



SCA Open Executive Board Meeting Minutes

Date: Friday, September 13, 2019

Call to Order: 9:02 AM

Meeting Adjourned: 9:50 AM

Officers Present: Cathy Conniff, Leslie Fleck, Janet Diaso, Michele Longobardi, Christine Schwartz, Anna Oncel, Jill Pullano, and N. Christine Shah

Executive Co-President's Welcome – Cathy Conniff and Leslie Fleck

Pledge of Allegiance

Introduction of SCA Executive Board:

Janet Diaso, High School President
Michele Longobardi, Middle School President
Christine Schwartz, Munsey Park President
Anna Oncel, Shelter Rock President
Jill Pullano, Executive Treasurer
N. Christine Shah, Executive Secretary

General Announcements: Welcome and thank you to SCA Executive Committee Chairs

Executive Treasurer's Report – Jill Pullano

- Finance Forms for the new school year are updated on the website.
- Financial Results for the Full Year Ended August 31, 2018 are completed.
- A copy of the 2018-2019 Financial Results and the 2019-2020 Full Year Budget are available for review.
- Full Year Ended August 31, 2019:
 - Budget Sources for Munsey Park and Shelter Rock were approximately \$6,000 over budget primarily due to the success and popularity of Extended Extras.
 - Saturday Series earned approximately \$9,000 more than budgeted.
 - A budgeted \$6,100 transfer from savings was not required.
 - Educational Grants is approximately \$5,000 over budget due to a timing difference related to 2017-2018 grants.
 - Summer Studies was under budget by approximately \$9,800 due to a reduction in the award amounts.
 - The Speaker's Bureau was under budget by approximately \$6,700. The Speaker's Bureau underwrote the newly launched College Essay Workshop which was very favorably received.
 - Audit Fees are over budget by approximately \$3,900 primarily due to a timing difference related to the retainer for the 2018-2019 audit.
 - Gift to School of approximately \$75,000 represents the unplanned expense for the donation related to the new Social Emotional Learning wing.
- 2019-2020 Budget
 - Transfer from Savings is comprised of the Project Share balance carryover from 2018-2019, an increase in the CASA contribution, and the amount pledged to the elementary schools in 2018-2019. The Ways and Means Transfer decreased by \$10,000 to \$95,000 from the previous year.
 - Student Assistance is expected to increase by \$5,000.
 - The Project Share budget increased to \$5,180 due to the balance carried over from
 - 2018-2019.
 - Transportation related to Elementary School Field Trip will no longer be funded by the SCA and will be paid by the district, as has been the case historically.
 - Charitable Contributions, which primarily represents our gift to CASA, will remain temporarily increased by \$20,000 due to the loss of funding from an expired Federal Grant that CASA had received over the past years.

- Gifts to school of \$30,000 represent amounts pledged to the elementary school in 2018-2019, payable in 2019-2020.

Executive Secretary's Report – N. Christine Shah

Approval of Minutes:

- Motion made to approve the minutes from the May 7, 2019 SCA General Membership Meeting. Motion approved by SCA Executive Board.
- Motion made to approve the minutes from the June 14, 2019 SCA Open Executive Board Meeting. Motion approved by the SCA Executive Board.

Report of Interim Votes from June 15, through June 30, 2019 under SCA Executive Board of 2018-2019:

- The proposal to pay \$1425 for secondary school custodians has been approved by the SCA Executive Board via electronic communication on Wednesday, June 19, 2019, as announced by Lucy Choy, SCA Executive Secretary, term ending as of June 30, 2019.
- The proposal to pay \$32,750 for Educational Grants has been approved by the SCA Executive Board via electronic communication on Thursday, June 20, 2019, as announced by Lucy Choy, SCA Executive Secretary, term ending as of June 30, 2019.
- The proposal to pay student assist for frolic of \$425 and senior prom of \$945 has been approved by the SCA Executive Board via electronic communication on Friday, June 21, 2019, as announced by Lucy Choy, SCA Executive Secretary, term ending as of June 30, 2019.
- The proposal to pay \$2,862 to Nancy Schlaefer for the SCA Officer and Recognition Luncheon has been approved by the SCA Executive Board via electronic communication on Monday, June 24, 2019, as announced by Lucy Choy, SCA Executive Secretary, term ending as of June 30, 2019.

