



## **SCA General Membership Meeting Minutes**

**Date:** October 14, 2011

**Call to Order:** 9:40 a.m.

**Meeting adjourned:** 11:50 a.m.

**Officers Present:** Lisa Belinsky, Tricia Cash, Deirdre Curtis, Peggy Gajdjis, Elaine Phillips, Nancy Schlaefer, Laura Tranchina, Christy Wepler

### **Pledge of Allegiance**

### **SCA Executive President's Welcome – Christy Wepler**

#### **Treasurer's Report – Peggy Gajdjis**

- To date the SCA has collected \$16,500 in membership dues, so we are off to a good start.
- The SCA raised about \$1,400 in ticket sales for the Lord & Taylor shopping event. Champions for Charity event raised \$5,168 last year; in 2010 the amount was close to \$10,000.
- We will transfer funds from savings to checking in order to maintain balance required by the bank.
- All expenses in connection with the 2011 Frolic have been paid. There is \$5,400 left and that amount will revert to the Frolic Capital Fund for future use.
  - There was a lengthy discussion at that point about the possibility of using the funds left over from the 2011 Frolic rather than having them revert to the Frolic Capital Fund. Seval Larocca asked to use the funds for a picnic table in memory of Katie Oppo (which would cost about \$1,500) and a scholarship of \$1,500 in Katie Oppo's name, and then to have the remaining funds roll to the Frolic Capital Fund.
  - Christine Whitaker (SCA Historian) noted that the SCA bylaws provide that excess funds revert to the SCA General Fund, to be earmarked for future frolic long-term capital needs. It is unclear whether the SCA can do anything else with the funds unless there is a change in the SCA bylaws.
  - Tim O'Keefe was asked whether there are legal limitations on how to use funds that were raised for a specific purpose. He pointed out that when an entity raises funds and tells donors that the funds would be used for a specific purpose, the entity is bound to use the funds for that purpose. The exception to that use is if donors release the restriction on the use of funds. So with respect to the funds remaining from the 2011 Frolic, it would be possible to get the last few big donors to release the funds and thus make

## SCA General Membership Meeting Minutes

Date: October 14, 2011

them available for other uses. An entity can raise funds for a restricted use or unrestricted uses. The SCA Bylaws are the entity's operating document, and the default is to follow them. Christy Wepler noted that when each Manhasset elementary school raises money, donors are told that the funds will be used for that school. However, at year end the funds raised revert to the SCA if they are not used for the school during the year.

- Jeanine Toes pointed out that in the past, funds left over (which were minimal) were used for fireproofing and maintaining the floor. She noted that there is pressure to have funds left over after all expenses, because if the Frolic goes over budget the senior class has to make up the difference. She recalled that a recent class made a gift to the school with the excess Frolic funds, and suggested that perhaps the funds can be used to upgrade the Senior SPA.

- With respect to fireproofing, Christy Wepler noted that the fireproofing has to be done every seven years, and that it must be done in 2012. The cost ranges from \$7,000 to \$15,000.

- Chris Whitaker noted that with respect to the level of discretion that the SCA Executive Board, the Board's role is to effectuate the intent of the bylaw provisions. In this case, the bylaws were intended to provide that funds be set aside to maintain / fireproof the floor and ceiling. Lisa Belinsky agreed, noting that the provision was intended to put remaining Frolic funds back to future Frolics.

- One meeting attendee stated that the fundraising done for the 2011 Frolic was not for future Frolics, and that the entire class donated the funds. Thus, the funds belong to the class of 2011, and the class should give permission regarding how use the funds. Tim O'Keefe stated that while that might be equitable, legally all that is needed is to get donors of large amounts to release any restrictions.

- Tim O'Keefe stated that the SCA should be careful about how it words money solicitations for specific events. Jeanine Toes stated that Karen Blando (former SCA Executive Board President) had instructed that disclaimer language be placed on all solicitations to the effect that "The SCA reserves the right to revert funds donated to the SCA General Fund." It is unclear whether that disclaimer is actually placed on all solicitations.

- Christy Wepler noted that Frolic costs, including fireproofing, etc., should be disclosed to parents, but Pat Aitken stated that amounts can vary widely based on the Frolic theme, and that it is difficult to accurately estimate costs.

