

MINUTES OF THE BOARD OF DIRECTORS

Townsend Harris Alumni Association, Inc.

Minutes of the Meeting of the Board of Directors (as approved on January 9, 2019)

October 25, 2018

Location: Townsend Harris High School 149-11 Melbourne Avenue, Flushing, New York

The following directors were present and constituted a quorum: Craig Slutzkin, Dr. Malcolm Largmann, Michael Byc, Gary Mellow, Shari Gruber, Brian Condon, Lara Traum, Jesse Ash, Peter Lee.

Guests: Franco Scardino, Irina Kimyagar

- I. Co-President Craig Slutzkin called the meeting to order at 6:54pm.
- II. **Approval of Board Meeting Minutes.** The Board reviewed the minutes of the May 30th, 2017 meeting. There were two corrections: (1) on page 3, change 'Capstone AP' to 'AP Capstone and (2) update 'Gerry' to 'Jerry'. Principal Condon and Michael Byc motioned to accept the minutes, which was passed unanimously.
- III. **Review of Board Meeting Dates.** There are usually five board meetings per academic year. Due to the need to manage holidays and the NYC DOE calendar, and starting the first THAA board meeting late this year, there are two meetings occurring in consecutive months (December and January). It was suggested that the December board meeting be combined with this year's annual meeting which will occur in December as well.
- IV. **Executive Committee Report.**
 - A. School Leadership Team – Lara Traum described the School Leadership Team's (SLT) focus on refining this year's Comprehensive Education Plan (CEP) for THHS. In addition, other topics that have come up during the SLT meetings include the annualized school calendar and equity and diversity initiatives. Ms. Traum has been elected co-chair of the SLT for the 2018-2019 academic year.
 - B. Founders' Day – This year, Founders' Day is on Friday, November 2nd. The school has invited alumna Julie Kim to speak. In addition, Dr. Lee will plan the welcome-back lunch following the celebrations at Founders' Day, which is usually held in the Principal's Conference Room.
 - C. 2e (Twice Exceptional) program – 2e refers to students who are gifted (accelerated learners, musical talent, high IG, etc.) and who have significant learning and/or behavior difficulties. From an educator's viewpoint, 2e refers to those students who qualify for both the gifted program and special education services. Assistant Principal Veronica York and Special Education Coordinator Georgia Brandeis reached out to a respected adolescent psychologist working on this topic. Dr. Gallagher researched and published work on organization skills training at the elementary and middle school levels, and now will pilot a program with our administrators for high school students. Mr. Condon shared that this program will be rolled out in three years. Year 1 is to develop, design and implement the program. Year 2 is to revise and make it fit for THHS. Year 3 is to expand it and embed it into the writing process class. Dr. Lee shared that each year will cost

\$4,500 and the alumni association is committed to supporting this year's costs at 100%. We have also committed to funding at least 50% of years 2 and 3, depending on each subsequent year's operating budget (where we will fund the program at 100% during favorable dividend years).

- D. Annual Meeting – This year's annual meeting will most likely take place in December. Dr. Lee plans to have this meeting at the bookstore Kew & Willow and continue the alliteration theme of using Mr. Condon's name.
- E. Assistant Principal for Instruction Support Services (ISS) C-30. There was a C-30 Level 1 interview for this position on Monday, October 15th. Dr. Lee expressed gratitude that she was able to attend to observe this process. Mr. Condon shared that Ms. Brandeis will be proceeding to Level 2 but he is waiting for clearance from the Superintendent's office. Ms. Brandeis has been doing a lot of the work that is under the AP position already.
- F. Election Simulation Documentary – Alumna Alexandra Stergiou (2004) wants to plan a trip with students at THHS to see the matinee showing of her documentary about the Election Simulation. There was some discussion as whether or not THAA should support or fundraise for this. There was some question as to how many students exactly were going and how much the event would cost. Kimberly Lo and Dr. Lee will follow up with Principal Condon on this.
- G. Flom Scholarship – Mr. Flom graduated from THHS in 1941 and was a prominent lawyer. His scholarship supports seven to eight students for college. Usually, the money is given to THAA in a bulk amount. Unfortunately, the money for this scholarship has run out and Mr. Slutzkin found out that the daughter-in-law who manages these funds have passed away as well. Mr. Slutzkin has found one of the trustees and will contact that person to discuss the continuation of this scholarship. In the meantime, THAA will pay the scholarship through our endowment as we promised students that they will be getting this scholarship. Mr. Bentley Kassal was identified as a person who can help, however, he is close to 99 years old.
- H. Website – The school and PTA (who funded this) has done a fantastic job with the website as it is visually appealing. There is a discussion within THAA if we should also update our website to match the school's site. The cost would likely be closer to \$1,000. Mr. Byc commented that updating the site will show that we are still relevant and would be able to entice younger alumni. A suggestion was to see if any current students would want to do the updating for us. A focus group for studying the user interface of the THAA website was proposed.
- I. Other – Mr. Arthur Boulanger and Dr. Michael Mason, both retired faculty of THHS, both passed away. Dr. Largmann suggested that there be some recognition of these individuals at the school so that the faculty and the students will know that we still respect that individual and so that the members of the high school know these moments in their school history.

