



SCA Executive Board Meeting Minutes

Date: Friday, October 14, 2016

Call to Order: 9:05am

Meeting Adjourned: 9:50am

Officers Present: Lisa Grygiel, Katie Lane, Jeannette Reilly, Noreen LaBenne, Leslie Fleck, Whitney Godfrey and Kathleen Broderick.

Executive President's Welcome – Lisa Grygiel

Pledge of Allegiance

General Announcements – Lisa Grygiel

- Champions for Charity sign up begins on 10/17. The SCA will hold an event at Tory Burch on 12/1 to kick-off the three-day shopping event.
- The SCA Luncheon will be held on 11/16.
- Lisa Grygiel presented CASA's President, Caryn Sawyer with a check for \$10,000 which is the SCA's annual donation to CASA.

Executive Secretary's Report – Katie Lane

Approval of Minutes:

- Motion to approve the minutes from the September 16, 2016, SCA Open Executive Board Meeting.

Report of Interim Votes:

- The proposal to pay \$2,949.23 to Spectrum Designs for 6th sweat shirts was approved by the SCA Executive Board via electronic communication on Thursday, September 22, 2016.
- The proposal to spend \$26,755 for one enrichment program per grade plus an additional trip to Project Adventure for the 5th graders was approved by the SCA Executive Board via electronic communication on Friday, September 23, 2016.
- The proposal to pay \$10,000 to CASA representing the SCA's annual pledge and charitable contribution was approved by the SCA Executive Board via electronic communication on Monday, October 10, 2016
- The proposal to engage O'Keefe CPA, LLC and approve the annual audit preparation fee of \$8,500 was approved by the SCA Executive Board, via electronic communication on Tuesday, October 11, 2016.
- The proposal to pay \$350 to SCOPE for 2 students who attended Summer Center was approved by the SCA Executive Board via electronic communication on Thursday, October 13, 2016.

Treasurer's Report – Kathleen Broderick

- Financial results for the month ending September 30, 2016 are available for your review.
- We received a \$10,981.84 check from Champions for Charity 2015 that was deposited into the Ways and Means Account. To date, the SCA has received over \$76,000 from Champions for Charity.
- Spirit Wear sales are underway. To date, we have received over \$16,000.
- Chairpersons are reminded to stay within their budgeted amounts.

Auditor Report – Tim O'Keefe, O'Keefe CPA, LLC

- The SCA's audit for the fiscal year ending 8/31/15 is complete. Tim's firm makes sure that the SCA's financials are in compliance with generally accepted accounting principles. Assets as of 8/31/15 were down by \$663,000 due primarily to a \$295,000 pledge to the school district. Liabilities were consistent with the prior year. Revenues were down approximately \$19,000 and expenses were higher, primarily due to the \$295,000 grant to the school district.
- The audit for the fiscal year ending 8/31/16 is in process.

President's Reports

High School – Jeanette Reilly

- High School Open House - took place on Wednesday, Sept. 21, 2016. Thank you to Whitney Godfrey and Rosanna Massaro who assisted me with securing SCA membership, gathering HS volunteers, and managing the refreshments. In a flash 10-minute presentation, each high school teacher provided parents with their personal goals and expectations for the semester, pertinent syllabus information, and necessary contact information for students to connect them if necessary.
- HOMECOMING 2016 – Homecoming was incredibly early this year. This presented difficulties for the students, the Class Advisors, and the parents with regard to organizing the class and building the class floats. Everyone managed to pull the event together and the parade went off without a hitch. Prior to the football game, the class floats (all sporting different degrees of detail!), traveled from Colonial Parkway to the MHS Stadium to be judged by the Booster Club and kick off the Homecoming celebration.
- Spirit Week - Leading up to the parade and football game, the high school students, grades 9-12, celebrated Spirit Week (Tuesday-Friday) sporting predetermined, themed costumes each day. It is a great Manhasset tradition which was executed with organization, respect... and, loads of fun! The SCA purchased a parade banner for the Freshman Class of 2020, organized and paid for the PEP Rally DJ, and treated and served the senior class to a bagel breakfast on the final morning of Spirit Week.
- Senior Photos - Senior photo retakes are October 14, 2016.

Middle School – Whitney Godfrey

- Welcome Back Dance - Friday, Sept. 23, 7:30-9:30. Thank you to Missy Leder and the volunteers that came that helped out with water and snacks. There were 222 kids in attendance and 208 kids paid, generating \$2,079 (one paying child paid \$9). Peter and Eric were concerned about the attendance level. We seemed to think it was pretty well attended. They laid out \$1,895.30 for the Spirit Week t-shirts for middle school

students. Therefore, they cannot cover the cost of the DJ from that evening. I contacted Lisa immediately to discuss the SCA funding the cost of the DJ (\$500) .