- There was additional discussion of how Frolic funds can be used in the future and what the Frolic actually costs. Peggy Gajdjis suggested that when the bylaws are reviewed and amended, perhaps they can provide that remaining excess funds can be used

(a) for future frolics, with Executive Board discretion as to how much should be set aside for floor and ceiling maintenance and fireproofing, and (b) at the class's discretion.

- Christy Wepler then tabled the discussion, noting that the discussion should be held at a meeting devoted exclusively to discussing the Frolic. Christy also noted that the SCA Bylaws are due to be reviewed and amended in 2012, and the the Bylaw Committee should consider any revisions relating to use of remaining Frolic funds.

**Guest Speaker – Tim O'Keefe**

Tim O'Keefe, the SCA's accountant, spoke at the meeting regarding the pressures on non-profit organizations.

- Every year the SCA is audited for compliance with New York State Charitable Business regulations and internal controls.
  - For the past year or so, the SCA has used Quickbooks, which has enhanced controls and made its accounting more centralized.
  - Over the past couple of years, the IRS and New York State have increased their scrutiny of not-for-profit organizations; the IRS revised its form and is now asking about governance issues, board member relationships and conflicts, and document retention policies (Tim noted that though these are typically state law issues, the IRS is asking about them).
  - The IRS has also issued a compliance guide for not-for-profits which highlights the potential issues, including tax deductible donations (private individuals and insiders/board members should not profit); political lobbying (not-for-profits can support issues but not individual candidates – and Tim suggests not supporting issues either); disclosure of donations in excess of \$250 and providing receipts for those donations (the SCA is not required to provide receipts but does so anyway); and the disclosure of the tax deductibility of amounts for event tickets of \$75 or more (typically the value of the meal is not tax deductible, but the remainder of the donation is).
- There are many technical requirements, so it's best when soliciting to have standard verbiage on solicitations and to keep the language consistent from year to year. In addition, recordkeeping is important, especially keeping track of donated funds. An audit can give an indication of how much money should have been received, based on the event and the attendance.
- New York State is also looking at sales tax issues. For example, auctions of goods by 501(c) (3) organizations are typically exempt from sales tax. Recent regulations state that a 501(c) (3) organization can hold two auctions per year without incurring sales tax liability. However, if the organization holds three auctions in a year, sales tax will be due on goods sold at all three auctions.

- The bottom line is that there are numerous regulations that must be complied with. Tim advises caution and lots of communication, so that the SCA Board knows what events are being held and what could have a potentially negative tax impact.
- The audit for the fiscal year ending August 2011 is underway.

**Principal's Report – Dean Schlanger**

- Progress reports were mailed today and are also available online.
- Spirit Week starts Tuesday; primarily the high school students participate, but there is some involvement by middle school students. Events include Pajama Day, Clash Day, Superhero Day, Blue & Orange Day; separate pep rallies for high school and middle schools, which will tie in with PE classes (e.g., 3-point shot contest).
- Homecoming Parade is Saturday, and the Class of 1961 50<sup>th</sup> reunion is taking place. Showcase cabinets in the high school have 1961 memorabilia.
- Senior SPA is open, and Dean Schlanger is looking at different options for furnishing it. There is no funding from the district for this, so he is working with Lisa Belinsky.
  - The TV has been removed – it presented an issue with students cursing and screaming, which was unacceptable. Dean Schlanger's goal is to make the space more like a college commons area.
  - He supports having the space for seniors, but the students have to maintain it.

**President's Reports**

**Tricia Cash – Munsey Park**

- All of the open-houses are complete. Thank you to Mr. Scacalossi for coming out to meet the 5<sup>th</sup> and 6<sup>th</sup> grade parents. Hope to include 4<sup>th</sup> grade next year, because the 4<sup>th</sup> grade parents do not know about the math program.
- Munsey Park completed 2 photo days with the help of the chairs, Amy Keogh and Cathy McAree. All teachers and students had their pictures taken and re-takes are in November 18th.
- The first Parent Council meeting was attended by department chairs and new teachers and staff. Pat Aitken graciously came to welcome all members of the community to attend board meetings. Also in attendance was Mary Ann Jones with nutrition tips for back to school.
- Directory proof come back yesterday and once approved will go to print. Thanks to Amy Keogh for her hard work. This year's directory has new artwork – they are retiring the tiger, and two students did the drawings.
- Thanks to Sarah Beresheim and Maria Aliprantis as well as our 5<sup>th</sup> grade Halloween chairs Lianne Menke and Katie Saville, plans are well underway for the 5<sup>th</sup> and 6<sup>th</sup> grade Halloween party.