V. **Principal's Report.** Principal Condon gave the following report.

- A. School Leadership Team – the team is looking for an alignment with the Chancellor's school priorities. These priorities are (1) advancing learning, (2) access and equity, (3) capacity, and (4) creating partnerships. The PTA, alumni, and QC are all major partners and work together in the SLT. This year, with the implementation of a supervising executive superintendent, there is more accountability with actually using the CEP to improve the state of the

school. Franco Scardino gave an example of his 9th grade seminar and work with the Morgan Library as one of the CEP goals in action.

- B. THHS Diploma – Principal Condon is looking at what the THHS diploma entails. Perhaps there will be an inclusion of an assignment that happens across multiple years that would be considered a “rite of passage”.
- C. UFT – Mr. Condon has been working collaboratively with the UFT executive Board. Just yesterday, there was a meeting where Mr. Condon discussed this year’s CEP goals, revisiting rules, looked at resources and the volume of work which teachers have.

VI. **PTA Report.** Irina Kimyagar gave the following report.

- A. The PTA has had great progress with their fundraising this year so far with around \$22,000 raised. The PTA asked parents to pay \$100. The parents that Ms. Kimyagar spoke with during the phon-a-thon were amazing and kind.
- B. The PTA budget for this year and fundraising goal is \$36,000.
- C. The PTA is thinking of new fundraising ideas. One such idea is to create pamphlet with a focus on colleges. Perhaps they can also get colleges to pay to do advertisements. Another suggestion is to ask alumni to write about certain topics which would help the students.
- D. Mr. Jeremy Wang’s college tour trip for the summer was filled within half an hour of open enrollment. There is some consideration to open a 3rd trip since there is such a high demand.
- E. There will be a mental health seminar for parents, and it will be about 1 hour long.

VII. **Treasurer’s Report.** Mr. Slutzkin gave the following report.

- A. Since the last report to the Board, there has been a modest increase in value from our holdings in mutual accounts/managed accounts through April 30th 2018 (2.5% in four months).
- B. The value of the Hansard Global shares has increased during this same period.
- C. There were around \$4,000 in dues collected since the last report as well.
- D. Expenditures include annual scholarships, robotics expense, faculty development, professional fees (for our audit), postage and printing (for membership dues), trustee and bank fees, and graduation awards.
- E. The budget for school programs this academic year (2018-19) was proposed and passed by a vote (first motion by Ms. Gruber and 2nd motion by Dr. Largmann).

VIII. **Committee Reports.**

- A. Events – Karen Curzio, Ms. Lo and Dr. Lee reported the following.
 - i. Since the last board meeting, the 30th, 25th and 20th year reunions took place.
 - ii. The subway series event at CitiField in June was sold out. This event has always been a good hit with alumni.
 - iii. In the month of June, there were many celebratory events which took place at THHS. These include the Athletic awards dinner (Debra Michlewitz was in attendance), Baccalaureate (Ms. Traum was in attendance), and Commencement (Mr. Slutzkin and Dr. Lee were in attendance)

- iv. Events upcoming include Founders' Day, the Diversity Initiative open house, Open house for prospective students, the November SLT meeting and SING!

B. Mentorship – report deferred.

C. Social Media – Mr. Byc reported the following.

- i. As noted before, Mr. Byc will discuss with Mr. Slutzkin the user interface of the thaa website.
- ii. There was a suggestion that to increase engagement with younger alumni, Instagram would be the more appropriate platform as Facebook is really geared towards the older folks.

