



## **SCA Executive Board Meeting Minutes**

**Date:** Friday, October 11, 2013

**Call to Order:** 9:12 am

**Meeting adjourned:** 10:14 am

**Officers Present:** Renee Press, Caroline Kenlon, Michaela Sheridan, Liz Tomaselli, Kristin Mulholland, Jill Pullano

### **Executive President's Welcome – Renee Press**

- Renee welcomed all for coming and introduced Christine Meyer, the SCA Executive Vice President, and Tim O'Keefe, the SCA accountant.

### **Pledge of Allegiance**

### **Executive President's Report – Renee Press**

- Champions for Charity will take place on November 24 and December 5 – 7 at the Americana Manhasset and Wheatley Plaza. Christine Meyer is preparing the marketing material.
- All eight open houses were a great success. The SCA collected membership dues, sold tickets for the Lord and Taylor Shop Smart Do Good Shopping Event, sold spirit wear, and sold Family Theatre tickets.
- In accordance with the new security procedures, please remember to bring identification whenever entering the schools.
- The membership drive is going strong. To date, dues have been collected from 948 families and 42 staff members amounting to over \$30,000. All families and faculty are asked to send in their membership dues if they have not already done so.
- The Executive Board met with State Senator Jack Martins to discuss issues related to state mandates and school finances. Discussions also touched on testing, the Common Core Curriculum, and the tax cap.
- The SCA participated in a focus group led by Theresa Curry (District Coordinator for Science, Technology, and Health Education), which included a presentation of a grades 7-12 science initiative that is under consideration for the 2014-15 school year. That information will be presented at the MP/SR Joint Parent Council Meeting scheduled for Wednesday, October 23, 9:30 am in the Munsey Park Auditorium.
- The Nominating Committee will convene in January 2014 to discuss identification of candidates for the following positions for the 2014-15 school year: Executive Treasurer, Middle School President, and Munsey Park President. The nominating committee consists of 10 members: Co-chair from Shelter Rock, Christine Arella, Sitting Chair from Shelter Rock, (Whitney Godfrey), Co-chair from Munsey Park, Mary Bellucci, Sitting chair from Munsey Park, Amy Keogh, Past Executive President, Christy Wepler, an appointee from each school, and an appointee from the Executive Board. Appointees will be named at the Executive Board Meeting scheduled for November 8.
- The SCA Luncheon is scheduled for Thursday, January 16, 2014. Fay Panteloganis will be chairing the event. Additional co-chairs are needed.
- Linda Gurino will chair the SCA Fair, schedule for May 3, 2014.

### **Executive Vice President's Report – Christine Meyer**

- Champions for Charity will be taking place at the Americana and Wheatley Plaza on Sunday, November 24 and Thursday, December 5 – Saturday, December 7.
- Updated guidelines are being collected from all SCA Committees.

**Executive Secretary's Report – Jill Pullano**

- Approval of Minutes:
  - Minutes were approved from the June 6, 2013 SCA Open Executive Board Meeting.
  - Minutes were approved from the September 13, 2013 SCA Open Executive Board Meeting
- Report of interim board votes:
  - On September 21, 2013 the Executive Board approved by electronic vote a proposal to provide student assistance for 5 students to register for 9 Saturday Series classes during the Fall 2013 session.
  - On October 8, the Executive Board approved the payment of \$1,500 to Ralph D'Alessandro Contracting for a portion of the cost to construct a walkway at Munsey Park Elementary School, where the crosswalk which has become unsafe due to the heavy foot traffic. The total estimated cost for the project is \$7,000 with \$3,500 being paid by the Village of Munsey Park and \$2,000 being paid by the Munsey Park Women's Club.

**Executive Treasurer's Report – Renee Press on behalf of Karen Blando**

- Financial results as of September 30, 2013 were distributed.
- Membership dues are still being accepted.

**Auditor's Report – Tim O'Keefe**

- The August 2012 audit is complete and work on the August 2013 audit is underway.
- Karen devoted a lot of time working to get QuickBooks organized for financial and audit reporting.
- The audit reviews revenue and expenses.
- Assets increased \$100,000 and profit increased \$50,000 from the 2011-12 school year.
- The audit report is an opinion on the numbers presented only. Not an opinion on internal controls. Financial results are the responsibility of the Executive Board.
- A lot of the audit is spent on testing of expenses. Confirming proper documentation, approvals and receipts for expenses as well as sources and details of donations and fees for revenues.
- Other items discussed related to 503c tax exempt status include:
  - Grants should be recorded when approved or when recipient is notified.
  - Lobbying should be avoided. Not strictly prohibited. Small allowance available. Political activities are prohibited.
- As of August 2013, a new accounting opinion has been developed that includes new wording to clarify management's and auditor's responsibilities.
- Currently, the Charities Bureau requires an audit for 503c organizations with gross receipts in excess of \$250,000. For future years, the threshold has been increased to \$500,000 in 2014, \$750,000 in 2019, and \$1,000,000 in 2021. However, an audit is recommended for an annual periodic review of the books.
- Scrutiny of not for profit entities is increasing.
- Accounting firm peer review requirements were added and became effective January 2012.
- The Form 990 is available online at guidestar.org and the NYS Charities Bureau.
- Renee Press, on behalf of Karen Blando, requested an update of our filing for January.