## SCA General Membership Meeting Minutes

Date: October 14, 2011

- The Holiday Gift Giving program is being led once again by Danielle Caccioppo, and Missy Leder will be the shadow chair. The recipients will be needy children and their families within the district. These families will be identified by Lori Pietrafesa. All families will be given an opportunity to help out with this rewarding program. We need volunteers for this. Also, one of last year's families is sponsoring a family this year.
- Extended Extras (EX2) has begun in Munsey Park. We have the world languages being offered as well as book club, drama and typing.
- Red Ribbon Week will be celebrated the week of the 17<sup>th</sup>- 2<sup>nd</sup>. Thanks to Rosa Stein and Peggy Gajdjis. The Parent council meeting will be October 19<sup>th</sup> @ 9:30.
- We are pleased to announce that we have received over 100 requests for our special birthday card. There was a deadline but we are making exceptions.
- A big thanks to Lisa Sciarrino and Annette Spina for heading two community service events to take place shortly. One is the pumpkin sale on Saturday 10/15/11 run by student council; with proceeds to benefit a charity of their choosing (this is not an SCA event; 900 pumpkins were donated by a parent). And the other is the collection of Halloween candy for the troops. "Sweets for the Troops" will take place the week of November 1-4.

### **Nancy Schlaefer – Shelter Rock**

- Shelter Rock closed out the month of September with the final 2 very well attended Open House Sessions. The buzz is the influx of new students, many new to the community, that have enrolled here...a couple coming even in October.
- Our Lunch/recess committee hosted a sign-up meeting at the end of September. Many exuberant kindergarten parents (including myself) signed up for a time slot in December and January. The other grades started lunch duty this week. Thanks to Liz Olivieri and Katie Derasse for managing this operation.
- Extended Extras kicked off in the first week of October. We had a total of 35 students in grades 3 & 4 sign up for the languages that included Spanish, Italian and Mandarin. A new added feature for the students was the option to take the 4:00 late bus, which boosted enrollment. Thank you to Laura Zaffiro for coordinating the schedules and teachers.
- Our Extended Extras survey from the Spring of 2011 showed interest in topics in addition to the Languages. For this upcoming Winter session (January – March), we plan to offer 4 new subjects in conjunction with the Languages (Art Club, Fitness, Chess and Creative Writing).
- Photo Days were held this week under the superb organization of chairs Peggy Attanasio Jane Russell, Vicki Balacek and Lisa Russell. Our new vendor, Irvin Simon, provided 3

## SCA General Membership Meeting Minutes

Date: October 14, 2011

photographers and 1 for crowd control. All the lines moved smoothly and there were no delays. The teachers commented on the fluidness and said this was by far the best and smoothest.

- Our Directory is at the printer and we should be getting the final proof soon. Again, our goal was to collect the information, and eliminate this form for the future similar to the Middle School/High School format. Only changes to the information in the directory need to be submitted in the future. Our target date for distribution is the end of October. Thanks to Joan Gangaram for single-handedly taking on this huge endeavor.
- Red Ribbon week starts off next week. We have hundreds of paper E's and M's back and our team will be decorating the hallways with them. Thanks to the team of Erica Kinloch, Leslie Fleck and Tara LaSalle and their volunteers.
- Our Halloween party planning is underway. A big thanks goes to Ruth Brown and Alice Woo for spearheading the festivities.
- Spirit wear sales continue to be very successful. We have sold over \$12,000 worth of merchandise from the September meetings. We will continue to offer Spirit wear during the Holidays and possibly have a table at the SCA Luncheon. Thank you again to Janice Rohlfing.

### **Laura Tranchina – Middle School**

- The Secondary School Directory is near completion and will be going to the printers shortly. Thank you to Diana Stefan for all her hard work putting the directory together and to Maria Cizmarik for all of her help with the Middle School portion of the directory.
- The Athletics Department is now collecting Health History Forms for the Winter I season which starts on November 7<sup>th</sup>. The sports offered during this season are: Volleyball for girls and Basketball and Swimming for boys. Please be advised that cuts will be made in all of these sports. Students who wish to try out should submit the required forms.

