



## **SCA Open Executive Board Meeting Minutes**

**Date:** Friday, October 11, 2019

**Call to Order:** 9:08 AM

**Meeting Adjourned:** 10:05 AM

**Officers Present:** Cathy Conniff and Leslie Fleck, Executive Co-Presidents  
Janet Diaso, High School President  
Michele Longobardi, Middle School President  
Christine Schwartz, Munsey Park President  
Anna Oncel, Shelter Rock President  
Jill Pullano, Executive Treasurer  
Christine Shah, Executive Secretary

**SCA Executive President's Welcome** – Cathy Conniff and Leslie Fleck

### **Pledge of Allegiance**

**General Announcements:** Red Ribbon Week 10/21/19 – 10/25/19  
SCA Luncheon 11/13/19  
Champions for Charity 12/5/19 – 12/7/19  
Kick-Off at Blue Mercury 12/5/19

### **SCA Executive Treasurer's Report – Jill Pullano**

- The 2017-2018 Audit was completed and is being presented at today's board meeting by our accountant, Tim O'Keefe.
- The Membership drive is under way and applications are still coming in. We are still awaiting the initial deposit.
- Educational Grants disbursed \$1,250 in September. This amount represents a timing difference for grants that were awarded in the previous school year.
- Project Share and Student Assistance have been helping students prepare for the new school year with purchases of school supplies.
- Shelter Rock promotional party expenses of \$1,146 represent a timing difference from the 2018-2019 school year.
- We are awaiting on expenses related to the School Supplies fundraiser for both Munsey Park and Shelter Rock.
- This year we introduced credit card sales for Spirit Wear during the Open Houses at the elementary schools. It was very favorably received. To date, total Munsey Park sales are over \$17,000 and Shelter Rock has total sales of over \$14,000.
- The finance forms are all updated and available on the SCA website. If you need a Tax-Exempt Purchase form please have your committee chairperson contact me. As a reminder, since we are a tax-exempt organization, sales tax does not get reimbursed.

Jill Pullano, Executive Treasurer, introduced Tim O'Keefe, CPA, LLC, SCA's accountant.

**Tim O’Keefe’s Audit Report:**

This is an Audit Report for the fiscal year ending on August 31, 2018. The report for the fiscal year 2019 is currently in the works and will be completed by the end of this year. An audit is required by New York State because of a limit of receipts and this is also required as part of the SCA’s bylaws. The report highlights some changes based on accounting standards that have changed.

The audit report describes the organization and provides the restrictions are also discussed in the report. Here are the things that have changed:

- Financial statement presenting requirements have changed, with donor restrictions and without donor restrictions are a new category;
- Now all non-profits have to give specific information about how funds were spent.

Question came up about what the threshold is for when an audit is required. The current threshold is \$1million, where in the past the threshold amount for when an audit was required was \$750,000. This year the SCA had gross receipts less than the threshold, however in the SCA bylaws it is set up that an audit is required, and for accounting purposes, Mr. O’Keefe recommends that the SCA continues to follow the practice of conducting an audit for transparency purposes.

**SCA Executive Secretary’s Report – N. Christine Shah**

**Approval of Minutes:**

- Motion made to approve the minutes from the September 13, 2019 SCA Open Executive Board Meeting. Motion approved on Friday, October 11, 2019.

**Report of Interim Votes:**

- The proposal to pay \$2,475.00 to Balabusta Dyes & Threads for SpiritWear for Shelter Rock Elementary School for School year 2019-2020 has been approved by the SCA Executive Board via electronic communications on Friday, September 27, 2019.
- The proposal to pay \$2,945.60 to Spectrum Designs for Shelter Rock Elementary School sweatshirts for 6<sup>th</sup> graders for yearbook photo has been approved by the SCA Executive Board by electronic communications on Saturday, September 28, 2019.
- The proposal to pay \$3,951.00 to Raindeew Plandome Ltd. for the Back to School supply order (invoice 501) for Shelter Rock Elementary School students that participated in the 2019-2020 school year has been approved by the SCA Executive Board via electronic communications on Sunday, October 6, 2019.
- The proposal to pay \$2,950.00 to the Manhasset School District for Shelter Rock Elementary School’s 4th grade enrichment which was provided by Journeys Into American Indian Territory has been approved by the SCA Executive Board via electronic communications on Tuesday, October 8, 2019.
- The proposal to pay \$8,976.00 to Raindeew for the Munsey Park Elementary School Fundraiser has been approved by the SCA Executive Board via electronic communications on Tuesday, October 8, 2019.
- The proposal to pay \$3,000.00 to O’Keefe CPA, LLC for the second installment on the audit for the year that ended on August 31, 2019 has been approved by the SCA Executive Board via electronic communications on Wednesday, October 9, 2019.

