



SCA Executive Board Meeting Minutes

Date: April 12, 2013

Call to Order: 9:40 a.m.

Meeting adjourned: 11:50 a.m.

Officers Present: Christy Wepler, Lori Downey, Lisa Belinsky, Michaela Sheridan, Nancy Schlaefer, Liz Tomaselli, Elizabeth Johnson, Deirdre Curtis

Pledge of Allegiance

SCA Executive President's Welcome – Christy Wepler

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Approval of Minutes – Deirdre Curtis

- The January 11, 2013 meeting minutes were approved.

Superintendent's Report – Charles Cardillo

- This Wednesday the Board of Education will formally adopt the budget. The focus has to be very simple: do not get caught up in the thinking, "two votes and we fail." Charlie is confident that the community won't put itself in that position.
- The emphasis has to be solely on the first vote. If the first vote fails, the danger is the second vote. Some districts view the second vote as an opportunity to negotiate the budget. If we get to the second vote, we are retreating and will end up behind where we are now. We will have to make second cuts that will have great significance.
- Today is April 12 – the vote is 5 ½ weeks away. There is a lot of discussion around the budget right now, which is good.

Process

- The Board will adopt the budget on Wednesday night. Right now we are at 2.71% increase budget-to-budget. Of 36 school districts in Nassau County reporting, we are in the bottom third of Nassau County with respect to budget-to-budget increases. About 10 districts are at or lower than Manhasset.
- We have significantly slowed the expenses in our budget for the fifth consecutive year. We are still able to maintain the "4 A's" with modest cuts to the elementary budget.
- Enrollment is currently over 800 students at Munsey Park School and over 700 at Shelter Rock. This is a large enrollment, and we need administrative personnel to manage that number. So to say that administrative cuts do not affect the students is not realistic.
 - Academic Coordinators: Is it responsible to cut Academic Coordinators? No. New York State is in the midst of major curriculum changes and major upheaval.

Assessments are being revised and the common core curriculum is being implemented, as is the teacher evaluation process.

- We have significantly increased the expectations of how much time coordinators will spend in the classrooms. We risk compromising the instructional element if we slash academic coordinators.
- So take a step back. The problem is the tax levy. We do not have reserves to offset our expenses. We review the surplus fund balance each year. In past years we were criticized for not using our reserves to offset expenses; now we are being criticized for not having a sufficient fund balance.
 - By law, at year end we must either (1) use the funds to offset the tax levy, or (2) put in a target legal reserve, but we may only do so for four specific areas.
 - We may not just put funds aside generally and tap into those funds as needs arise – we are not permitted to do so by law. There is no “rainy day fund”.
 - Historically there have been ways to get around that limitation, but after the Roslyn budget problems, that is no longer done.
 - We currently have \$3.5 million in “unassigned reserves” that may be used for “extraordinary purposes.”
- Our enrollment is growing.
 - In 2005 there were 1,200 secondary school students. At that time there were four administrators at the secondary school.
 - In 2103 there are 1,600 secondary school students. We are projecting 1,700 in the next several years. We currently have three administrators at the secondary school.
 - Most districts in Long Island and Nassau County are not experiencing the enrollment growth that Manhasset is experiencing.
- Our academic performance has improved over the years.
 - Over the last decade, the number of students taking AP exams has grown from 400 to 1,100.
 - Which AP classes should we cut?
 - Special Ed students in Manhasset schools typically perform at very high levels.
 - Which Special Ed programs should we cut?
- New York State Initiatives have impacted us. As part of the “pension smoothing” process, we are receiving an immediate benefit of \$1.2 million. This is a five-year plan: in years 1-5 we get the benefit of smoothing out pension payments, and in years 6-12 the district will repay the funds.
- We are one of two Nassau County school districts who are exceeding the tax cap.
 - In Herricks (which is not exceeding the tax cap), over 100 positions are being reduced.
 - In Sewanaka, they are reducing positions and expect an average class size of 28-32 students.