Report of Interim Votes from July 1, 2019 to September 13, 2019 under SCA Executive Board of 2019-2020:

- The proposal to pay \$4,127.82 to Huntington Coach LLC for the transportation cost for the Shelter Rock Elementary School trips for the school year 2018-2019 approved by the SCA Executive Board via electronic communications on Sunday, July 7, 2019.
- The proposal to pay \$2,234.10 to Huntington Coach LLC for transportation cost for Shelter Rock Elementary School's 6th grade class trip to Splish Splash for the school year 2018-2019 approved by the SCA Executive Board via electronic communications on Sunday, July 7, 2019.
- The proposal to pay \$15,000.00 to Munsey Park Elementary School to be used towards enhancements to the Munsey Park Auditorium and Library approved by the SCA Executive Board via electronic communications on Tuesday, July 9, 2019.
- The proposal to pay \$3,000.00 to O'Keefe CPA, which represents the balance for the Audit for the year ended on August 31, 2018, approved by the SCA Executive Board via electronic communications on Tuesday, July 9, 2019.
- The proposal to pay \$2,225.00 for Shelter Rock promotion party expenses has been approved by the SCA Executive Board via electronic communications on Tuesday, July 16, 2019.
- The proposal to pay \$2,053.50 to the Manhasset School District for the transportation cost for the Munsey Park Elementary School 6th grade trip to Splish Splash has been approved by the SCA Executive Board via electronic communications on Thursday, July 18, 2019.
- The proposal to pay \$2,219.25 to the Manhasset School District for bus transportation for Munsey Park Field Trips to the Manhasset Public Library (Kindergarten), Gregory Museum (2nd grade), and Science Museum in Plandome (3rd grade) has been approved by the SCA Executive Board via electronic communications on Thursday, July 18, 2019.
- The proposal to pay \$3,000 to O'Keefe CPA as a retainer for the 2018-2019 audit has been approved by the SCA Executive Board via electronic communications on Friday, August 9, 2019.
- The proposal to pay \$4,226 to Arena Sports & Graphics in Port Washington for the Munsey Park Spiritwear order has been approved by the SCA Executive Board via electronic communications on Wednesday, September 4, 2019.
- The proposal to pay \$14,491.24 to Shelter Rock Elementary School to be used toward upgrading the lighting in Shelter Rock Auditorium has been approved by the SCA Executive Board via electronic communications on Thursday, September 12, 2019.

- The proposal to pay \$4,345 to the Manhasset School District for Munsey Park Elementary School's 5th grade enrichment through Project Adventure has been approved by the SCA Executive Board via electronic communications on Thursday, September 12, 2019.
- The proposal to make two adjustments to the 2019-2020 SCA budget as detailed here has been approved by the SCA Executive Board via electronic communications on Thursday, September 12, 2019:
 - (1) A decrease in the Project Share budget of \$620 to reflect the current balance in the Project Share account of \$5,180. At the time that budget was approved the balance on August 31, 2019 was estimated to be \$5,800.
 - (2) An increase in the Gifts to School budget line of \$30,000 to reflect the amount pledged to the elementary schools in 2018-2019 but anticipated to be paid in 2019-2020. This amount is anticipated to be funded from savings.

High School President's Report – Janet Diaso

Welcome Back! We are off to a great start to the new school year!

Senior portraits were done and retake day is Friday, October 11. Senior Parents should have received information about all class events for the year, including yearbook deadlines and the Senior Banquet, which will be held on Monday, Nov. 4th at 6:30pm at Leonard's. Thanks to Annie Vetrone and Lori Kearns for chairing the Senior Banquet. It is always a special event with lots of fundraising done for the Senior Frolic.

Grades 7-11 have had their photo days, both yesterday and today. Thank you to Nancy Schlaefer for running Photo Day. Look for an email from Irvin-Simon with your student's photos. Re-take day is Thursday, October 17.

12th Grade Parent Night was held on Wednesday, September 11th. Thanks to the Frolic co-chairs, Alexandra Colombos, Lynn Minutillo and to Whitney Godfrey for speaking to the parents about this exciting year-end event.

Looking ahead, next week is Spirit Week at the High School. On Friday morning there will be a special senior breakfast in the gym and in the afternoon, Spirit Week culminates with a Pep Rally and DJ. Homecoming is the next day, Saturday, Sept. 21st. The homecoming parade starts at 1:30pm, where all classes march down Plandome Road. The homecoming football game starts at 2:00pm

The HS open house will be Wednesday, Sept. 18th at 7pm.

