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Minutes of Virtual General PTA Meeting

January 13th, 2021

Meeting called to order at 9:48 am.

President, Cindi St. George presided over the meeting: Please stand for the Pledge of Allegiance. Welcomed all to our PTA meeting and noted that quorum is present to conduct business.

Introduced officers:

Kate Martin, Vice-President

Jessica Cona, Secretary

Nicole Annunziata, Treasurer

Minutes of November's General PTA meeting and December's Special PTA meeting were emailed with today's agenda and if no corrections, they are approved as written and will be filed.

PRINCIPAL REPORT: Mrs. Catapano thanked all the members and parents for doing their part to keep everything going and keeping everyone safe. The school has been limiting what comes and goes home (ie. projects). Unfortunately, there will not be any exchanging of Valentines day cards or treats due to COVID. The teachers will celebrate in their classrooms and organize special treats for the students with Class parents. Also, we are not able to order green bagels for St. Patrick's Day this year.

Mrs. Hulsaver continued due to the fact Mrs. Catapano was experiencing technical issues. Mrs. Hulsaver added that the CDC changed quarantine guidelines from 14 days to 10 days. The school is using the Scoop Method which looks at seating arrangements and who are considered close contacts.

TEACHER REP REPORT: Ms. Sondo and Mrs. Pass are our teacher reps and are unable to attend today's meeting due to scheduling. Nothing to report. Please reach out to them with any questions or concerns.

TREASURER REPORT:

This report will cover the month of December 2020 & the beginning of January 2021. The Unqua Elementary School PTA bank account had \$26,026.54 on November 30, 2020. The Unqua Elementary School PTA bank account had \$24,763.82. The bank reconciliation for November & December 2020 reconciliation was completed. The books (accounts receivable/payable/reconciliation) were reviewed by Krista Griffin on Sunday January 10, 2021. There were no inconsistencies found. The following payments were made in November: Stacey Saieva \$4.70 for Box Tops Fall Submission, OTC Brands Inc. \$108.57 for PARP Kickoff Prize Skittles purchased by Sarah Klein, County Graphics Forms Management, LLC \$25.80 for the Holiday Flyer, Broadway Gourmet Caterers \$544.55 for the Staff Appreciation Lunch. The following expenses were in December: 17-\$25 Holiday Gift cards from TD Bank \$425 and 4-\$25 Holiday Gift Cards for \$100. The following expenses were paid in the beginning of January 2021: New Wave Sports Outfitters \$281 Hand Sanitizers for Welcome Back Staff Purell, \$1,489.30 Hand Sanitizer for Welcome Back Students, New Wave Sports Outfitter \$85 for Lip Balm Holiday Flavor, OTC Brands, Inc. \$183.38 Enhanced Student Promotions for Indoor Recess Gifts, Cindi St. George \$342 for Smencils Enhanced Student Promotions, Cindi St George \$602.48 Indoor recess gifts Enhanced Student Promotions, Cindi St George \$13 Staff Appreciation holiday lunch supplies, New Wave Sports Outfitter \$2,577.66 Student Promotions for Masks and Mask Lanyards, New Wave Sports Outfitters \$5,197.50 Student Promotion Unqua Towels and Massapequa Council of PTA's for the 6th Grade Directory \$167.41. The following deposits were made in November: \$83.47 from Amazon Smile, Membership \$40.00. The following deposit was made in December: \$20 for Membership. The following deposits were made in January 2021: \$120 apparel. Treasurer Report submitted by Nicole Annunziata.

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MEMBERSHIP REPORT:

As of the new year, we have 416 members and our goal for the year is 534. We are asking class parents to send the following message to their classes: Please help us reach our PTA membership goal for the year if you haven't already joined the PTA. If you can't remember if you joined this year, please contact our membership chair Jessica Cona at (516) 639-1807 or antjessa@gmail.com and she could check for you. You can join online at

<https://unquany.memberhub.store/store> or you can drop completed membership form and dues to the Rocky mailbox at the address listed on the form. I know this year you don't "see" us at the school, but please know we have been doing as much as we can given COVID and district restrictions and will continue to do so. We still have many things planned for the remainder of the year and we wouldn't be able to do so without your support. Thank you!