- The challenge for Manhasset is to get a 60% vote. In three of the last four years, 60% was achieved.

Treasurer's Report – Elizabeth Johnson

- The Board of Education accepted the gift from the 2012 Frolic Committee of \$25,003.98. The gift included landscaping, plants, plaque, benches and a concrete slab for benches, an irrigation system and a maintenance fund. The garden is the 2012 Senior Frolic Garden.
- Audit for Manhasset SCA for 2011-2012 is underway. I met with our accountant and provided them with files and information relevant to the tax year. The items included:
 - all invoices (usually they have been organized by program in a folder) for the audit period indicated above.
 - bank statements for all accounts and investment statements for the audit period as well as for September 30, 2012.
 - Reconciliations of programs indicating income received for that program and expenses paid out for the program.
 - Brochures and/or flyers for all programs.
 - Deposits for audit time period.
 - For Saturday Series and Extended Extras: Do you have for each session held, attendees or enrollment list of who attended the classes?
 - Listing of members of MSCA for the time period indicated.
 - Contracts for the instructors for Sat. Series and Extended Extras.
 - Frolic invoices, reconciliations, etc.
 - Senior Banquet invoices, reconciliations and journal.
 - Listing of donated items MSCA received.
- For Ways and means:
 - Fair Journal.
 - Listing of fair vendors.
 - Newton's receipt for the fair.
 - Reconciliations of all Ways and means activities showing income and expenses.
 - Invoices for audit period.
 - Listing of donated items Ways and means received - maybe for auctions held (if any at luncheon) or fair.
- Going forward any attendance lists related to Saturday Series, Extended Extras, Membership reports will be forwarded to the Executive Treasurer's files at the end of the program for audit purposes.
- IRS inquiry of Sept 20, 2012: Responses were received for 4 out of the 6 individuals named in the letter. All information was given to the accountants to provide to the written response to the IRS.
- 1099s were created and issued for the 2012 tax year the first week of February. There were

64 forms issued on behalf of the Manhasset SCA.

- The FDIC insurance governing banks will now only cover \$250,000 and makes it difficult for us to keep more than that amount at Chase bank. I am looking into alternatives to ameliorate our risk and exposure should another financial crisis impact the industry and affect our resources.
- Reimbursement forms are required to have appropriate documentation of reimbursee attached. Example of reimbursed transaction and back-up documentation and signatures.
- Unidentified deposits. i.e. \$2100 last fiscal year.
- Any contract that does not have a tax id or social security number executed on the contractual document will not receive payment until such time a tax id or social security number is furnished.

Executive Vice President – Lori Downey

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President's Reports

Lisa Belinsky – High School

- On March 15th we had our last Parent Council meeting. We announced the promotion with the Fitness Loft where they will give 10% to the SCA for every student package purchased which will continue until the end of the school year. Danielle Cerulli, the high school guidance counselor, gave her report. All guidance parent programs are completed and they were well received. On Tuesday April 16th there is a College Fair at Port Washington High School. There is a panel discussion at 6:30 p.m., and then the colleges will be around the school from 7:30-9:00pm. On Wednesday, April 17th the Guidance Department is hosting a career night focusing on the medical field – physicians, nurses, physical therapists, etc. There is also large college fair being held at Hofstra University on April 23 from 5:30-8:30 at the Mack Sports Complex where more than 300 schools will be represented. The Guidance Department is currently meeting with 9th and 11th graders. Before 11th graders can schedule appointments with guidance counselors, they are asked to fill out the common application (no essay writing).
- With respect to college applications, 94 students applied Early Decision, and 59.6% were admitted; this is up slightly from last year. Students started hearing from schools on April 1 and will continue to hear through April 15. Students have to commit to a college by May 1.
- The SOPH took place on April 6th, after originally being scheduled for February 9th. There was a lot happening that day, with a boys lacrosse games at 4:00 and 7:00, but those playing were accommodated and all went well. There was a Paris theme, complete with photo booth, student DJ Raffi, and the venue was professionally decorated by D & S Decorators. We are writing an article for the Manhasset Press and Manhasset Times to get D&S them some publicity.
- On Feb. 27th Jennifer Landman and Danielle Cerulli ran a Mock Interview night for the 11th graders for the Guidance Department. It was an outgrowth of Shared Decision Making a few years