### Recent Events:

- On September 23, we had our first joint MS/HS Parent Council Meeting which was well attended. Sean Adcroft discussed the new Parent Portal as well as the Wi-Fi initiative at the Secondary School. Nurse Jeanne Clark discussed Sports Form; which need to be submitted and the process. Dawn McCormick, Summer Studies Awards Program Chair, gave an overview of the program and two recipients spoke about their experience. Dr. Dean Schlanger also introduced the new teachers.
- Photo Day has been completed. Thank you to MS Chair Karen Barnes for organizing. Photo Day make up is November 7<sup>th</sup>. We are still with LifeTouch. There was an issue with

## SCA General Membership Meeting Minutes

Date: October 14, 2011

discounts because we are using two companies, so no discounts for the 3<sup>rd</sup> and 4<sup>th</sup> children in a family.

- MS Welcome Back Dance was a huge success and very well attended. 375 students attended and the proceeds will go towards the purchase of Spirit Day t-shirts for the Middle School students.

### Upcoming Events:

- MS Spirit Day will take place on Friday, October 21<sup>st</sup>. Middle School students will receive Spirit Day t-shirts and take part in Spirit Day activities.
- MS Friday Night Live is Friday, October 21<sup>st</sup> from 7:30 – 9:30. Students are asked to wear the Spirit Day t-shirts that they will receive in school on that day and help kick off Homecoming!
- MS/HS Joint Parent Council Meeting will take place on Friday, October 28<sup>th</sup> at 9:30 a.m. in the Board Room. CASA is sponsoring our speaker, Stephen Dewey of the Feinstein Institute for Medical Research of North Shore-LIJ Health System. He will discuss the affects of alcohol and drugs on the teenage brain.
- MS Halloween Party will take place on Monday, October 31 from 7:00 – 9:00 p.m. Thank you to Tammy Kelly, Linda Gurino, Angela Classi and Ann Hance for chairing this event. It is a large undertaking but an event that the students truly enjoy and one that we feel helps keep them safe. Volunteers are desperately needed as set up can't start until the school day has ended. Donations of bottled water, individually wrapped baked goods and individually wrapped candy are greatly appreciated.
- Thank you to all of our wonderful volunteers. A lot of time and effort is put in to help keep our organization running as smoothly as it does.

### **Lisa Belinsky – High School**

- Homecoming Dance- coming up Saturday, Oct. 22. Monica Zenobio is the chair. She is working closely with Lisa Middleton and a volunteer committee. Grade levels are helping to organize ticket sales. Big change this year, it's 2 days, not 3. Thurs. Oct. 20 and Fri. Oct. 21, only, periods 3-7 in the cafeteria. No tickets sold at the door. It's a \$15 per person fee with a portion of the proceeds going to charity. GLC will also help at dance check-in.
- Senior banquet is scheduled for Nov. 9<sup>th</sup>. Chairs Kathleen Katzmann, Margo Coleman and Donna Lopez are working hard with a great committee. Journal ads are going well, they're collecting photos for a senior slide show and items for raffles and auctions. Student artwork is featured in the journal. Everyone is looking forward to a great night.
- Directory: Diana Stefan, HS Chair has been working hard rolling over people who haven't had any changes and organizing contact info and email addresses. The good news is

## SCA General Membership Meeting Minutes

Date: October 14, 2011

we've collected many email addresses by people who didn't have them before, which improves communication between the SCA and parents. We're hoping to go to print within the next week.

- Senior SPA: We're working with a commercial furniture company to hopefully supply appropriate furniture at a very reasonable cost.