Two High School Mini-College Fairs will take place on Friday, September 20th and Friday, September 27th.

9th Grade Parent night will be held on Wednesday, October 2nd in the HS auditorium at 7pm.

Guidance Financial Aid Night is on Thursday, October 3rd in the HS auditorium at 7pm.

And, our next Parent Council meeting is Friday, October 11th at 10 AM. Hope to see everyone there!

Middle School President's Report – Michele Longobardi

Welcome Back to all!

Opening Day Picnic 9/3

Chaired by Kathleen Martelli – Great Event! We ordered 66 pies and had only 7 left over. Bought waters and ICEE ice pops. Beautiful weather!

Middle School Open House 9/12

HS National Honor Society helped guide parents

Tables for Booster Club, CASA and SCA

Photo Days 9/12 -9/13

Chaired Nancy Schlaefer -both MS and HS

Went in Highlights and mentioned at MS Open House

Looking ahead:

Welcome Back Dance 9/20

Vice President Lisa Russell and I have been in touch with Eric Shapiro and Peter Vercessi to help facilitate this dance. Attendance is always an issue so let's encourage our MS kids to attend!

DJ and Photo Booth booked with High Voltage
Went into Highlights starting last week and will continue until event
Will make announcement at dance about Homecoming and Parade the following day.

Homecoming 9/21

Eric Shapiro asked for help getting MS kids to march in parade.

Halloween 10/31

We are in need of Co-chairs!
DJ / Photo Booth / Step & Repeat tentatively booked
Will meet with chairs to further discuss

Fundraiser Dance 3/20

Lisa Russell and I will plan with Eric Shapiro and MS Student Council.
Doubtful that we will book Bubble Soccer.
Eric Shapiro and MS Student Council are 100% in charge of donations/charity

Still Looking for:

8th grade GLC for 1 year
Halloween Dance Co-chairs
Staff Appreciation Co-chairs

Munsey Park President's Report – Christine Schwartz

- The SCA hosted a breakfast on Superintendent's Conference Day, August 28th, in the Secondary School Cafeteria – a wonderful, tradition for the welcoming back of staff.
- On Thursday, August 29th, Munsey Park hosted their annual "Ice Cream Social" to welcome approximately 40 new students to the school in grades 1- 6. Principal, Mr. Chad Altman, alongside Assistant Principal Mr. Brian Nolan, enthusiastically welcomed all in attendance, with a total of around 80 students and their parents. This year we were able to enjoy the event in the outside courtyard on a beautiful day and had incoming 6th graders who volunteered over the summer, to lead tours around the school, followed by visits to the Mr. Softee Ice Cream Truck.
- Thank you once again to Elizabeth McCann for chairing our School Supplies Fundraiser, once again.
- On Tuesday, September 3rd, Munsey Park welcomed approximately 931 students for the 2019-2020 school year. Pictures were taken at arrival and lots of smiles were captured on this very sunny, first day back at school.
- A Room Representative meeting was held in the Munsey Park Cafeteria on Friday, September 6th to go over responsibilities and policies. Munsey Park has 88 parent volunteers to serve as room reps for 44 classes.
- The New Parents Welcome was held in the Munsey Park Auditorium on Tuesday, September 10th. Principal Mr. Altman welcomed parents of new children and introduced the many Administrators, School Specialists, Board of Education, and SCA leadership present. Sixth Grade students spoke on a variety of topics from recess to the music program, to help give our new parents a peak in to a typical day at Munsey Park.
- New Munsey Park Spirit Wear were designed and ordered over the summer and are were already begun to be sold and enjoyed by our MP families during all three Open Houses. Many thanks to co-chairs Jodi DiTore and Maria Herrington for the many hours that go into the organizing and selling to our families. This year, some new items include stadium seats, tote bags, hair accessories including scrunchies, headbands, and bows, in addition to a variety of Munsey Park and Manhasset apparel. We sold out of many new items. This year, shoppers had the option of using a credit card via the iphone square. Thank you to our Executive Treasurer, Jill Pullano for making this a reality.