**SCA High School President’s Report – Janet Diaso**

We have exciting news! Manhasset Secondary School has been named a 2019 National Blue Ribbon School of Excellence by the U.S. Department of Education. Manhasset is one of just 312 public and 50

private schools in the country to receive the honor this year. So congratulations to Dr. Schlanger and all faculty and staff for their efforts in making this award possible.

High School Open House was held on September 18th. Thanks to the National Honor Society for helping parents get to class on time!

Homecoming was on Saturday, September 21st. We had a great turnout of students and floats. Thank you to Laurie Lauria and all Class Advisors, the Student Government and the Grade Level Chairs for making it a great day! The board game theme for the floats was a big hit!

9th grade parent night was Wednesday, October 2nd.

Senior Photo retake day is today. All senior parents have received information about the yearbook and reminders about deadlines for the Senior Banquet, which will take place on Monday, November 4th @ 6:30 at Leonards. Our chairs, Annie Vetrone and Lori Kearns, are working hard to make this a special night. Please contact them if you wish to donate. As in the past, 11th grade parents help out at the banquet. An email from the 11th grade GLCs was sent with a link to volunteer.

By now everyone should have received an email from Irvin-Simon with their student's photos. Retake day for grades 7-11 is Thursday, October 17th. No appointment is needed. Photographers will be in the Senior SPA from 7:30am-3:00pm. Once again, thank you to Nancy Schlaefer for running photo day.

The HS Community Service Fair is Wednesday, October 16th from 10-1. Representatives from many non-profit organizations will be in the main hallway. Students can stop by during lunch or free periods. It's a great way for seniors to obtain hours to satisfy the 15 hr graduation requirement or for presidential awards. NEXT MEETING: NOV. 1st!!

### **SCA Middle School President's Report – Michele Longobardi**

Welcome back dance on September 20, 2019 was a big success with 218 kids in attendance. There were lots of activities planned to keep the kids busy. The Middle School Halloween party will be held on Halloween to make sure that the kids have a safe way of celebrating Halloween. This party is usually very well attended, and we expect a good turnout for this event. The secondary school directory deadline is October 25<sup>th</sup> so all new forms should be submitted by then. Michele Longobardi will be the representative for the community service fair, which be held on October 16, 2019.

### **Munsey Park President's Report – Christine Schwartz**

- Our **Spiritwear** sales at Munsey Park were terrific-selling out of many hot items. In addition to the three open houses, we sold at the first parent council meeting on September 18th. We are looking to coordinate an order form for Munsey Park staff as well as a push during the holidays. Many thanks to Jodi DiTore and Maria Herrington for chairing and selling at all these events.
- The first **SCA Parent Council** meeting at Munsey Park was held on Tuesday, September 18<sup>th</sup> at 9:30 am in the Munsey Park Auditorium. Mr. Altman, Pat Aitken from the BOE and Dr. Butera all gave a warm welcome to a good size parent audience. We described and informed our parents of the many SCA committees and highlighted volunteer opportunities. Connie Bruno from CASA spoke on Red Ribbon Week activities and the Harlem Wizards upcoming event.
- **Photo Days** at Munsey Park on October 2nd and 4<sup>th</sup> were run successfully by Amy Keogh and Missy Leder, our two veteran co chairs. We arranged for Amy and Missy to have shadow co-chairs this year in order to make the transition smooth for next year. The shadow co-chairs are Cathy Croce, Virginia Madden and Jen Schultz. New this year was we arranged for the staff photo to take place on October 4th outside on the field near the playground.
- **Lunch/Recess Volunteer** meetings took place on September 26th at 9:30 am and 7:00 pm; sign ups began October 1st via sign up genius. Veera Purani is our lunch/recess coordinator once again this year. Lunch Duty is only open to parents of Kindergarten through 2nd grade this year.
- **Extended Extras Registration** is under way. For the fall semester, we are offering approximately 14 before school classes (including OZObot, Mornings on the Mat, Kindness Club, Creative Crafts,

and Chess to name a few), and an after school Running/Exercise Club and Study Skills class. The Kindness Club was already filled to capacity as has been since it has been offered. New this year is a Fiddle Club, taught by our full-time orchestra teacher, Mrs. Goldberg, to give an opportunity for even our youngest strings musicians to be a part of a performance at their school. Classes begin the week of October 15th. Co-chairs, Claudine Fini and Melissa Napolitano have been wonderfully organized.

