



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

**Date:** Friday, September 18, 2020

**Call to Order:** 9:02 AM

**Meeting Adjourned:** 9:54 AM

**Officers Present:** Cathy Conniff, Leslie Fleck, Tania Kapoor, Janet Diaso, Markella Maliagros, Cathy Croce, Anna Oncel, 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  
Markella Maliagros, Middle School President  
Cathy Croce, Munsey Park President  
Anna Oncel, Shelter Rock President  
Tania Kapoor, Executive Treasurer  
N. Christine Shah, Executive Secretary

**General Announcements:** Welcome message and Membership Drive

#### **Executive Treasurer's Report – Tania Kapoor**

- Saturday Series Winter Session custodial fees are outstanding. They are expected to be lower compared to previous years due to the Coronavirus school shutdown in spring.
- Musical Theater expenses of \$1,200 have been submitted to the Saturday Series Chair. The expenses must be reviewed and approved by the chair, submitted for approval by the President (s). Expenses are outstanding.

Recommendation: The production for 2019-2020 was postponed due to Coronavirus. The 2020-2021 production will be the same show and the supplies will be used for that. As per recommendation by Jill Pullano, we may want to consider the following: i) hold off on reimbursement until Saturday Series starts up for the 2020-2021 school year; or ii) have the supplies delivered to SCA to store in case the production got postponed again.

- Project Share's balance of \$3,734.83 will be carried over to the 2020-2021 budget and will reduce the SCA portion of the Project Share budget from \$4,500 to \$765.17.
- The High School Graduation ad that appeared in the Manhasset Press on June 10, 2020 was duplicate billed. A credit of \$699 is forthcoming.
- Postage fees of \$240 for the annual renewal of Mailing Permit were duplicate billed. A credit of \$240 is forthcoming.
- Benner's Farm expected expenses of \$1,250 for SR 1<sup>st</sup> and 4<sup>th</sup> and MP 1<sup>st</sup> Grade program which were completed is still outstanding.

- O'Keefe is still working on 2019-year end audit. Will be contacted later today with a new engagement letter and a renewal of the contract for the 2020-2021 Fiscal Year.
- The Executive Treasurer is exploring the option of having a paperless record keeping going forward. Updates will be provided shortly.

**Executive Secretary's Report – N. Christine Shah**

**Approval of Minutes:**

- The minutes from the SCA General Membership Meeting held on Tuesday, May 19, 2020, have been approved by the SCA Executive Board via electronic communications on Wednesday, May 20, 2020.
- The Minutes from the SCA Open Executive Board Meeting held on Friday, January 10, 2020 have been approved by the SCA Executive Board via electronic communications on Saturday, June 20, 2020.

**Report of Interim Votes:**

- The proposal to pay \$14,987.39 to Sensory Lighting & Sound on behalf of the Manhasset Board of Education as the New Principal Gift for an upgrade in lighting in the Shelter Rock Elementary School auditorium has been approved by the SCA Executive Board via electronic communications on Tuesday, January 21, 2020.
- The proposal to pay \$4,054.60 to Minuteman Press for the printing of 1,100 Secondary School Directories has been approved by the SCA Executive Board via electronic communications on Friday, January 31, 2020.
- The proposal to pay \$2,096.00 to the Manhasset School District for enrichment programs by The WaterFront Center for Munsey Park Elementary School 2nd and 3rd graders on February 3rd and 4th has been approved by the SCA Executive Board via electronic communications on Thursday, February 13, 2020.
- The proposal to pay a \$32,500 contribution to CASA providing continued funding for 2019-2020 has been approved by the SCA Executive Board via electronic communications on Tuesday, February 25, 2020.
- The proposal to pay \$8,568.75 to Ace Canvas & Tent Corp for SCA Fair tent rental has been approved by the SCA Executive Board via electronic communications on Tuesday, March 3, 2020.
- The proposal to pay \$2,000 to Project Share to purchase King Kullen gift cards (24 at \$25 and 28 at \$50) for student assistance during Corona Virus school closing has been approved by the SCA Executive Board via electronic communications on Monday, March 30, 2020.
- The proposal to pay \$10,284.63 to teachers for Shelter Rock Extended Extras, pro-rated for weekly sessions completed from January 2020 through March 13, 2020, has been approved by the SCA Executive Board via electronic communications on Tuesday, April 28, 2020.
- The proposal to pay \$3,650.01 to Entourage Yearbooks for the Munsey Park Elementary School 6th grade yearbook has been approved by the SCA Executive Board via electronic communications on, Friday, May 22, 2020.
- The proposal to pay \$20,000 from the SCA Ways and Means account to the Manhasset SCA general account (money from retained earnings from SCA Ways and Means) has been approved by the SCA Executive Board via electronic communications on Friday, May 29, 2020.
- The proposal to pay \$3,332.95 to DEMCO for library furniture purchased as a gift to Munsey Park Elementary School, as the final part of a total gift of \$15,000 to welcome the new principal, has been approved by the SCA Executive Board via electronic communications on Saturday, May 30, 2020.
- The proposed quote from G. Scott Designs dated March 4, 2020, to update and install the auditorium lighting at Shelter Rock Elementary School, for the amount of \$16,330.00, as the gift from the SCA to welcome the

new principal, has been approved by the SCA Executive Board via electronic communications on Saturday, May 30, 2020.