Open House dates were/are:

Monday, September 9th for 2nd /3rd / 4th Grade

Tuesday, September 10th for Kindergarten/1st Grade

Monday, September 16th for 5th /6th Grade

Other upcoming SCA Events include:

- First SCA Parent Council meeting at Munsey Park will be held on Wednesday, September 18th at 9:30 am in the Munsey Park Auditorium.
- Munsey Park Photos Days, October 2nd & 4th
- Enrichment: 5th Graders to attend Project Adventure on October 16th & 17th Red Ribbon Week, October 21st-25th
- Halloween Parties for 5th & 6th Grades, Friday, October 25th

Shelter Rock President's Report – Anna Oncel

July: Scholastic Book Fair Winner:

Shelter Rock won the second-place award in the National Elementary School book fair contest, sponsored by Scholastic Book Fairs. The school has been awarded \$1,000 in Scholastic Dollars, which can be redeemed to purchase books and other educational materials for the school from Scholastic's catalog. Forest[®]-themed book fair, which took place the week of March 4. Thank you to last year committee chairs Jenny Bordieri and Renee DiGirolomo for doing an amazing job and we are thankful for all their dedication and hard work

August 29: SR New Student Tour & Ice Cream Social

Our new student tour for grades 1-6 was very well attended. We had 30 new families participate and attend. A special thank you to our New Parent Ambassador Brenda Donnelly and Alison Wong for reaching out to our new students and organizing the tour. The new parents and students were welcomed into the cafeteria by Mr. Roder and Mrs. Williams and a handful of GLC's that attended the event with their kids to help out with the tour. They heard from our New Parent Ambassador and the SCA President. After the welcome speeches the families were led on a grade specific tours around the building by parent and student volunteers. They then returned to the cafeteria for ice cream and cookies. Each family received a welcome folder from the SCA. It was a great event with great feedback! We have had a number of new parent's volunteer to help out at Shelter Rock already.

September 4^h: First Day of School

Mr. Roder, Mrs. Williams, Mrs. Rosemary Johnson and Dr. Butera greeted students as they got off the bus to start their first day of school. We have about 686 students currently enrolled at Shelter Rock. Kindergarten, First Grade, Third Grade and Fourth Grade have four sections and every other grade has five.

September 6th: Room Rep Meeting for Grades K- 6

We welcomed in 88 room reps for the 44 classes. We went over policies and procedures for open house, class lists, emails and food/allergy policies as well as 5th /6th grade dues. At the end Principal, Rich Roder and Asst. Principal Paulette Williams stopped in to thank the Room Reps for volunteering.

September 10th: New Parents Welcome

Parents heard from Mr. Roder, Mrs. Williams, Dr. Butera, Administrators, SR teachers/specialists, BOE and myself. A panel of 6th grade students also spoke about their favorite classes/moments at Shelter Rock. There was a Q&A period at the end.

Thank you: to Debbie Machare for chairing our School Supplies fundraiser. We had 99 families participate and selling 141 sales (profit \$564) and thank you to Brenda Kim and Selina Lin for chairing Spirit Wear this year. They have some great new items to sell at Shelter Rock this year. Thank you to Jill Pullano, Executive Treasure for purchasing the square readers. Shopping was more convenient for our parents and they were equally thrilled. Thank you also to Aneta Jaworski for providing such wonderful hospitality to kick off the year at open house!

Upcoming Events September 18th :

First Parent Council Meeting at Shelter Rock at 9:15 in the auditorium

Open Houses: Kindergarten/First Grade: September 10

Second/Third/Fourth Grade: September 9 Fifth Grade/ Sixth Grade: September 16

Other upcoming SCA Events include:

- Enrichment: 5th Graders to attend Project Adventure on October 16th
- Shelter Rock Photos Days, October 17th & 18th
- Joint SCA Parent Council meeting at Munsey Park will be held on Tuesday, October 22 at 9:30 am in the Munsey Park Auditorium
- Red Ribbon Week, October 21st -25th
- Halloween Parties for 5th & 6th Grades, Friday, October 25th

Kim Haggerty as Publicity Committee Chair:

Stories or articles to be submitted to the Manhasset Press must be sent to Kim Haggerty first and then can be sent to the paper for publishing. Articles are due at least 1 week in advance of publication date, therefore articles must be submitted to the Manhasset Press the Thursday before publication is intended (1 week prior to publication).