### Upcoming Events:

- 10/28 SCA Joint HS/MS PC meeting
- 11/9 Senior banquet
- 11/16 SCA luncheon
- 11/17-20 High School Musical

### **SCA Committee Chairs**

- **SCA Luncheon** Co-Chair Fay Panteloganis: Invitations will go out next week. Donation requests are being sent via Backpack Express. Currently have 17-20 vendors. Jill Pullano will include invitation and donation form on the Weekly SCA Highlights email.
  - Lauren Tranchina noted that there is no Backpack Express for Middle School and High School; Fay will email the forms to Laura and Lisa so that the Grade Level Chairs can send out to those students.
  - Christy Wepler noted that the vendors know that they have to charge sales tax. Tickets are \$5 more this year.
- **Health & Fitness Week** (Christy Wepler): Carolyn Pagnano and Bella Totino, Shelter Rock and Munsey Park committee members, and CASA are coordinating. This year CASA Week and the SCA Health & Fitness Week are the same week. Will take place in March instead of May, so scheduling should be better; will be for all grades district-wide, and activities will be uniform throughout the schools. A movie "What's On Your Plate" will be presented. May hold a Health Fair on that Friday at the High School
- **Project Share** (Lisa Belinsky reporting for Diane Gershkowitz): There will be a Holiday Gift drive at all the schools, and Project Share is working with social workers. We are trying to strike a balance with needs, and to manage expectations (requests range from underwear to X box); the organizational process is huge. Christy Wepler noted that the number of people needing donations from Project Share has increased; Project Share provides assistance with such events as the Senior Banquet. Tricia Cash noted that Irving Simon (photo day vendor) told the schools not to worry at all about student assistance for affording class photos.
- **CASA** (Cathy Samuels): Red Ribbon Week is going on now at Munsey Park and Shelter Rock. Pharmaceutical Take-Back event tomorrow at the high school. CASA is working with the

## **SCA General Membership Meeting Minutes**

**Date:** October 14, 2011

Green Club this year; Newsday is sending a photographer to events. Monday night Kim Fanter of The Great Body Shop will be at Shelter Rock; on Tuesday she will be at a bilingual program at the EOC, and then Tuesday evening at Munsey Park and Wednesday at the SCA meeting. Ginger Katz of Courage To Speak Foundation will appear on 10/19 at the High School Black Box Theater.

### **School Board Reports:**

#### **Carlo Prinzo:**

- The Maggie and Dr. Shine Awards were presented at the last Board of Education meeting.
- The Board of Education members toured the high school this week. The turf field is great – it requires no maintenance, no water. The new classrooms that were redone over the summer are terrific – there are cost savings associated with no wax floors.
- The upcoming budget presents a big issue for the Board, because this is the first year that the 2% tax cap will apply. The Board planned to hold a meeting to educate members about how the cap would be applied, but the meeting was cancelled because there is confusion about the application of the tax cap. The Board wants its presentation to be authentic, and to be able to plug in real data from Manhasset in its discussion.
- With respect to teacher contract negotiations: the educational process is key, and the Board is very sensitive to finances. The Board hasn't even begun the year-end teacher negotiation process; right now we are negotiating with non-teachers. The process is in mediation now, and there is an offer on the table.

#### **Regina Rule:**

- There is an informational document available in hard copy and on line that describes the role of the Board of Education and its members.

#### **Superintendent's Report: Charles Cardillo**

- He and Mr. Ambrogio are spending at least four hours per week meeting with individuals at the schools, and the year is off to a good start.
- It will be important to working through the second half of the year, with the contracts coming up for renewal and the first application of the tax cap. There is tremendous pressure and varying expectations. Different states approach and handle the public sector issues differently
- The APPR (Teacher Evaluations) have been restructured. A district-wide group of administrators is working with a representative group of teachers to collaborate on a teacher evaluation model. Charlie is confident that we will have a good model, and that it might be applied in the 2012-2013 school year. The evaluation is based on a rubric based on state models. It will

## **SCA General Membership Meeting Minutes**

**Date:** October 14, 2011

include multiple days of training, to be agreed upon with teachers. Right now the district is looking at a Charlotte Daniels rubric.

- Guidance Counselors and Music teachers are not included, but the district is looking at how to do so.
- In the 4<sup>th</sup> to 8<sup>th</sup> grades, the ELA and Math assessments are being evaluated. Our teachers are not being evaluated this year, but their students will be taking the assessment tests.

There followed a general discussion about the challenges facing the community; how to justify spends (example: the Board declined to spend \$19-23k for scoreboard for the back turf field, not because it could not have found the money, but because it questioned whether that was a justifiable spend).

### **Approval of Minutes – Deirdre Curtis**

The May 25, 2011 and September 16, 2011 minutes were approved.

**Respectfully Submitted,**

Deirdre F. Curtis

**SCA Executive Board Secretary**