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ago and has been going strong ever since. They had 34 interviewers and 87 students. SCA helped in getting them interviews, Nancy and Liz got us some from SR and MP as well.

- The Junior Prom was Saturday, March 2. It was held at the Harbor Links Golf Club for the first time. About 280 students attended. Thank you to Sue Dunn and Christine Tatarian to help chaperone. 11th GLCs Elene Farrell and Connie Parsons did a great job of running the ticket sales right before the February break. They coordinated putting up the backdrops for photos in the gym at the Promenade the hour before buses were loaded. As the students went on the buses, all Junior parents were invited back to Roger and Margo Coleman's house for the Frolic Fundraiser. So generous of the hosts and again Connie and Elene did a great job of getting all the food and most of the drinks donated. There were about a dozen raffle baskets as well.
- The Senior Prom will take place on Saturday, April 13th, at North Hempstead Country Club. This is a change from past several years due to size of the class. Senior GLC's Laurie Spampinato and Lisa Middleton ran ticket sales Tuesday April 2nd and Wednesday April 3rd.
- Regarding the Senior Frolic: Chairs Caroline Kenlon, Joanne Goldberg and Judy Pegno have things moving along. The entertainment and games have been secured and many of the committees have begun planning. The design stage is in full swing, backdrops have been rented and they have an architect working with the Construction Chairperson in preparation for the building process. They are still awaiting information from the district as to the selection of an air conditioning vendor, which will be a major expense for the frolic this year. They are also planning a final fundraiser/cocktail party for the frolic on the night of Senior Prom. The Frolic ticket price will remain at \$125.00 and they are watching all expenses very carefully with the hope of the total cost of the frolic coming in at about 20% less than last year.
- As the end of the year is coming near, seniors have to make sure they have completed their 15 hours of community service. This is all being handled through Mark Sippin's office. There's always a need for students at the SCA Saturday series; the remaining date is April 13th. The good news is that because of a snow date, each class is being extended by 15 minutes, so students get 2 ½ hours of service instead of 2 hours. And of course a last ditch effort is for the SCA Fair on May 5th. Parents are also in need to volunteer for this day. Melinda Smotkin is coordinating volunteers for that.
- The HS Play, *Pride & Prejudice*, was on March 15th and 16th. Turnout was good and the play was very well received. The Science Expo was Monday March 18th in the Cafeteria. Some V/JV sports started the week of March 4, others started the week of March 11th and others the week of March 18th.
- There was a HS Dance concert last week, other musical groups this week and ends in Symphonic Choir on April 30th.
- The SCA is making up a banner for the first time for HS Graduation which will simply say "Congratulations Manhasset Graduates". In addition we will have a "Step and Repeat" backdrop for when the graduates are handed their diplomas. This is a 6 x 8 foot backdrop that is portable and will be kept there after the ceremony so families can take photos in front of it. It can also be used throughout the school year when the school or board have events where it would be appropriate

(e.g., for student presentations at Board meeting or any event for which a Manhasset background backdrop can be used).