- The proposal to pay \$8,280.00 to 14 teachers, pro-rated to reflect the number of classes taught prior to school closure pursuant to the New York on Pause Executive Order, for Spring 2020 Session of Extended Extras for Munsey Park Elementary School has been approved by the SCA Executive Board via electronic communications on Monday, June 1, 2020.
- The proposal to pay \$3,150.51 to the Manhasset School District for custodial overtime reimbursement for 2019 Fall SCA Saturday Series at Shelter Rock Elementary School for 8 sessions has been approved by the SCA Executive Board via electronic communications on Monday, June 15, 2020.
- The proposed 2020-2021 SCA Budget has been approved by the SCA Executive Board via electronic communications on Friday, June 19, 2020.
- The proposal to pay \$14,413 to Munsey Park families as reimbursement for Spring 2020 Extended Extras which ran for 3 out of 8 sessions has been approved by the SCA Executive Board via electronic communications on Tuesday, June 30, 2020.
- The proposal to pay \$32,750.00 in educational grants to 30 Manhasset High School graduates from 2020 and past years, selected by the SCA Educational Grants Committee, has been approved by the SCA Executive Board via electronic communications on Wednesday, July 22, 2020.
- The proposal to pay \$2,020.00 to Arena Graphics, invoice #66699-20, dated August 24, 2020, for Shelter Rock Elementary School Spiritwear for the 2020-2021 school year has been approved by the SCA Executive Board via electronic communications on Tuesday, August 25, 2020.
- The proposal to increase the SCA Membership Dues to \$40 per year from \$30 per year (with no change to the \$25 membership dues that apply to teachers) has been approved by the SCA Executive Board via electronic communications on Friday, September 11, 2020.

### **High School President's Report – Janet Diao**

Welcome Back!

While the start of school looks a lot different than in the past, we are excited for a new year to begin! The SCA welcomed students back to the Secondary School with balloons and a new "Welcome Back" banner for the first days of school.

Senior portraits were completed this week and retake days are Friday, October 19th & 21st. For full remote students, retakes will be 3:30-5pm on those days. Senior Parents should have received information about all class events for the year, including yearbook deadlines, from Laurie Lauria.

Grades 9-11 had their photo days this week. Many thanks to Nancy Schlaefer for chairing Photo Day and to all of the volunteers who made it happen. Look for an email from Irvin-Simon with your student's photos. Re-takes are October 15th & 16th. For full remote students, retakes are from 3:30-5.

12th Grade Parent Night was held via Zoom last night, Thursday, September 17th. In addition to the zoom meeting, a packet was mailed out to parents containing all of the pertinent information for Seniors. Thanks to our Frolic Chair, Christy Wepler, for speaking to the parents about this year's frolic.

As of now, the Senior Banquet is on hold. We are in touch with Leonard's to see what our options are for rescheduling when/if the social gathering limit is increased. The SCA and Grade 12 GLCs, Pam Giacobbe and Jennifer LoPinto, have met with the administration regarding senior events and are reaching out to parents for creative ideas to mark this special milestone for the senior class.

The HS open house will be Thursday, Sept. 24th at 7pm via Zoom. Zoom links will be posted on Parent Portal starting Sept. 24th.

Two High School Mini-College Fairs scheduled to take place on Friday 9/25, & Friday 10/2 have been canceled. Guidance Director, Joy D'Anca will have more information on this at our 10:00 AM MS/HS Parent Council meeting this morning.

Guidance Financial Aid Night is on Wednesday, September 30th @ 7pm via Zoom.

9th Grade Parent night will be held on Wednesday, October 7th via Zoom. Keep an eye out for materials and an email from Joy D'Anca with details.

Finally, our next Parent Council meeting is Friday, October 18th at 10 AM via Zoom. A link will be posted in the Highlights. Hope to see everyone there!

### **Middle School President's Report – Markella Maliagros**

Opening Day Picnic-

Unfortunately we were not able to host an opening day picnic for the incoming middle school class, given the current social distancing restrictions due to Covid. We were able to Welcome back the students with a Banner and Balloons at the entrance of the school.

