

PTA Parent Guide 2021 - 2022



About PS 165:

At P.S. 165, our vision is to enable all young people to reach their full potential as productive, responsible and caring leaders of the world. We are a community of compassionate and curious learners daring to dream, to achieve, and to make a difference, together.

The school is a diverse school with approximately 400 students and 80 staff (numbers vary from year to year). The school has a small feel to it due to its close-knit community and has enough classrooms to provide opportunities for students to expand on their learning. The school also has a record of improving its curriculum test scores over the years and is on the rise with parent engagement.

<https://www.ps165nyc.org/>

Become an active member of the PTA:

The PTA comprises parents and teachers working collaboratively with our school administration, staff, and School Leadership Team to enrich the environment for all our students. By definition, any caregiver of a child at the school is a member of the PTA. We welcome our members to take an active part in serving all grades, PreK- 5th through programs and opportunities that can support our entire school community.

Why Become an active member?

Becoming an active member of the PTA allows one to connect with other parents and the school administration at PS 165. You gain insight into what is being planned and a chance to offer your voice to a variety of committee projects. Everything we do on the PTA is to benefit every student in our school so that we can assist in making their time at PS 165, a positive and enriching experience.

General Annual Calendar of Events

Fall: Family Welcome Picnic, Movie Night, Giving Tuesday, Scholastic Book Fair, Picture Day

Winter: Winterfest, Holiday Shop

Spring: Teacher appreciation, STEM night, Literacy night, Scholastic Book Fair, Spring Fair, Spring Fun Run

Summer: Movie Night, Graduation

Monthly Meetings:

PTA Board Meeting (2nd Thursday of the Month, attended by all board members)

School Town Hall Meeting

PTA General Meeting (usually combined with the Town Hall, open to all)

SLT Meeting (coordinated by committee members, non-members may attend)

Committee Meetings (scheduled monthly by individual committees)

Building Safety Committee Meeting (2nd Tuesday of the month, attended by PTA Co-President)

D3 President's Council Meeting (3rd Friday of the month, attended by PTA Co-President)

CEC3 Meetings (3rd Wednesday of the month, open to all)

Ways to Get Involved as An Active Member

Run for a PTA board position, elections are held typically in the Fall.

Join a PTA committee

About The PS 165 PTA Board

Co-Presidents (2)

Meets with the principal once a month, creates agendas & hosts PTA board and general meetings, assists committees and shares committee recommendations to the SLT and school administrators. Is a legal board member of FOPS (Friends of PS 165). Sits on the School SLT.

Co-Treasurers (2)

Maintains all financial records of the PS 165 PTA and FOPS, generates monthly reports on financial health of the PTA, manages banking relationships and pays bills. Is a legal board member of FOPS (Friends of PS 165).

Co-Secretaries (2)

Responsible for taking the minutes for all PTA Board and General Meetings, posting minutes in the school and on the web, maintaining these records and parent sign-in sheets for meetings, coordinating announcements to the PS 165 community through calls and backpacking home and posting flyers.

Other board positions:

Co-Vice-Presidents (2)

The PTA vice presidents advise and consult with the PTA presidents and board on various topics. This role is not an official board position nor are the vice presidents legal board members of FOPS. Co-Vice-Presidents are able to fill in for Co-President's in the event that they are unable to attend meetings.

Committee Representatives

Each committee will have a leader who will collaborate with the PTA Co-Presidents and be the point person for communication with school administration. See committee descriptions below.

Elections for these positions are held in June

Join a PS 165 PTA Committee

Fundraising Committee

Works with Co-Presidents/Principal develop a yearly strategy/goal and fundraising campaigns to support school programming and initiatives. (Giving Tuesday, Corporate Match, Annual Appeal, Election Bake Sale, Holiday Shop, Picture Day, Book Fair)

Culture & Inclusion Committee

Works to provide awareness and inclusion of our school's diversity and to recommend programs and community events to the PTA and school admins. (Workshops, books, weekend events). Execute activities that can support PS 165 values. (donations after hurricanes...etc.)

Communications Committee

Seeks to communicate to PTA members, and the greater school community all activities & decisions happening at the PTA. Supports the communication outreach to the school community through, eblast, newsletters, social media, flyers, and digital content for the school website.

Wellness Committee

Improving Mind/Body/Environment for our students; incorporating the 'Seven Habits'. Assist the Wellness Council on initiatives such as food booths / pop-ups at dismissal; literacy night table; math night, collaborates with the School Sustainability Committee. Works to provide guidance to the school admins and PTA on resources and methods to maintain a healthy school community.