PRESIDENT'S REPORT: Superintendent/Council Meeting on January 4th. Reporting cases will be differently starting 1/5/2021. Quarantine period will go from 14 days to 10 days as the Department of Health has adopted the CDC guidelines. Please follow the district website for any COVID related questions. In elementary school, district will follow the SCOOP method as they have been doing with secondary schools. The Department of Health Supports this. An entire elementary class won't need to quarantine if someone tests positive. There will be a formalized seating chart and if you are within 6 feet in any direction of a positive person for 10 minutes or longer, you'd have to quarantine, and this includes the small group instruction.

Yellow Zone Testing: there were 5 positive cases across the 3 schools in zip code 11762. Elementary level: now that Phys Ed. is in gymnasium or alternate location and not in classrooms, the district is monitoring any positive cases and will make any adjustments necessary.

Massapequa Council President did hear back from Governor Cuomo's office and Senator Brooks' office acknowledging advocacy letters were received and will be reviewed.

There will be a social media presentation to 5th graders by high school students. It is planned for early March and will have to see how to present due to restrictions.

Distance learning center added instructional time of live instruction, so now closer to a school day. reading and math support now is properly staffed and can group children.

Kindergarten Registration is starting and will be all digital this year. Information is on the district website. Please tell neighbors and friends that have a little one as it helps with planning and staffing.

Just a review if you couldn't attend Unqua's Special Meeting in December or read the minutes: I, along with our 3 Council Delegates, had an Emergency Council Meeting on 12/3/2020 to discuss Advocacy Actions regarding COVID-19 testing in schools because PTA Council opposes the state-mandate that requires the Massapequa Public Schools to test students for COVID-19 as a contingency for the schools to remain open for in-person learning. Massapequa Council of PTAs supports in-person learning options for all students. The COVID-19 positivity rate is low in our schools. Our schools are a safe environment and have many safety measures in place, such as masks and desk shields. As a result, the following items were proposed and voted on by each school's PTA membership and below are Unqua PTA results.

- letter writing campaign proposal
- 4 letters to: 1 from Massapequa Council to Governor, 1 from individuals to Governor, 1 from Massapequa Council to elected officials, and 1 from individuals to elected officials
- Press conference proposal

All motions were made, seconded and carried by Unqua membership (unanimous in favor of). Our votes were shared with Council on 12/4/2020 and the same motions passed at the Council meeting as well. Thank you to all who provided feedback to me, attended our emergency special meeting and took the time to write the letters.

NEW BUSINESS/COMMITTEE REPORTS:

Revised Budget Vote: According to Kimberly Bell, our AD with Nassau Region, there is no savings fund allowed unless the money is set aside for a specific event/activity. It can't be used as a "rainy day fund" or "just in case fund". She confirmed with me in September that there is also no reserve fund. We have nothing planned for next year and we have never needed this type of account or fund in any year that I am aware of. Any deposits or monies we need to

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start up the following school year will be included in the Proposed Summer Budget that will be presented and voted on at our June PTA meetings. Therefore, I would like to motion to move the unexpected income as highlighted in the budget in red that was emailed with today's agenda to the Enhanced Student Promotions line. The unexpected income was from the Boys Bash deposit from 2019-20, EPI rebate check from 2019-20 and from the 2020-21 Holiday Fair. Any money spent from the Enhanced Student Promotion line will be discussed with membership first before spending as it has been done since school started this year. Just a reminder, that the smencils came from that line but we voted on that at the November PTA meeting on that. Motion seconded and carried.

Family Fun Night: I motioned to spend approximately \$600 from Enhanced Student Promotions to buy a game for each student because Family Fun Night cannot be in-person this year. Motion seconded and carried.