Open House- 9/16

Held via zoom. Each teacher had a link posted in parent portal. Parents were able to connect with the teachers for each section/ period.

Photo Days- 9/15-9/18

Increased the number of days (from 2 to 4) to accommodate smaller groups

Chaired by Talar Aprahamian

Nancy Schlaefer for HS

Noted in Highlights

Welcome Back Dance - No News

Homecoming - No News

Halloween -

Chair - Theresa Morrison

Will try and mark the occasion with something creative that does not include social gathering. Will meet with her to further discuss.

Still need to find Staff Appreciation Luncheon Chair.

### **Munsey Park President's Report – Cathy Croce**

#### **Promotional Ceremony:**

Three individual ceremonies were held in the Munsey Park fields on August 31, 2020. MP SCA would like to thank Past President, Christine Schwartz for her tireless efforts that made this event a success and offered graduates a feeling of closure in an unprecedented year. Sincere thanks to the entire sixth grade faculty who were in attendance; their participation made the ceremonies all the more meaningful.

#### **School Supply Fundraiser:**

137 packages of school supplies were sold and the SCA profit was \$686.00. 40 additional packages were purchased for project share families. Donations in the amount of \$180.00 were also received and allocated to Project Share. Many thanks to our long-standing chair and current SCA Vice President, Elizabeth McCann.

**First Day of School:**

Monday, September 14, 2020. The school was decorated with welcome back banners and balloons. Munsey Park families are extremely grateful to the Board of Education and Superintendent, Dr. Butera for successfully getting Kindergarten through 5th grade back to school full time amid Covid-19 while adhering to CDC guidelines. We are also grateful for the creation of the 6th grade Holding Rooms as well as the current overarching model that offers all families the flexibility to pivot between in-class instruction and remote learning.

**SCA Classroom Representatives:**

96 room representatives were assigned and the Room Representative Responsibilities Meeting was held via zoom on Wednesday, September 16, 2020. We had 80 parent volunteers in attendance; Grade Level Chairs for grades one through 6 were present; Laura Dworkin, Directory Chair spoke; Tricia Dessi, SCA Membership Chair spoke; Mr. Altman and Mr. Nolan were also present and provided an update and fielded questions.

**SCA MP Parent Council Meeting:**

The first Parent Council Meeting is scheduled for Wednesday, September 23, 2020 via zoom. MP SCA Executive and select Committee chairs will present. Also attending will be: Principals Mr. Altman, and Vice Principal Mr. Nolan. Faculty specialists will also be present to discuss technology and hybrid, guidance counseling, social work, literacy, math, psychology services, as well as health screening and allergies.

**MP Spiritwear:**

All MP Spiritwear inventory was sold last year. With no opportunities currently available for in-person selling, we are partnering with MetroTeam Sports based out of New Hyde Park to develop a complete online store for merchandise. Apparel brand names include: Nike, Adidas, Under Armor, STX, Easton, Wilson, Speedo, Asics, Louisville Slugger etc.

Shipping and Delivery will come from the vendor and ship directly to our customer. No out-of-pocket expenses will be incurred as production is order-based. We anticipate having 3-4 offerings throughout the year.

**Paperless:**

MP SCA is moving towards communication being all paperless. To-date the following have been successfully implemented: committee volunteer sign-up forms, room representative sign-up form, and directory family information. Wherever possible, general communications and flyers that traditionally have been sent home via backpack express are being sent digitally.

**Look Ahead:**

**MP SCA Open Parent Council Meeting** is scheduled for Wednesday, September 23rd.

**Photo Day** is scheduled for October 6-7.

**Red Ribbon Week “Be Brave, Be Kind, Be You”**, in collaboration with CASA, commences the week of October 26th.

### **Shelter Rock President’s Report – Anna Oncel**

#### **August 29: Shelter Rock Moving Up Ceremony:**

Outgoing 6<sup>th</sup> graders at Shelter Rock Elementary School were celebrated on August 31 on the Shelter Rock Field. Three promotional ceremonies took place starting at four o’clock. The outdoor field was decorated with balloons, a step, and repeat to take family photos. Principal Richard Roder and Assistant Principal Paulette Williams delivered heartfelt speeches as students sat socially distanced from one another. Each student was called up to receive their graduation certificate and walked across a bridge where they met a cardboard cut-out of Secondary School Principal Dr. Dean Schlanger, signifying leaving Shelter Rock and beginning middle school. Thank you to Elena Vases, for your dedication as 6<sup>th</sup> Grade Level Chair.