**Presidents' Reports**

**High School - Caroline Kenlon**

- HS Photo Day was a success, thanks to HS Chair Karen Barnes. MS/HS make up day is scheduled for November 12 in the SPA.
- Senior Portrait proofs were mailed back and yearbook selection should be made by November 2. Senior Portrait make up day is October 23. Yearbook questions should be

- directed to Caroline Shyr.
- The School Directory is going to print and should be mailed home shortly.
- 12th and 9th grade guidance meetings have taken place. The 11th grade meeting will take place on October 17. The last mini-college fair will take place on October 15, 1-2:30pm.
- Homecoming weekend is October 19 and begins with Spirit Week. Spirit Week runs from Oct 15-18, daily themes include pajama day, pink day, patriot day, and orange and blue day. The parade will start at 2pm, Dance 7:30-10:30 9-12 grade HS Gym, tickets are being sold next week 10/17- 10/18, for \$20, during periods 3-7 in the cafeteria. Volunteers are needed to sell tickets.
- The Charity Art Auction is soliciting donations of artwork. Old and new pieces of original art work, at all levels of proficiency will be accepted. The auction takes place on Tuesday Oct 22, preview 6:30pm, auction 7:00pm in the HS Cafeteria. Sponsored by the MHS Art Honor Society to benefit MWCABC. The auction has raised over \$12,000 to date.
- Over the summer the Executive Board approved a gift from the Frolic Fund for phase 2 of the HS Art Gallery. It included finishing the door and entryway, lighting, and audio/visual capabilities.
- Upcoming Events
  - PSAT Exam: Saturday, October 19, 7:45am

**Middle School - Michaela Sheridan**

- The Secondary School Directory is near completion. Thank you to Laura Tranchina and her proof -readers for all their hard work putting the directory together.
- The Athletics Department is now collecting Health History Forms for the Winter I season which starts on November 6. The sports offered during this season are: Volleyball for girls and Basketball and Swimming for boys. Please be advised that cuts will be made in all of these sports. If you would like to try out, please submit the required forms.
- MS Welcome Back Dance was a huge success and very well attended. The proceeds went towards the purchase of Spirit Day t-shirts for the Middle School students. Thank you to Jill Ridini for arranging the photo booth and snacks and to Katie Lane, Diane Quinn and Kristin Ryan for helping out at the dance.
- MS Photo Day went well. Thank you to Maria Varicchio for chairing this event.
- MS Open House was a huge success. Parents went to a brief presentation in the auditorium then walked through their child's schedule. Many thanks to Justine Lennon for providing the refreshments. Also, thanks to Mollye Fahey and Margie Suga for working at the SCA membership table.
- Upcoming Events
  - MS Halloween Party will take place on Wednesday, October 31, 7 – 9 p.m. Beth Miller is doing an amazing job with her team preparing for the event.

**Munsey Park - Liz Tomaselli**

- September 18 and 24 were the Open Houses for grades 2-3 and 4-6, respectively. Both were well attended. SEPTA, PASE, Membership, Family Theatre and Spiritwear were in attendance.
- September 16 was the New Parent Welcome. This was an informative meeting for parents with children entering the school as new students. With record new students in the school it was no surprise that this meeting was well attended. Thank you to all of our 6<sup>th</sup> graders who came to speak about the things they love at Munsey Park. Topics ranged from Student Council to Gym.
- October 1 and 2 were MP Photo Days. They were very successful and ran smoothly. Special thanks to Any Keogh and Cathy McAree for making the process look effortless. I also thank all of the volunteers who assisted Amy and Cathy.
- Upcoming Events:

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- Red Ribbon Week will take place October 15-18. The theme is "Team Up Against Bullying and Drugs!". Red ribbons will be going home today. There will be a student presentation on Wednesday, October 16. Banners will be on display all week long. Thank you to Sharon Messina, Noreen LaBenne, and all of the volunteers for all of their efforts.
- October 17 will be the In-View Assessment for grades 4-6
- October 23 will be a Joint MP/SR Parent Council meeting. Theresa Curry, our K-12 District Science, Health and Technology Coordinator will be speaking about the Broad Scale Science opportunities for grades 7-12. All are welcome.
- October 31 is the MP Halloween Party. The theme is Fright Night. Thank you to our Chairs, Deanna Chantly, Kim Lerian, Natalie Denney, and Jennifer O'Neill for planning a spooktacular event!