***NOTE: The Board APPROVED payment of \$500 to High Voltage to cover the cost of the Welcome Back Dance DJ

- Lockdown Drill - Monday, Sept. 26, 8:30am. Jeannette Reilly and I were invited by Dean Schlanger to participate in the drill with the Staff and Administration, in order to get a first-hand look at how these drills take place. It was extremely informative, eye-opening, quick, and was nearly flawless. After the drill, we gathered back in Dean's office for an information and de-briefing session. A few minor things that were observed throughout the drill were addressed by the group and notes were made to change these things prior to the next drill.
- Membership- Rosanna Massaro collected forms and funds for the SCA Membership drive at both the Middle School and High School Open Houses. She reconciled all funds, and turned it all over to Tricia Dessi.
- Secondary School Directory- Christine Krieger continues to work hard to gather missing forms of 7th graders, as well as any new students to the district, whose names have been provided to her by Jane Grappone. The form has gone into the Highlights for the LAST time this week. Jeannette Reilly and I will sit with Christine to edit, as well as make direct phone calls to any missing students. We are hoping to go to print well before the end of the month.
- Photo Day Update - Irvin Simon said that proofs and ordering information should be emailed out shortly. Retake day is scheduled for Oct. 20. Students wishing to retake their photo must do so on their own time during a free period (lunch, study hall).
- Halloween Party - Renee DiGirolomo and Sue Silvia are hard at work preparing for the party. They have lots of big ideas that we hope will make this year's party a huge success. They are currently in the process of working with High Voltage to see what they can possibly cut out or rework in the contract in order to save money. I have told them that they need to move rather quickly on re-negotiations, since the contracts will have to be approved again by Lisa Grygiel. A SignUp Genius and Party Poster information have already gone into Highlights. They have met with Dean and Peter for an update and status of party.
- Basketball Bash - Friday, Dec. 9, 5:30pm. Prior to the Fritz Mueller Basketball Tournament, the Middle School students are invited to the Cafeteria for a "Mini Pep Rally" - they will have pizza and then be escorted to the gym, where a specific cheering section will be set aside for them.

Munsey Park – Noreen LaBenne

- Spiritwear - We successfully sold Spiritwear at our 4 open houses. Thank you to Colleen Williams and Tanya Kercic for chairing Spiritwear.
- Enrichment - On Friday, September 16 the 5th Grade participated in a field trip to Project Adventure. The trip was a huge success and the children had a wonderful time. On September 20 and 21st the 4th Grade participated in an enrichment program at school called Journeys into American Indian Territory. It was also a huge success. Thank you to Saskia Valentine for helping to coordinate the Enrichment Program.
- Lunch Duty - On Wednesday, October 5 we conducted two lunch duty meetings. One meeting was held at 9:30 am and the other meeting was held at 6:30 pm. We also held a third meeting on Thursday, October 14. Thank you to Lucy Puma for coordinating lunch duty.
- Halloween Party - We are in the planning process for our 5th/6th grade Halloween Party. Parents can go to sign up genius to sign up to volunteer. Thank you to Melissa Chiovitti, Jennifer Giordano, Amy Nass- 6th Grade Chairs !! Michelle Collins and Kimberly Gordon- 5th Grade Chairs
- Extended Extras - Our Xtended Xtras program begins the week of October 25. This year we are offering 9 classes. Thank you to Nevine Shahine and Christine Vitols for coordinating Xtended Xtras.
- Red Ribbon Week - Red Ribbon Week is the week of October 24. On Tuesday October 25 in the evening and Wednesday, October 26 in the morning at the SCA Joint Parent Council Meeting- Kim Fanter will lead a discussion on The Keys to Effective Parenting. Thank you to

- Kristen Kaping and Kerry Pasquale for co-chairing Red Ribbon Week.
- Lock Down Drill - On Monday, October 26, Christine Schwartz and I were invited to participate in the lockdown drill. The drill went very smoothly.

Shelter Rock – Leslie Fleck.