SCA COMMITTEE CHAIRS:

The 2019-2020 Executive Committee Chairpersons and SCA Liaisons are as follows:

<u>Community Education:</u>	Penny Stefanakis
<u>Educational Grants:</u>	Ruth Geismar
<u>Enrichment:</u>	Saskia Valentine (MP) and Annie Yeung (SR)
<u>Family Theatre:</u>	Lucia DelMonaco
<u>Health & Safety</u>	
Kate Mesquita (Health/MP)	
Luciana Pereira (Health/MP)	
Maria Herrington (Safety)	
Cindy White (Safety)	
Paula Chiarucci (H&S/SR)	
Sonia Kantu (H&S/MS)	
<u>Historian:</u>	Lisa Grygiel
<u>Legal Counsel:</u>	Joan Soares
<u>Membership:</u>	Tricia Dessi and Robin Liu
<u>Nominating Committee:</u>	Rachel Harley and Anita Gauld
<u>Planet Manhasset/ Community Gardens:</u>	TBD
<u>Project Share/Holiday Gift Giving:</u>	
Heidi Franchetti (HS)	
Teri Ann Quinlan (MP)	
Paula Chiarucci (SR)	
<u>Publicity:</u>	Kim Haggerty
<u>Saturday Series:</u>	Armando Mejia and Sara Verrelli
<u>Senior Frolic:</u>	
Alexandra Colombos	
Whitney Godfrey	
Lynn Minutillo	
<u>Summer Studies:</u>	Meaghan Chainani
<u>Webmaster:</u>	Sharon Messina

Ways and Means Committees

SCA Fair

Daniela Eli
Vicky Kahsihtis

SCA Luncheon

Laura Dworkin
Noreen LaBenne

Ways and Means Treasurer

Tara LaSalle

Liaisons to the SCA:

CASA

Carolyn Conkling (MP)
Angelic Durante (SR)

PASE/SEPTA

Bianca DeGaudenzi

CASA Update – Jennifer DeSena and Connie Bruno

Red Ribbon Week Theme – “Send a Message, Make it Kind”

Discussion on how the use of technology has changed our lives; providing parents with the tools to guide children to be kind and careful in online communication and how to use technology with good intent.

- 10/24/19 SCA Parent Presentation at Munsey Park by Katie Schumacher – author of “Don’t Press Send”
- 10/24/19 Grades K-2 Presentation: Rich Specht- “Cultivate Kindness”
- 10/24/19 Grades 3-6 Presentation: Katie Schmuacher- “Don’t Press Send”
- 10/24/19 7:30PM Community Presentation at the Secondary School Auditorium Carlie Bushoven- “What Made Maddy Run”

Harlem Wizards vs. Manhasset teachers and staff

- 10/11/19 Elementary School Assemblies – “Character Counts”
- 11/1/19 7PM Community Event in the High School Gym – Doors Open at 6PM

Dr. Vincent Butera, Superintendent’s Report

Welcome back message from the Superintendent.

Discussed the adoption of the new mission statement by the Board of Education and whether we are accomplishing these goals. Dr. Butera wants to take steps to ensure that we are accomplishing the goals stated by the Board of Education. Implementation of the new visitor policy is going well and School Security Staff is prepared to give information to parents that are unaware of the new policies.

Facilities Improvements: Security Vestibules at Shelter Rock are on schedule to finished next summer. Goal is to have projects done before or by next summer. Updates have been made to 17 classrooms throughout the district and look beautiful.

Announced new Administrators:

Dr. Gaurav Passi, Assistant Superintendent for Curriculum and Instruction

Dr. Christopher Hale, Director of Fine and Performing Arts

Dr. Joy-Anne Danka, Director of Guidance and Counseling Services

Adam Kuranishi, Administrator for Assessment and Data Analysis

Board of Education Liaisons Pat Aitken (President of BOE) and Christine Monterosso (Vice President of BOE) will act as Board of Education Liaisons for this academic year.

Report of the Board of Education provided by Pat Aitkens:

- Over the summer the administration had team building meetings.
- The Board of Education has adopted a new vision and mission statement to represent the feels and message from the community
- Some of the members of the Board of Education will be going on a field trip to Chappaqua to see and evaluate the work of proposed school architect and view the design of an SCL wing as created in Chappaqua.
- Board of Education members will be present this year at the School Open Houses to reach out to the community in an effort to foster communications.

Respectfully submitted,

N. Christine Shah

SCA Executive Board Secretary