### Shelter Rock - Kristin Mulholland

- Shelter Rock had a great turnout for the Grades 2-3 and 4 to 6 Open Houses in September. Thank you to Marybeth Accurso for selling a huge amount of Spiritwear.
- On September 16 we welcomed 65 new students at the New Parent Meeting.
- Our lunch duty and recess mandatory meeting had a high number of volunteers and was very informative. Almost all of our lunch spots are filled with volunteers in grades K-4.
- Photo days went smoothly on October 8 and 9. Thanks to Whitney Godfrey and Tara LaSalle for chairing this event.
- The SCA funded the bus transportation for the third grade classes to the Planting Fields Arboretum on October 8 and 9 for the Grade 3 field trip.
- The SCA has assumed the registration for Mathletes Grades 5 and 6 this year. 37 students registered for this program. The program now has enough students registered to run for the year.
- Extended Extras at Shelter Rock begins October 15 for the Tuesday classes. We are running classes before and after school on Tuesdays, Wednesdays, and Thursdays until mid-December. We have Spanish, Chess, Fun with Physics, Creative Writing, Book Club and Art Club. This will be an 8 week session.
- Red Ribbon Week starts on Tuesday, October 15. Thanks to Jen Balsamo and Denise St. Jeanos for chairing this committee, decorating our hallways and cutting red ribbons.
- The Halloween Grade 5 and 6 party is Thursday, October 31 from 6:30-8:30pm. Joanna Carlson and Trish Kelly are busy getting ready for this fun party.
- Upcoming Events:
  - Shelter Rock's next Parent Council meeting is a joint meeting on October 23, 2013 at Munsey Park at 9:30am.

### Board of Education – Carlo Prinzo

- The Charity Art Auction, founded just a few years ago, was the brainchild of a student.
- Mimi Donohue is coordinating the carousel process hosted by Superintendent Cardillo. These meetings need to be attended by the general public in order to identify the issues deemed most important to the Manhasset community.
- Pat Aiken added that it is important to hear from parents of recent Manhasset graduates.
- This year, the budget is \$1,000,000 less than last year's budget, but we are educating more students.
- At half time during the Home Coming game, there will be a recognition ceremony for the Field Initiatives.
- Regina Rule added that property tax bills are expected to increase due to changes in Nassau County Assessments.
- Sign up for emails to receive board meeting agendas and information.
- Upcoming Board of Education Meetings:

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- October 24: Ribbon cutting ceremony for the new HS library followed by a testing and assessment Overview.
- November 7: Financial Information
- November 21: Common Core Curriculum

### **CASA - Cathy Samuels**

- Manhasset CASA was awarded the Drug Free Communities (DFC) Support Program Grant from the Office of National Drug Control Policy (ONDCP). CASA is now required to provide matching funds. Registration of members has commenced, with dues set at \$10.
- Red Ribbon Week will begin next week. It will include an anti-bullying program entitled, "Team Up Against Bullying & Drugs".
- Upcoming Events:
  - October 26: Pharmaceutical Take Back Event
  - January 2014: Steven Dewey
  - March 2014: Chris Herron
  - Parent Focus Group

### **Executive Committee Updates**

#### **Community Education - Mimi Donohue**

- Superintendent Cardillo is hosting a carousel exercise in which he hopes to gather information to use as a blueprint for moving forward.
- Dates appear on the SCA Website. All are welcome to attend. The next meeting is October 15, which will have an arts oriented focus.
- There will be a meeting next week with Mr. Cardillo to explore the possibility of inviting Commissioner King or another State Education Department official to Manhasset for a town hall meeting.

#### **Enrichment – Kristin Perfetto and Kathy Tiliakos**

- The elementary schools have had visits from Brian Heinz (Grade 5), Robert Vetter (Grade 4), and Suzy Klein (Grade 2).
- The Long Island Science Museum will next visit SR Grade 1 and will return in April to visit MP.
- David Adler, Alyssa Satin-Capucilli, and Living Voices will all be visiting during the school year.
- Due to school budget cuts, this year there will only be one program per grade, which will be fully funded by the SCA.

### **SEPTA -**

- Renee Press reported that SEPTA liaisons have asked the SCA to remind everyone that starting later this month, they have special needs yoga and public speaking classes. The adaptive homework program started this past week. In mid-November they will have a gifted and talented class for tweens entitled "Manhasset Kids Question Everything". On November 12 the Gifted and Talented division will have a speaker discussing "What is Giftedness?". More information is available on the SEPTA website.

### **Upcoming SCA Executive Board Meeting**

- Friday, November 8, 9am, Secondary School Board Room

**Respectfully Submitted,**

Jill Pullano

**SCA Executive Board Secretary**