IX. The meeting was adjourned at 9:36pm.

Respectfully submitted,
Selina Lee

2019 MEETING SCHEDULE

- Wednesday March 20, 2019
- Tuesday May 21, 2019

Meetings will begin at either 6:30 or 7pm; Dates subject to change.

EXECUTIVE COMMITTEE REPORT

The following are items for the Board's information:

1. **Legislative Breakfast.** The SLT has determined that Friday, February 8th at 9am is the best time for this year's legislative breakfast. The roster of invitees has been updated to include newly elected officials.
2. **Founders' Day.** This year, Founders' Day was Friday, November 2nd from 9am to 11:30am. Alumna Julie Ae Kim was the speaker. She worked in the Mayor's office of Immigrant Affairs (MOIA) and is on the board of the National Asian Pacific Women' Forum (NAPAWF) NYC Chapter. Following the celebrations at Colden Auditorium, THAA hosted a lunch in the Principal's conference room for alumni and retired faculty members.
3. **Assistant Principal for ISS C-30.** The C-30 process has been completed. Ms. Georgia Brandeis is the new Assistant Principal.
4. **Equity & Diversity Open House.** THHS hosted their first Equity & Diversity Open House on Saturday, November 17th. Aquib Yacoob attended as our alumni representative where he had the opportunity to speak and engage with the attendees.
5. **Annual Meeting.** The annual meeting was held on Sunday, December 16th. Due to an emergency, we were not able to use the bookstore Kew & Willow and instead moved the meeting to the diner across the street. At the meeting, there were executive, events, committee, PTA and principal (Breakfast with Brian) reports. THAA was refunded the bookstore deposit as well as the cost for the diner. In addition, fees for our next event at Kew & Willow will be waived. With the help of Assemblywoman Rozic, the food ordered for the meeting which we did not eat was donated to a food pantry in Bayside.
6. **Projects.**
 - Website
 - Newsletter
 - Bulletin Board

DUES REPORT

Grad Yr	#
1930	1
1935	1
1936	1
1938	1
1939	3
1940	1
1941	2
1942	7
1943	2
1944	3
1988	25
1989	15
1990	24
1991	12
1992	16
1993	18
1994	13
1995	4
1996	20
1997	8
1998	22

Grad Yr	#
1999	20
2000	8
2001	16
2002	12
2003	2
2004	13
2005	13
2006	21
2007	15
2008	15
2009	12
2010	7
2011	9
2012	4
2013	8
2014	9
2015	9
2016	8
2017	8
2018	294
Other	35
Total	737

NOMINATING COMMITTEE REPORT

REPORT OF THE NOMINATING COMMITTEE
TOWNSEND HARRIS ALUMNI ASSOCIATION
FOR THE 2018 ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS

We are pleased to present the report of the Nominating Committee for election of the officers of the Townsend Harris Alumni Association, Inc. at the 2018 Organizational Meeting:

Co-Presidents	Craig L. Slutzkin, Class of 1991 Selina W. Lee, Class of 1998
Vice Presidents	Lara Traum, Class of 2006 Kimberly Lo, Class of 2006 Ethan Felder, Class of 2005
Secretary	Debra Michlewitz, Retired Faculty
Treasurer	Craig L. Slutzkin, Class of 1991

EVENTS COMMITTEE REPORT

Events Completed:

- Founders' Day and Lunch – Friday, November 2nd at 9:00am
- Open House for Prospective Students – Monday, November 5th at 5:00pm
- SING! – Friday, November 16th to 17th at 7:00pm
- Diversity Initiative Open House – Saturday, November 17th at 11:00am
- 2003 and 2008 Reunions - December 1st at 5:30pm
- School Leadership Team– Thursday, December 13th/Thursday, November 15th
- THAA Annual Meeting – Sunday, December 16th at 9:00am
- Winter Concert – Thursday, December 18th at 6:30pm

Alumni / School Events:

- Legislative Breakfast – Friday, February 9th at 9:00am
- January SLT Mtg – Thursday, December 17th at 3:30pm
- Winter Carnival – Thursday, December 17th at 5pm

Alumni Events Deferred:

- Metropolitan Museum Tour (Culture Vulture Series)
- Merchant House Tour (Culture Vulture Series)

Events Pending:

- Volunteering Event (Young Alumni)
- Sports-themed events (New York City Football Club)