Science Committee

Sources and recommends programs & resources for the school that are STEM based and manages vendor relationships. (NY Hall of Science programming, STEM room equipment)

Events Committee

Develops year-round events for our school community on behalf of the PTA. (ex. Winter Fest, Welcome Picnic, Graduation ceremonies, Fun-Run, weekend events)

Literacy Committee

Helps support and encourage literacy throughout the PS 165 community with parent engagement. Age-appropriate book giveaways to our students, book clubs, and more. [See their latest campaign here.](#)

Join a committee at anytime during the year

All committees work in collaboration with school administration and must receive school approval for all activities conducted under PTA.

Other Parent Roles within the PTA

Spanish Translators

Most of the PTA documents created for distribution to the school community require them to be translated into Spanish. Parents who are fluent in reading and writing both English and Spanish would be a great candidate for this role.

PS 165 Townhall's and PTA General Meeting translators:

Additionally, parents who are fluent in speaking English and Spanish can join a rotating group of virtual meeting translators. The commitment would be about 3 – 4 meetings throughout the school year.

Other School Opportunities (Non PTA)

SLT

The School Leadership Team (SLT) is made up of teachers, administration, and parents who meet once a month to discuss educational policies and the resources to support those policies. Nominations and voting will take place during the meeting. [For more on the SLT](#)

Title 1

Title 1 is additional funding provided by the city that is intended to provide families with tools to “become effective partners with the school to improve student achievement”. **The committee is composed of at minimum the Title 1 chair, Co-chair and Secretary.** Guidelines for spending the additional funds is very specific to a list of criteria.

The Title 1 committee has separate coordination meetings outside of the PTA, and is required to engage the parents on how to spend the additional funds in various ways, from surveys to general dialog at the PTA meetings. The committee then coordinates with the school on the spending and logistics of the funds. [For more on the Title 1 committee.](#)

CEC3

Community Education Council members are selected for two-year terms by the Parent Associations or Parent Teacher Associations (PA/PTAs) of the schools in their district. Each CEC has 12 members, including nine parents selected by the district's PA/PTAs, two members appointed by the Borough President, and one student selected by the Community Superintendent. [Learn more.](#)

FOPS

Friends of PS 165 is a 501c3 non-profit and the co-presidents, co-treasurers, and co-secretaries of the PTA sit on the board. The organization serves as the fundraising arm for the PS 165 PTA.

How to contact the PTA:

Email: PTA@ps165pta.org

Co-Presidents: Tara Parsons, Rodney Mendez

For more information: [Click here](#)

[Subscribe to PTA mailing list](#)

How to Connect with the Community?

PTA Newsletter: [signup here](#)

Facebook Group: <https://www.facebook.com/groups/168741496523470/>

WhatsApp: <https://chat.whatsapp.com/JYDpyvhh0bP3vMr6euNcbo>

How to join or support:

1. SLT Elections: **September 30, 2021 (virtual) (2 parents positions open)**
2. Title 1 Elections: **September 30, 2021 (virtual) (two parent positions open)**
3. PTA General Elections for all board positions and all committee chairs: **October 28, 2021 (virtual)**
4. Join a committee (enrollment runs throughout the school year)
5. Become a CEC3 rep (connect through cec3.org)
6. Donate to our fundraising drives
7. Leave a positive review of our school on:
 - [Inside Schools](#)
 - [Great Schools](#)
 - [School Digger](#)
 - [Google Reviews](#) or search for PS 165

School Resource Links:

School Contact: 234 W 109th St, New York, NY 10025, **Phone:** 212-678-2873

Website: <https://www.ps165nyc.org/>

Classroom Teacher: #1 Resource

Curriculum, Grades, Assignments, Homework, Google Classroom, Classroom Academic Progress

Parent Coordinator: Mayeline Minaya parentcoordinator@robertesimon.org

Non-instructional school-based personnel that supports the schools in non-instructional administrative duties and parent outreach. Calendar & Important Events, Copy of report card, access to nyc schools account, Arrival/Dismissal, Devices

IEP Teacher: Nicole Siegel (special education, IEPs, 504 plans, transportation)

nsiegel@robertesimon.org

School Psychologist: Ryan Melhus-Barreno - rmelhusbarreno@robertesimon.org

School Nurse: Jessica Franklin - schoolnurse@robertesimon.org

Respect for All Liaison: (*Bullying, Discrimination & Harassment Complaints*)

School Guidance Counselor: Ms. Castro - jcastro40@schools.nyc.gov

DOE Respect for All resource links:

- DOE Policy Description:
<https://www.schools.nyc.gov/school-life/school-environment/respect-for-all/respect-for-all-handouts>
- Resource for students and parents about how to report incidents:
<https://drive.google.com/file/d/17v56zRDjzS060eegC76iQ7KkzwAQ3tPf/view?usp=sharing>

Thank you and have a wonderful school year.

See PTA Org Chart Below

PS 165 PTA ORGANIZATION CHART