**Other upcoming SCA Events include:**

**Red Ribbon Week** will take place the week of October 21-25<sup>th</sup>. This year's theme is **Send a Message, Make it Kind**. Presentations will take place at both schools on Thursday, October 24<sup>th</sup>. The K-2 presentation is Cultivating Kindness, Rees Specht Life Foundation and the 3-6th grade presentation is Don't Press Send where children will be encouraged to use kind and careful online communication. CASA Project Director and Munsey Park parent, Connie Bruno has been terrific coordinating and helping organize all that goes into this important week. A Joint Parent Council Meeting will be held at Munsey Park on October 23<sup>rd</sup> at 9:30 am (please note the original date change from October 22nd which was printed on the calendar) where parents can watch the presenter for the 3<sup>rd</sup>-6<sup>th</sup> Grade Katie Schumacher of Don't Press Send. Chairs at Munsey Park are Carolyn Conkling and Veera Purani. Also, once again, each child will receive a red ribbon to tie on their backpacks for the week. The reasoning behind this was to form a greater, personal connection with the children, than parents hanging a ribbon on a tree or front door. The schools will still be decorated in red ribbons for the week, of course.

**Halloween Parties** for 5<sup>th</sup> & 6<sup>th</sup> Grades is Friday, October 26<sup>th</sup> from 6:30-8:30. The theme at Munsey Park is Zombie Park Elementary. 6<sup>th</sup> Grade Co-chairs are Jill Della Ratta and Dina Petrakis and 5<sup>th</sup> Grade Co-Chairs are Libby Doumanis and Georgia Katsoulis. The committee has been very busy with decorating plans, safety and security plans, games and DJ planning, and of course the incredible and very intricate Munsey Park "Haunted House" which has been a highlight and tradition for many years. A sign up genius for volunteering parents has been sent out and is about filled.

**MP Book Week** will take place the week of November 18th. Grades K-3 will have guest readers and parents dressing up as literary characters to surprise the classes. Mercy Watson, Martha, Arnie the Donut, and Bad Kitty will be the guests of honor this year. Grades 4/5 will partake in a game of literary Pictionary in the libraries with parent volunteers to assist. Co-chairs Tara Gibbs and Jean Hogan have been busy planning this fun event alongside our librarian, Mrs. Olwy. Every volunteer slot is sure to be scooped up, as it is every year.

**Upcoming Enrichment Presentations:**

- Munsey Park 5th Graders will visit Project Adventure on October 17th.
- Author Suzy Kline will visit Munsey Park and Shelter Rock 2nd graders on November 13th.
- Journey into American Indian Territory will present to Munsey Park 4th graders on November 21st and 22nd.

**Shelter Rock President's Report – Anna Oncel**

**Spirit wear:**

We sold at the first parent council meeting on Sept 18. All went great many items have sold out. Currently Spirit wear Chairs are planning to do a sale for Thanksgiving /Christmas shopping. Thanks to Selina Lin and Brenda Kim.

**SCA Parent Council:**

The first parent council was held at Shelter Rock on Tuesday, September 18 at 9:15 am. Mr. Roder, Principal, Ms. William, Asst. Principal, Dr. Butera, Pat Aitken and Christine Monterosso and the new

hires at SR were introduced. We had a wonderful outcome as parents shopped and enjoyed a cup of coffee with cookies. Parents were introduced to their Grade Level Chair as well as a preview of the upcoming SCA committees Annie Yeung, Enrichment Chair, spoke about the upcoming programs. Angelic Durante informed parents of upcoming Harlem Wizard presented by CASA. Elena Vases Red Ribbon Chair informed parents about Red Ribbon Week and Send a Message Keep it Kind.

### **Photo Days**

Photo days is on October 17th and October 18th. Photo Make-up/ Retake day is November 13. Like last year, all ordering will be on-line. Thank you to Kristen Connelly and Rita Gigante for chairing photo day.

