign-in sheets, and materials for distribution.
 - iii. Prepare and read the minutes at association meetings.
 - iv. Distribute copies of the minutes for review and approval by the general membership.
 - v. Maintain the custody of the Association's records on school premises.
 - vi. Is responsible for maintaining the DOE issued email account.
 - vii. May be one of the eligible signatories on a check(s) and disbursement forms.
 - viii. Incorporate all amendments into the bylaws.
 - ix. Ensure that signed copies of the Bylaws with the latest amendments are on file in the principal's office.
 - x. May be responsible for reviewing, maintaining, and responding to all correspondence addressed to the Association.
 - xi. Assist with the June transfer of Association records, including all pertinent user IDs and passwords to the incoming executive board.
 1. Nominations for Recording Secretary was open to the floor via chat and verbally. Ms. Nora Almodovar-Eckert writes down the following name(s):
 - a. Rebecca Moran nominated herself as Recording Secretary.
 2. There is only one (1) nomination and because the Recording Secretary position is not contested, a poll will not be needed.

Ms. Rebecca Moran will be the PTA Recording Secretary for the upcoming school year.

e. **Treasurer Position:** The duties of the Treasurer shall include, but are not limited to the following.

1. The treasurer is responsible for all financial affairs and funds of the Association.
2. They maintain an updated record of all income and expenditures on school premises.
3. May be a signatory on checks and debit card disbursement forms
4. May be responsible for setting up online access to the bank account.
5. Adhere to and implement all financial procedures established by the Association.
6. Prepare and present a written report of all transactions at every executive board and general membership meeting which includes income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period.
7. Prepare the Association's interim and annual financial reports
8. Make available all books and financial records for viewing by members upon request and for audits.
9. May have access to the DOE issued email account
10. Assist with the June transfer of association records, including all pertinent ids and passwords to the incoming Executive Board.
 - a. Nominations for Treasurer was open to the floor via chat and verbally. Ms. Nora Almodovar-Eckert writes down the following name(s):
 - i. Amanda Civello nominated herself as Secretary.
 - b. There is only one (1) nomination. Ms. Amanda will be the PTA Civello for the upcoming school year.
 - c.

3. SLT ELECTION

- a. There are 3 SLT positions open which is a school leadership team

- b. SLT is in place in every NYC Public School. It plays a significant role in creating a structure for school-based decision making and shaping a path to a collaborative school culture.
- c. SLTs are a vehicle for developing school-based educational policies and ensuring that resources are aligned to implement those policies and ensuring that resources are aligned to implement those policies.
- d. SLTs assist in the evaluation and assessment of a school's educational program and their effect on student achievement.
- e. SLTs are responsible for developing an annual school comprehensive educational plan which is referred to as the CEP, that is aligned with the school-based budget for the ensuing school year. The school-based budget provides the fiscal parameters within the SLT to develop the goals and objectives to meet the needs of students and the school's educational program.
 - i. Nominations for SLT was open to the floor via chat and verbally. Ms. Nora Almodovar-Eckert writes down the following names:
 - a. Heather Sciacca
 - b. Ingrid Caicedo-Guzman
 - c. April Lawrence
 - ii. There are (3) positions for SLT and 3 nominations. The 3 nominations are not contested. Ms. Heather Sciacca, Ms. Ingrid Caicedo-Guzman and Ms. April has been elected to the 3 open SLT positions.
- f. Ms. Beadle, Parent Coordinator, will provide the election certification form. Form will include who chaired the meeting and fill out who were elected to what positions, contact information and finalized with the principal's signature.
- g. PTA will have a copy.
- h. Principal will have a copy.
- i. A copy will be sent to the district office for record keeping.
- j. Ms. Beadle will also update in the SPLI system with the certification form for the upcoming year.
- k. Ms. Rachel commented on an email received stating that there is a change in the PTA's DOE email and asked if we needed to change email address.
- l. Ms. Nora responded that there will be changes, but it will take some time due to the technical aspect of the process. They are working on President's council and soon after the PA's will receive their changes. Also, since we have our election, it

will be expedited before the start of the next school year. Since we also have a PA, we can have an SLT, because the PA President is a mandatory role in the SLT.