#### **September 11<sup>th</sup> : Room Rep Meeting for Grades K- 6**

We kicked off our Mandatory Room Rep meeting via Zoom with 85 room reps including Shelter Rock’s Grade Level Chairs. We went over room rep responsibilities and procedures. Grade Level Chairs were able to meet their room reps by going into break out rooms. Principal, Rich Roder, joined our Zoom to answer any questions. Thank you to the wonderful volunteers this year, it is because of your help that makes Shelter Rock so special. Thank you to Debbie Machare, Shelter Rock’s VP for navigating Zoom and creating break out rooms and making this process run smoothly. I look forward to working all together this year.

#### **September 14<sup>th</sup> : First Day of School**

Shelter Rock Principal, Mr. Roder, Assistant Principal, Mrs. Williams, Deputy Superintendent, Mrs. Rosemary Johnson, and Superintendent Dr. Butera greeted all the students as they arrived at school either by bus or dropped off by their parents for their first day of school. The school was decorated with a Welcome banner, balloons, and a Welcome Back lawn sign. We welcome all our students back to school and extend a warm welcome to Munsey Park students joining us this year. This year there are approximately 782 students currently enrolled at Shelter Rock.

#### **Thank you:**

- This year the SCA Directory, Committee Volunteer, Room Representative, and the School Supply Order Forms have gone paperless.
- We had 84 families participate and selling 119 sales (profit \$791) in the SCA school supply order fundraiser. Thank you, Debbie Machare for once again chairing School Supplies.
- New Shelter Rock Spirit wear was designed and order over the summer. We are waiting to kick off our new line of items. We cannot wait to share them with Elementary families. Dates are coming soon to be on the lookout. Many thanks to co-chairs Selina Lin and Brenda Kim.

#### **Upcoming Events**

##### **Open House:**

Fifth Grade/ Sixth Grade: September 21 via zoom **September 22<sup>nd</sup>** :  
Shelter Rock New Parent Welcome 9:30 am via Zoom.

##### **September 23<sup>rd</sup>**

SCA Parent Council Meeting at 9:15 am via Zoom.

#### **Other upcoming SCA Events include:**

- Shelter Rock Photos Days, October 8<sup>th</sup> , 14<sup>th</sup> & 15<sup>th</sup>
- Red Ribbon Week, October 26<sup>th</sup> -30<sup>th</sup>
- Halloween Parties for 5<sup>th</sup> & 6<sup>th</sup> Grades, Friday, October 30<sup>th</sup>

#### **SCA COMMITTEE CHAIRS:**

The 2020-2021 Executive Committee Chairpersons and SCA Liaisons are as follows:

**Community Education**

Penny Stefanakis [penny@stefanakis.com](mailto:penny@stefanakis.com)  
Karen Baumbach [karen@route545.com](mailto:karen@route545.com)

**Educational Grants**

Ruth Geismar [ruthgeismar@yahoo.com](mailto:ruthgeismar@yahoo.com)

**Enrichment**

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Annie Yeung (SR) [annieyeung@hotmail.com](mailto:annieyeung@hotmail.com)

**Family Theatre**

TBD

**Health and Safety**

Kate Mesquita (MP) [katemesq@gmail.com](mailto:katemesq@gmail.com)  
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**Nominating Committee**

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**Planet Manhasset/ Community Gardens**

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**Ways and Means Committees:**  
**SCA Fair**  
TBD

**SCA Luncheon**  
Laura Dworkin [lauramennella@yahoo.com](mailto:lauramennella@yahoo.com)  
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**CASA Update – Connie Bruno**

CASA is working on reinventing some of its events in light of COVID-19 to try and create possible virtual format in order to do have events that are not in-person. CASA is also working with Dr. Joy D'Anca to have some effective presentations that address mental wellbeing.

**Dr. Vincent Butera, Superintendent's Report**

Welcome back message from the Superintendent. Discussed implementation of hybrid model used to open schools and discussed how the current model allows for a smooth transition to an online format if necessary later in the year in the event there are positive cases of COVID-19 at the schools. There will be upcoming meetings with teacher leaders regarding the school opening. The district is looking for feedback to enhance the current model and the district is open to making the experience better for student and teachers. The school district is setting up a tech helpline with a phone number that will have someone available to answer technical emergency questions that relate to remote learning. The district also has a medical panel that is providing guidance with the many questions that have arisen, and they are looking into a COVID testing protocol.

With regard to the school band, the committee has decided to move forward with band classes as of now, however the district is continuing to look into the concerns raised about COVID-19 transmission.



**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.

There are openings on the audit committee. BOE thanked Dr. Vincent Butera, Dr. Gurav Passi, and Rosemary Johnson, who all worked tirelessly to make opening school possible. The BOE and the school administration have been in constant communication throughout this past summer to find a path to opening Manhasset schools safely.

**Respectfully submitted,**

N. Christine Shah

**SCA Executive Board Secretary**