- We are also in the process of having parade banners made Homecoming this year. The Homecoming Floats that have been used in the past were becoming very problematic. This has been discussed in Grade Level meetings for 2 years. One family home is picked to build the float. That child's immediate friends are usually included to build the float, but many student -- in fact most other students -- do not feel welcome or comfortable at someone's house who they are not really friends with. Some families spend an exorbitant amount of money and sometimes time in helping to build the float, and the results are very unequal. Some classes take up a collection for T-shirts, some don't. Class advisors don't feel at ease visiting the home where this is happening, and frankly there are certain liability issues in case of an accident or occurrence. The SCA will make up these blank banners that will be held by two poles. Each class will come up with its own creative message to represent its class. They will be done up at the school where the whole class will be invited and the Advisor will be present. Seed money from the previous year's Homecoming Dance will be given to each grade so that they can put it toward towards t-shirts and refreshments for the Homecoming event. It is a much more inclusive and equitable model.

Michaela Sheridan – Middle School

- The **HS/MS Joint Parent Council Meeting** for January 16 was cancelled. We wanted parents to attend the Rosalind Weismann presentation.
- The CASA-sponsored MS "**Live Above the Influence Dance**" was held on January 11. The children had a great time taking their photos in the Photo Booth. The suggested admission was \$5. It was a tremendous success with approximately 280 students attending. Thank you to CASA for partnering with the MS. The students were treated to a fun evening that also had a powerful message.
- The National Junior Honor Society induction was on January 29. Mrs. Millana did a great job with the ceremony.
- The **MS Valentine's Dance** was cancelled due to the snowstorm. It was rescheduled for Friday April 5.
- The **MS Muscular Dystrophy Association (MDA) SUPERDANCE** The MS Muscular Dystrophy Association (MDA) dance on March 8 was a huge success.
- The Middle School hosted a **6th Grade Parent Night** on March 7. Parents were taken on a guided tour of the school starting at 7:30 pm. The tour was followed by a presentation in the Auditorium. Parents had the opportunity to hear from each of the building administrators, district coordinators, and directors. The Power Point presentation was made available on the school website on March 3. 6th Grade students will have an orientation Friday, May 24.
- The **Joint MS/HS Parent Council Meeting** was held on Friday, March 16.
- The week of March 18 was **Health and Fitness Week**. During this week, MS students participated in Physical Education programs designed to promote healthy living. On Friday, March 22 there was a Health Fair by the Molloy College Nursing Program in which all students could

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participate in an interactive health fair that provides hands on information regarding health and fitness. The students enjoyed the health and fitness programs set up for them by the Physical Education department.

- **Middle School Sports** started on Tuesday, April 2. All Health History forms were due prior to that date for students interested in participating.
- The make-up Halloween/Valentine's Day dance was on Friday April 5th. The Cafeteria was beautifully decorated by Debbie and Steve from Honey Suckle and Roses. We had Raffie as the DJ, a photo booth, cotton candy and popcorn machines. The dance was heavily attended and we extended the time from 7:30-10 pm. The feedback from the students was positive. The suggested entrance fee was \$5.00. The money was donated to MDA and MWCABC.
- MS students will take the ELA exams Tuesday April 16-Thursday April 18th.
- Friday Night Live -April 19th from 7:30-9:30pm.
- MS students will take the NYS Mathematics exams on Wednesday April 24-Friday April 26th.
- May 1st there will be a 6th grade Transition to Middle School Panel at Shelter Rock at 7:30 pm. This event is being organized by Mary Jane Reilly.
- Friday May 3rd there will be a Cinco de Mayo Dance from 7:30-9:30pm.
- Thursday May 9th is the Staff Appreciation Luncheon. Tara Baranello and Mary Bellucci are the chairs of this event and have a strong committee helping them out.
- Friday May 24th is the 6th Grade lunch on the lawn at the MS.
- Monday June 3 is the Middle School Concert 1 --Orchestra and 7th grade Chorus at 7:30 pm.
- Wednesday May 5th, 8th Grade awards in the High School Auditorium at 7:30am.
- Wednesday May 5th, MS Concert 2, Band, 8th Grade Chorus, and Chamber Singers at 7:30 PM.
- Thursday June 6th- 3:15 MS/HS Sports Physicals
- Friday June 7th -MS BBQ/Dance. We have changed the time from 7-9 to 6-8pm.
- Monday June 10th is the last day of MS/HS classes and the end of the 4th marking period. Regents and final exams are Tuesday June 11-Friday June 14th and Tuesday June 18-Thursday June 20th.
- Monday June 17th- HS orientation for 8th graders at 9:45 am.

