

APPROVED



Minutes of General PTA Meeting

Wednesday, September 16, 2020

Meeting called to order at 9:47 am

PTA President, Cindi St. George: Please stand for the Pledge of Allegiance. Welcomed all to our first Virtual General PTA meeting of the year and noted that a quorum was present to conduct business. Introduced new officers:

Kate Martin, Vice-President

Jessica Cona, Secretary

Nicole Annunziata, Treasurer

Minutes from our June meeting were emailed out with today's agenda. It was a brief meeting since the June meeting was Awards Night. Cindi St. George noticed one correction: the summer budget was voted on and adopted by membership at the June meeting and was not included in the minutes. There were no other corrections or changes, minutes of the June PTA meeting are approved and will be filed after adding the information about the adopted summer budget.

The minutes from our Special Virtual PTA meeting were also emailed out with today's agenda. Hearing no corrections, the minutes are approved as written and will be filed.

By-laws were emailed out with today's agenda.

TREASURER REPORT: This report will cover the September 16, 2020 meeting. The Unqua Elementary School PTA bank account had \$24,924.40 on August 1, 2020. The bank reconciliations for February 2020 through August 2020 were reviewed by Jessica Zwicker. We included the previous months because with school being closed we wanted to make sure everything was accurate and up to date. Jessica Zwicker examined all deposits and payments made from February 1, 2020 through August 31, 2020. There were no inconsistencies found. There was only one payment of \$620.07, payable to Jersey Mike's for this year's Staff Appreciation Lunch. There was a deposit from Amazon Smile for \$66.86 on August 12, 2020 and a deposit for \$90 from MemberHub for PTA Membership on August 31, 2020.

BUDGET: A message from Cindi regarding the Budget and the Special PTA Meeting: PTA President, Cindi St. George, called for a Special Virtual PTA Meeting which was held on 9/1/2020 for budget approval. The reason to have it earlier than our scheduled PTA meeting today, was because we were looking to purchase back to school gifts for the students and wanted to order early due to the turnaround time. The Proposed Budget was emailed to PTA membership along with log-in details. The meeting ran almost 2.5 hours due to questions and concerns by parents. I'd like to apologize that our WebEx kept timing out (two times to be exact) and we ran three separate sessions, but I was not anticipating the meeting running that long. NYS PTA suggests, especially with virtual meetings, that each person may speak up to two minutes per discussion topic and not monopolize any part of the meeting. I didn't want to cut parents off and I wanted to address any questions or concerns the best I could. I want to thank everyone who stuck with us and kept logging back on. Due to some questions and concerns from parents that came up during the meeting, I spoke to our Council

APPROVED

President (Jennifer Azzariti) and our Nassau Region AD (Kimberly Bell) after the meeting to find out the appropriate contact I could forward to a parent who was requesting information. Upon speaking with Kimberly, I provided her with an image of how I announced the special meeting for budget approval, our bylaws page for meetings of the association, the proposed budget and the adopted budget. I also informed her when the agenda and proposed budget was emailed out to membership. I did confirm with both Council and Nassau Region that our meeting was conducted properly and Kimberly also confirmed with her AD (Diane McPartland) that I was within NYS PTA guidelines and our Unqua bylaws how I announced the special meeting, conducted the meeting, including our voting format on the proposed budget because a parent was concerned about that as well. 10 members shall constitute a quorum for the transaction of business in any meeting of the association and we met that requirement. Our current membership voted for the proposed budget and it was adopted by a majority vote, with 12 yes', 4 no's, 1 abstained and 1 person could not vote because she was an incoming parent and not a current PTA member. Nassau Region PTA stands behind it and our membership vote will stand at the end. Kimberly also confirmed that a PTA cannot put money in a reserve fund as that was suggested by a parent as well and a PTA should not raise more funds than is necessary to run the PTA and its planned programs and activities. The budget was voted on by membership and approved and the 2020-21 Budget has been adopted.

MEMBERSHIP REPORT:

Jessica Cona is our membership chair this year. Membership flyers were sent home in backpacks the first week of school, posted on our PTA Facebook page and PTA website and emailed out to membership as well. There is an option to join and pay on-line at unquany.memberhub.store. Please note, you will incur a small fee to pay on-line. We prefer parents pay online so there is little paperwork and payment between Jessica and the member. However, you can still mail or drop-off your form and check payment to the Rocky mailbox address listed on the form. After just a few days of school, we already have 153 members. Thank you everyone for your support. Just a reminder that only current PTA members receive PTA emails. Your membership from last year expires on September 30th.