4. WELCOME - Ivery Taylor

- a. Congratulations to all those elected, Ivery, Rebecca, Amanda, Heather, Ingrid and April.
- b. Ivery Taylor makes a motion to start the meeting.
- c. Amanda Civello seconds the motion.

5. MEETING MINUTES - Ivery Taylor

- a. April 2024 general monthly meeting minutes was presented for approval by Ivery Taylor.
- b. Ivery Taylor made a motion to approve the minutes.
- c. Heather Sciacca second the motion.
- d. The April 2024 minutes was approved.

6. FINANCIAL REPORT - Amanda Civello

- a. April 2024 financial report minutes was presented for approval by Amanda Civello, Treasurer.
 - i. Current Balance on our checking account: \$3,426.73
- b. Motion 1: by Amanda Civello, to approve the expenditure of \$115.00 to spend for the 2 Special Olympic meets during May and June for snacks, raised from the TShirt fundraiser.
 - i. April Lawrence second the motion.
 1. 9 in Favor / 0 Opposed
 2. Motion Carries
- c. Motion 1: by Amanda Civello, to approve the expenditure of \$155.88 to spend to renew our web hosting with Godaddy. Rebecca Moran made a donation to pay for last year's web hosting.
 - i. April Lawrence second the motion.
 1. 8 in Favor / 0 Opposed
 2. Motion Carries

7. SLT MEETING REPORT - Ivery Taylor

- a. SLT report will be emailed to everyone.

8. PARENT COORDINATOR REPORT - Rachel Beadle

- a. May 1 @419 Middle School Open houses for 5th grade students and families.
- b. May 3, 10AM @311 Middle School Open houses for 5th grade students and families.
- c. May 2, 11:30AM @virtual, 277Q Town Hall Meeting by the administration and ask questions directly.
- d. May 9, 9AM @322 The Power of Play. This is geared towards elementary school families focusing on how play can be therapy with the children and is being run by a speech therapist. Everyone is welcome.
- e. May 15, 12PM @virtual. How to protect your child legally and financially.
- f. May 16 @419 Student of the Month Celebration
- g. May 17, 9AM @777 Technology coordinator will help with school apps, like Google Classroom or the parent portal.
- h. May 27, Schools closed, Memorial Day
- i. May 30, 10AM, Kindergarten Graduation Ceremony
- j. May 31, 5-7PM @777, 5th and 8th Grade Dance

9. COMMITTEE REPORT

- a. Fundraising presented by Ivery Taylor
 - i. Again, we will be making the already approved donation(s) to DonorsChoose within the next two weeks.
 - ii. Welcome back to school! The April Break Ollie Project was a success, and it was amazing seeing how much fun Ollie (and our students) had over break! We are still working on tallying the per-site information, but we should make an announcement as to which site had the highest percentage of Ollies by next week!
- b. Social Media presented by Rebecca Moran
 - i. Facebook
 1. We have created 2 of the 4 groups with moderators.
 - a. Group Name: **277Q Inclusion Parent Support Group**
 - i. Moderator: *Rebecca Moran*
 - b. Group Name: **277Q Middle School Parent Support Group**
 - i. Moderator: *Heather Sciacca*
 2. We are looking for more moderators for elementary and high school while we create the 2 other groups.
- c. Special Olympics presented by Rebecca Moran
 - i. Long Island Games on May 4th
 1. Track & Field Skills @Plainedge . Everyone will all meet at

Plainedge and then the Swim Meet will be at Farmingdale and will be shuttled from Plainedge.

2. Meals will be provided, but the PTA will provide snacks.
 3. There will be many vendors at the Olympic Village.
- ii. More information on the fundraising merch will be provided in the coming week.

d. Events Committee presented by Ivery Taylor

- i. Coffee with a Counselor for Elementary School is led by Ms. Ilana Winter and Ms. Jen Camacho. Monday, May 6 (215pm-245pm) via zoom.
- ii. For Teacher Appreciation we will be gifting the teachers and staff a small lotion and sanitizer.

10. NEW BUSINESS

- a.

11. OPEN DISCUSSION

- a.

12. MEETING ADJOURNED

- a. Rebecca Moran called for a motion to adjourn.
- b. Ivery Taylor second the motion.
- c. Meeting was adjourned

Spanish Translation Rachel Beadle

The meeting was virtual, conducted and recorded via ZOOM.