Bake Off: I motioned to spend approximately \$1,200 from Enhanced Student Promotions to purchase something for each student (a cookie cutter) so students have an activity to do with their special someone as it does not seem we will have a Boys Bash or Little Ladies Dance this year. Motion seconded and carried. If we are able to have these two events, we will still do so in addition to the Bake Off.

Scholastic Dollars: As we are not able to offer a discount to students this year because the sale is online, I motioned to use previous already existing scholastic dollars to purchase something for each student. Any scholastic dollars from this year's current sale will be used for future use in September 2021 or later. Motioned seconded and carried.

By-laws: The one amendment to the bylaws was voted on by PTA membership and adopted at our November meeting. The amendment was submitted to Nassau Region PTA and then sent off to New York State for approval. Attached with today's agenda was a copy of the approved bylaws. Approval date 11/29/2020.

Unqua Procedures: Three amendments to the Unqua Procedures were shared with membership at the November PTA meeting. They were voted on and adopted by Unqua PTA Executive Board and adopted on 1/8/2021. Attached with today's agenda was a copy of the updated Unqua Procedures.

Arts in Ed: still on hold from booking due to COVID and district restrictions.

Nominating Committee: Committee was formed at our November PTA meeting and Jennifer Brown, Elizabeth Burgoyne, Kelly Collins, Christina Dell'Anno, Lauren Newman and Stacey Saieva-Hock attended Nassau Region Virtual Nominations and Elections Workshop yesterday to become familiar with the nominating committee responsibilities especially because we may not be able to hold an in-person election this year. A nomination flyer should be going home in backpacks before the end of the month. Christina Dell'Anno, the Nominating Committee chair, made a motion which was seconded by Stacey Saieva-Hock to use a Google form in replace of a hard copy flyer. Follow up to this motion will be provided in the draft meeting minutes after the closing once we coordinate with Mrs. Catapano to see if she is able to send and email for the PTA.

Box Tops: We are waiting to receive our check for the Fall Submission. Please download the app and scan your receipts. You can also send your receipt in to be scanned by the committee. Please enroll your ShopRite card in the ShopRite for My School program for bonus box tops. The Bonus Box Tops earned from your purchases will be automatically credited. Please drop off any physical box tops or receipts to the Rocky mailbox. Thank you to all who have been using the app. Thank you Christina Dell'Anno and Stacey Saieva-Hock for their ongoing work with this committee.

Outreach: We received an overwhelming amount of donations for our Annual Coat Drive. So much in fact that we had to distribute between two different drop off locations. Thank you parents for your generosity in helping those in need. We are a very lucky community! Thank you to chair Nicole Erker for organizing.

Reflections: Unqua received a total of 27 Reflections entries this year. The theme this year was "I Matter Because....". Out of the 27 entries, 9 entries advanced to represent Unqua at the county level. Submissions to Nassau Region were virtual this year and we are still waiting to hear back if any of those entries are Nassau County finalists and will advance to represent the county at the state level competition. We are still working on how to display the entries because we are not able to use the Massapequa Public Libraries as we have done in the past for the month of February. Details regarding some type of recognition ceremony will be shared as well. Thank you Kelly Workman for chairing this committee.

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Staff Appreciation: The Staff Holiday Luncheon is always appreciated by our staff. The PTA provided sandwiches and side salads along with donated snacks, drinks & desserts from our generous parents. As a favor, staff were given personalized chapstick because we think they are the BALM. Thank you to Cindi St. George for coordinating this event.

Holiday Fair: Our first ever online Holiday Fair was a success. Pickup of orders went smoothly. Hope everyone enjoyed the gifts! Holiday Smencils were given to each student as a holiday gift right before break. Thank you chair Cindi St. George for organizing.