- Lunch/Recess Volunteer Meetings - Meetings were well attended. Lunch Duty sign-up genius will go out to Grades 1-4 on Wednesday, October 12th and Kindergarten on Monday, November 7th.
- Open Houses - Thank you to Maria Brunetti and Sue Powers for selling spirit wear.
- Photo Days - Photo Days were October 5th and 6th. Photo Make-up Day is November 17th. All ordering will be on-line this year. Thank you to Peggy Attanasio and Connie Feiner for chairing photo day and making it a calm and efficient experience for all.
- 5th Grade Project Adventure Trip - Shelter Rock's 5th grade went on the Project Adventure trip on Friday, September 23rd. The children really enjoyed it and the teachers appreciated going at the beginning of the school year. It was the perfect time for new groups of students to get to know one another. It was a rewarding experience for all, stressing the benefits of teamwork & mutual respect for one another. Thank you to my Enrichment Chair, Christine Monterosso and Assistant Principal, Theresa Curry for organizing this memorable trip.

Upcoming Events:

- MP/SR Joint Parent Council Meeting - Our joint meeting is on Thursday, October 26th at 9:30am at Shelter Rock. The SCA partnered with CASA to present Kim Fanter to our parents. Kim will discuss "The Keys to Effective Parenting". She will also speak on Tuesday, October 25th at 7:30pm at Munsey Park for those parents who cannot attend the morning meeting.
- Red Ribbon Week - RRW is October 23-30. The theme this year is "Character Matters for a Healthy and Drug Free Me!" There will be student presentations for K-2 with Amanda Gimondo, School Counselor, and 3-6 with Kim Fanter on Monday, October 24th. Monita Mendiratta and Rachael Bilello will chair this important event.
- Enrichment Presentations -
October 13-14th - 4th Grade, Robert Vetter, Journeys into the American Territory
October 19th - 2nd Grade, Suzy Kline
October 27th - 1st Grade, Science Museum of LI
November 1st-3rd Grade, David Adler
- 5th and 6th Grade Halloween Party - Monday, October 31st. Joanna Carlson and Val Bebbler (6th Grade) and Maria Aydag and Anne Chun (5th Grade) are busy working on this event. Once again this year, we will use fast track passes for arrival and dismissal from the party.
- SCA Luncheon - November 16th. We have already received many donations.
- Extended Extras - Starts October 18th and will run for 8 sessions. Our courses include Chess, Coding, Lego Engineering, Physics, Writing and Cooking and Kitchen Science.
- Directory - Tara LaSalle is busy working on the 2016-17 Shelter Rock directory.
- Lockdown Drill - The SCA leadership team was invited to experience a lockdown drill at each school. The drill at Shelter Rock was well thought out and well executed.

Executive Committee Updates - Lisa Grygiel

- SCA Luncheon invitations will be mailed this week. The SCA Luncheon Committee is in need of raffle donations.

- Champions for Charity will be held 12/1 to 12/4. Please register and name the SCA as your beneficiary. Registration begins on 10/17.
- Saturday Series is going well. Week two begins tomorrow. This year's Saturday Series Chairs will not be continuing next year, so they would like to find chairs for next year, who could shadow them for the upcoming spring season.

Board of Education Update – Christine Monterosso and Pat Aiken

- Pat Aitken requested that a copy of all the school directories be sent to each member of the Board of Education.
- There was some commotion outside of school today, due to the payment of a prevailing wage to laborers who are working on renovating the bus garage.
- The Board of Education has approved the bulk of work to be done on all bond projects. An update on all bond projects will be given at the Board of Education meeting on 10/20.
- An update on school assessments was given at the most recent Board of Education meeting. You can view the assessment results on the school's website.
- The school's financial results will be reviewed at the Board of Education meeting on 11/3.
- The Board of Education has been successful in getting members from the community to join their committees.

CASA Update – Caryn Sawyer

- Next week, a mailing regarding Red Ribbon Week events will be sent home via backpack express to all elementary school children.
- A mailing regarding prescription drug abuse will be sent home to all high school students.
- On November 1, 2016 at 3:30PM, a police officer will provide an Internet Safety Presentation at the high school. Students will be given community service for attending.
- LICADD (Long Island Counsel on Alcohol and Drug Dependence) will be giving a presentation in each 8th grade health class.

SCA Executive Board Vote - During the meeting Whitney Godfrey mentioned that approval was required to pay the DJ from High Voltage, who provided entertainment during the Middle School back to school dance. The SCA Executive Board approved the payment of \$500 to High Voltage.

Kiwanis Club – Liz Johnson

Liz mentioned that the Kiwanis Club's annual pancake breakfast will be held at the secondary school on 11/8, from 9am to 12PM. The cost is \$10 per person. The school orchestra will provide background music. IHOP and the Key Club both support the breakfast.

Respectfully submitted,

Katie Lane
SCA Executive Board Secretary