Nancy Schlaefer – Shelter Rock

- Shelter Rock hosted **a parent council meeting on Thursday, Feb 7** on the process of class placement. Mr. Geczik presented a slide show of how each student gets placed, the criteria

and the timing of the whole procedure. Many new parents to our school found this to be helpful and informative. Cathy Samuels also spoke briefly in the beginning introducing CASA and what we should be doing as elementary school parents to prepare now for the middle school/high school years. It was a well-attended meeting with over 50 parents.

- **The 5/6 grade winter wonderland party** (aka Halloween/ Winter Ball) finally was held on Thursday, Feb 28 from 6:30pm-8: 30pm. The 5th grade played games, and posed for the photo booth while the 6th graders danced, ate pizza, and had ices. After 1 hour, they switched. We had over 60 parent volunteers. We had about 240 students in attendance out of 264.
- Our **Story Laboratory Book Fair** ends in 2 hours. It was a weeklong celebration that started on Monday with Family night. A Photo op was available with Mr. Geczik dressed as a mad scientist. Peter Catanolotto was our guest author. He is a wonderful illustrator and author of books especially for 1st grade. Thank you to Annie Vetrone and Annette Morrissey and their amazing committee for all their hard work all week in making the Book Fair a success.
- **Extended Extras** Spring session registration forms will be sent home next week via backpack. This will be a 6week session with many of the requested classes back such as, Art, Chess, Creative Writing, Fun with Physics and also offering conversational Mandarin to grades 1-2.
- **SCA Joint Parent Council meeting** at SR was held on March 14th to promote our upcoming Fitness Week. Our physical Ed teachers introduced the SQ Air fitness tool and discussed the Fitness gram assessment. Thank you to CASA and our Health & Wellness Committee, Erica Kinloch and Laura Dilimentin (MP) for all their work on our "Get-Fit" week.
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Upcoming Events:

Liz Tomaselli – Munsey Park

- **Halloween Party:** The third time was a Charm! The Halloween/Masquerade Ball was finally held on Thursday Feb 28th. The party was a great success. We are considering permanently changing the format for the future. Thank you to Dr. Kendall and teachers for supporting us.
- **Guess Who's Coming to Read** was held on January 25th. The event was exciting and a success, as always. Some of our guest readers were Mr. Cardillo, Dr. Richard Roberts (MP grad), and Mrs. Perruza (crossing guard). Thank you to all of our guest readers and to Sue Sabiston and Amy Nass for organizing this wonderful day for our K-3 students.
- **Book Fair:** The book fair was held the week of March 4 to March 8. It was a successful week. The decorating committee outdid themselves. The robots were terrific! Book fair would not be possible without the help of all the parent volunteers who gave many hours of their time to help create, set up, sell, and take down. A very big thank you to Kim Haggerty and Dana Malvey for chairing this event for the 2nd year. They make it look effortless.

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- **6th Grade Parent Orientation** at the Middle School was last night. I am just starting to get feedback. Parents of first time Middle School children were happy with the introduction to the building as well as the Presentation.
- **Maturation Meetings:** March 12th, 6th Grade at Shelter Rock; March 14th, 5th Grade at Munsey Park
- **Health and Fitness Week:** Week of March 18th

Upcoming Events:

SCA Committee Chairs

Nominating Committee – Lauren Barrett

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ByLaws – Chris Whitaker

CASA – Lisbeth Shibley and Cathy Samuels

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Saturday Series – Christy Wepler

Respectfully Submitted,

Deirdre F. Curtis

SCA Executive Board Secretary