PARP: It's PARP time!! PARP stands for Pick a Reading Partner, and is a PTA program that asks parents (or any one at home) to read with their children at least 20 minutes a day. Our 2-week program starts on Tuesday, January 19th & ends on Friday, January 29th. Our theme is READ THE RAINBOW! We have planned a FUN and interactive two weeks which include: a PARP kick-off treat, in-school trivia questions, at-home activities, virtual parent read aloud, visit to the Bar Harbor Library, "Color War Day", prizes, and a book donation drive for the Book Fairies. A PARP packet will be in backpacks by this week. Remote learners will have the packet delivered to their home mailbox by tomorrow. Thank you to co-chairs Cathy Gorton and Sarah Klein for all of your planning. Can't wait to see which grade wins by reading the most amount of minutes.

Book Fair: Our Scholastic Book Fair will be online this year from January 25th to February 7th. Watch for a flyer with ordering details in backpacks soon. There will be over 6,000 items, including new releases, best sellers, and value packs. All orders ship direct to home and there is FREE shipping on book-only orders over \$25. All purchases support our school and earn 25% in rewards for our school. Any questions, please contact co-chairs Katie Beleckas, Maryanne Leszczak or Vanessa VanRoten.

School Supply Kit: Chair Melanie Geier will be emailing the order form to those that registered for Kindergarten Registration to offer the school supply kit to our incoming students. The supply kits will be available to the rest of the school as well. Watch for flyer in backpacks within the next few weeks. School supply kits are a convenience for parents who don't want to shop for school supplies. The supply lists are provided by our teachers and are completely optional to purchase. They will be delivered directly to your home.

SEPTA: Dr. Jordan McCaw, Executive Director for Pupil Personal Services gave his annual report to the Board of Education on 1/7/21 focusing on virtual parent support groups, transition updates, the Northwell partnership, Integrated Co-Teaching, creation of Full Day ICT classes, our districts response to Dyslexia, early childhood outreach and the creation of a school climate survey beginning in 2021-2022. He will also be creating an advisory committee to raise awareness regarding inclusion in 2021-2022. Our SEPTA unit was given a shout-out at Counsel for our outstanding membership, as we are at 95% of our goal with 452 members! There will be a Special Education Parent Workshop on February 2 at 7pm "Understanding Your Child's IEP". The Second Annual Resource Fair is in the works for sometime at the end of February. Our next SEPTA meeting is Wednesday 1/13 at 7pm. Dr. McCaw will summarize the Mid-Year report, Ms. Catalano the CPSE Chairperson will also be there on the topic "Presentation and Overview on CPSE services". There will also be special guest speakers Dr. Robert Melillo and Dr. Lynn Mancinelli of the Brain Balance Achievement Centers presenting the topic "Answers to Social, Emotional, Behavioral and Academic Development"

ANNOUNCEMENTS:

Painted rock path: We are still collecting rocks for our painted rock path in the Habitat. This is a great activity for those cold, winter days! They can be dropped off in the bin at 446 Unqua Rd, and all rocks will be sealed before being placed in the Habitat.

Indoor recess gifts: Baskets were dropped off to the school in mid-December, just in time as colder weather approaches. Just a reminder that the toys/games/activities are for one classroom only and cannot be shared between classes. The items will be wiped down between use by the recess monitor and will be placed in an open bin that will be sprayed each night by our custodians. Hope the kids enjoy!

Unqua Newsletter: The fourth issue of the Unqua Update was emailed out earlier this month. The next issue is scheduled for February 1st. Any upcoming PTA news will be included there.

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CLOSING

Our next meeting is Wednesday, February 10th at 7:00 pm. It is also Family Fun Night and Unqua PTA will provide each student with a game to use at home for Family Fun Night.

If there is no further business, meeting is adjourned at 10:57 am.

**Follow-up to Christina Dell'Anno's motion to use a Google Form to be emailed out by PTA for Nominating Committee Form responses instead of a hard copy flyer. Unqua PTA can send an email with the Google Form, however only PTA members will receive the email. To ensure that all parents are able to submit a nomination, Mrs. Catapano will send an email blast to Unqua parents. Please watch for an email from Mrs. Catapano regarding the Nomination Committee Form and please note that no flyer will be going home.