### **Lunch/Recess Volunteer Meetings and Sign Up**

The lunch/recess meetings were well attended. Lunch Duty sign up genius went out October 5 with the exception of Kindergarten which will go out October 21. Lunch duty will begin on October 15 for grades 1-2. Kindergarten lunch duty will begin on November 12. Big thanks to Priyanka Puri for chairing lunch duty.

### **Extended Extras**

Starts the week of October 21 and will run for 8 sessions. We had a great response from teachers this year and are offering a number of new programs for the kids. We have reading, writing, music, chess, dance and sports classes and much more. We already have a great response from parents. Thank you to Debbie Machare for chairing.

### **Directory**

Nonna Madia is busy working on the 2019-2020 Shelter Rock Directory. It is almost ready for print.

### **Upcoming Events:**

#### **Enrichment Programs at Shelter Rock:**

- Fourth Grade – Journeys into American Indian Territory - October 10 and 11.
- Fifth Grade- Project Adventure -October 17
- First Grade – Long Island Science Museum - October 30

### **Red Ribbon Week**

- Red Ribbon Week is chaired by Elena Vases and Marietta Frangiskatos this year. It runs October 21-25th. Our theme this year is "Send a Message, Make it Kind!"
- On October 23, a Joint Parent Council Meeting will be held at Munsey Park at 9:00 am. Katie Shumacher of Don't Press Send will be speaking to the Manhasset Elementary parents.
- On October 24, Grades K through 2nd grade will attend an assembly on Cultivating Kindness, Rees Specht Life Foundation!
- Grades 3-6 grade presentation is Don't Press Send where children will be given guidelines and strategies to educate and to use technology with good intent.
- Students are encouraged to wear RED on any or all the days of Red Ribbon Week. The students will be provided with red ribbons to tie on their backpack for the week as it's a symbol of their commitment to being kind and making healthy choices in life!

### **5/6th Grade Halloween Party**

Talar Aprahamian & Stacey Kelly (5th Grade) and Sabrina Scheer & Markella Maliagros (6th Grade) are busy working on this event. The party will take place on Friday, October 25 from 6:30pm-8:30pm. A Sign-Up Genius went out on October 6, 2019. Thank you, Michelle Longobardi, for passing on items from the Middle School. The 5th and 6th grade students are looking forward to this wonderful event.

### **CASA Update – Jennifer DeSena:**

Red Ribbon Week Events were well covered by the SCA Presidents for each of the school, thank you for that. In summary:

- SCA Presentation on October 23, 2019 at 9:30am at the Munsey Park Auditorium about “Kind and Careful Online Communications.” Although this presentation is at Munsey Park, it is open to all parents in the Manhasset community.
- The October 24<sup>th</sup> Community Presentation will be held at the Manhasset High School Auditorium at 7:30pm, where the movie “What Made Maddy Run” will be shown and Maddy’s sister will speak. Parents and students are welcome. The movie tells the story about Maddy’s struggle with depression and pressures faced by young people to be perfect and social media saturation.
- The Harlem Wizards, November 1, at 7pm, in the High School Gym, where the Harlem Wizards basketball team take on Manhasset team of teachers, principals and staff. We are trying to recruit some more players for the Manhasset team. Also local vendors are paying for the T-shirts. The Wizards did a presentation in Roslyn and it was sold out. The SALT Representatives are running the event, however the seniors will be busy with their Early Decision applications for college.
- There are 2 clubs with new name: Set Connect in the Middle School and High School, a club focusing on improving communications and learning how to interview or connect with peers. Middle School advisor will be Robin Hoffman (the school Social Worker). This will also make the kids familiar with Robin so that they can go to her as a resource if they need help.
- The high school club is including PATV workshop, but now it will be called NSTV, which will be a 6 week PATV CASA program, where kids will have training on all PATV studio equipment, and kids will write their own public service announcement, and they can discuss current events or other things that are of interest to them. Hopefully they can collaborate with other clubs. We want this to be student run where they select a topic they are interested in (with the understanding that is appropriate), and they write the script and they create the announcement.
- Another presentation is being discussed about vaping.
- SALT has an Instagram account, that perhaps they can use to give information to students. Not clear how many are connected to it yet.
- Don’t press send parent presentation, even though it is at Munsey Park, hope all parents attend, it is open to all parents.

Meeting adjourned at 10:05am and Superintendent’s Report and Board of Education Report will be presented at the Joint Middle School/High School Meeting in order to not further delay next meeting.

**Respectfully submitted,**

N. Christine Shah

**SCA Executive Board Secretary**