



**Parent Teacher Association
General Meeting
September 16, 2010
Minutes**

Call to order

Enid Febus called the meeting to order at 7:00PM, delayed from 6:30PM due to the weather. Liz Morano and Enid Febus introduced themselves and the Executive Board members and welcomed parents to the first meeting of the new school year.

Elections

Enid Febus explained that there would be nominations and elections at this meeting for the following officers: Freshman V.P., 2 SLT members, and Sergeant-at-Arms. Liz Morano described the roles and responsibilities of each position including that the Freshman V.P. would be act as a liaison between freshman parents and the Executive Board, be responsible for the January newsletter article and the Teacher Grants Committee. Liz informed parents that SLT members are responsible for elements of the CEP (Comprehensive Education Plan) and meet every 3rd Thursday. She also stated that the Sergeant-at-Arms is the timekeeper and also helps to order and sell Tech Parent t-shirts.

Committee Overview

Enid Febus reviewed all the committees that parents could become involved in throughout the year including:

School Entry Committee – assists students swiping in during morning arrival. Days and times can vary.

Brooklyn Tech Open House Committee – assists new parents and students by attending this event and answering questions from visitors.

Communication Committee – assists Mike Tang with the newsletter and advertising

Lunch Form Task Force –assist in helping to collect forms.

High School Fair Committee

Parent Chaperones – attend overnight or day trips with students.

Senior Scholarship Committee – review applications and select senior scholarship winners.

Teacher Appreciation Committee – assist with set-up, serving and clean up of a dinner for faculty in the afternoon of the first parent teacher conference.

Chinese New Year Committee – social event consisting of dinner and fundraising raffle. Assist with dinner, soliciting prizes, and selling tickets.

Fundraising Committee - develop and implement new ways to fundraise, assist with current fundraising opportunities including school wide mailing.



College Process – work in conjunction with the college office to develop ways to enhance the college application process and assist with the college fair.

Learning Environment Task Force – assist Mr. Williams with increasing the return of the LES.

By-laws Committee – review and update existing PTA by-laws.

Enid encouraged parents to participate in one or more of the above committees.

Treasurer's Report

Lynn Lee distributed and reviewed the budget for approval. The budget was approved.

Nominations and Elections

Candidates for each open position came forward to introduce themselves and spoke for 2 minutes about their qualifications. Ballots were distributed, collected and counted. The results were as follows:

Carol Kelly – Freshman V.P.

Ken Cera and Elliot Greene – SLT members

Myra Mason - Assistant Treasurer

Victor Weeks – Sergeant-at-Arms

Mr. Randy Asher – Principal

Mr. Asher welcomed parents and stated that Brooklyn Tech had a very smooth opening. He spoke to the need for parents to remain involved and to regularly check the website for important information. He spoke to freshman parents about the need for an appropriate bedtime, the need to keep abreast of all the tests and quizzes students will be taking and their impact on report cards grades. He made parents aware that there is tutoring available, stressed the importance of good study habits and of making sure that their students are supported. He encouraged that students become involved in clubs but not too many and also asked that parents assist with their time if they can not assist the school with a donation. Mr. Asher explained the importance of lunch forms and how the return of the lunch forms determine the school's eligibility for Title I funds, or \$4.5 million. He stressed the need for all to return the forms even if the family is not eligible for free or reduced price lunch. He asked that parents make sure they have provided updated contact information on the blue emergency card.

Mr. Marc Williams – Assistant Principal of Student and Parent Engagement

Mr. Williams re-emphasized the urgent request for parents to return the completed lunch form. He stated that the school's goal is to have 100% of the forms returned. The school code is 13K430 and these forms can be returned to Rm 1W2 or 7C1 or on-line, although he prefers a paper form. He informed parents that SGO cards would now be \$10.00. The money raised helps to offset the cost of clubs and supports the school. The cards will also provide for discounts to local merchants.

Mr. Williams stated that another one of his goals is to get a better and more accurate response to the Learning Environment Survey later in the year. He told parents to contact him whenever they have questions and that he can be reached by email at mwilliams@bths.edu or by phone at 718-804-6442.

The meeting adjourned at 8:30 PM.