PRINCIPAL REPORT:

Mrs. Catapano thanked everyone for a great start to the school year. Thank you to the parents who sent in paper towels and hand sanitizer and to the PTA who provided lunch at the staff appreciation luncheon. The staff and students' health are the top priority. The students have been doing a great job. If there are any problems or if you are experiencing issues filling out the health questionnaire form please e-mail or call Mrs. Catapano or Jennifer Delaney (the attendance monitor) to inform them. You may still send your child to school as long as they are feeling well. Your child will not be questioned or sent to the nurse if it is not done. Every teacher has a power school learning page set up. The children have been practicing how to log in and access these pages in the event of a school closure with their supplied chromebooks. Please practice logging in at home too. The teachers have also been reviewing how to access google meet and all teachers have set up a google meet code. After 4pm on Monday, September 21st you can watch your child's classroom teachers presentation for back to school night. Math and reading groups are still being formed. The lunch monitors have been doing a great job trying to engage the students to play games like freeze tag and follow the leader since we are still unable to use the playground equipment. Mrs. Catapano asked that parents please provide utensils to the students. She reminded students and parents to dress appropriately since many specials and some classroom time will be conducted outside as long as the weather is nice. Mrs. Catapano was asked if students can bring in something for indoor recess. She responded that although it is a good idea we are not able to do that at this time but will be continuously thinking of ways to entertain the children at recess. There was a concern that fans in the classroom would be spreading germs. Mrs. Catapano replied that some classrooms are still in the process of getting their

air conditioning up and running. She has been in touch with the buildings department. She said teachers have been opening up windows and propping doors open for additional circulation. Cindi mentioned that she was tagged in a social media post about school pictures and one local elementary school having them in

Page 2 of 6

APPROVED

the fall. Cindi did confirm with an executive officer at the school this was false and that they are not having school photos in the fall. Another social media post that Cindi was tagged in was regarding outdoor learning, towels and geese poop. Cindi suggested three things to Council and Mrs. Iocinis, including having teachers bring hand sanitizer outside so kids can use before putting on masks, benches as opposed to chairs so they are easier to clean, or decoy dogs which are cost effective and don't use chemicals. Mrs. Catapano mentioned that the district and the schools are aware and they are looking into options. She said teachers are using space in the back that is free of geese poop and teachers are aware of areas to stay away from. In conclusion she reminded parents to please go to herself, Mrs. Hulsaver or your child's classroom teacher with any questions or concerns.

TEACHER REP REPORT:

Unqua Teacher Reps are Ms. Sondo (art teacher) and Ms. Pass (4th grade teacher). Ms. Sondo was unable to attend due to scheduling conflict. Mrs. Pass did briefly attend the meeting but needed to drop-off to get back to class. She said hello and wanted to let us know that they are working on getting 100% teacher participation and if anyone has any questions, they can contact them.

PRESIDENT'S REPORT:

- Massapequa Council Virtual PTA Meeting will be on Monday September 21st. Unqua will host this meeting, which means Mrs. Catapano and Mrs. Hulsaver are invited to attend. Our two Unqua Council Delegates are Jessica Cona and Kelly Workman.
- Our Unqua PTA President, Secretary and Treasurer attended a Virtual Nassau Region Training over the summer in their elected position. Additionally, Jessica Cona, our Membership chair attended a Membership workshop, PARP co-chairs Cathy Gorton and Sarah Klein attended a PARP workshop and our SEPTA chair Christina Dell'Anno attended a SEPTA workshop. Thank you all for logging-on to gather useful information to successfully work in your position. In addition, Cindi St. George participated in several meetings with Mrs. Iconis, Council of PTAs, Mrs. Catapano and our Executive Committee members for guidance and assistance on how we can to try to navigate and plan for this unique school year. About mid-August, a PTA update was emailed and posted to Facebook to keep parents informed about how this year will look a bit different. We appreciate your understanding and patience.
- Our Committee Chair Meeting and Class Parent Meeting was cancelled due to COVID restrictions. I contacted each Class Parent and an email was sent with the information needed in the Class Parent role this year. Main difference is class parents will not be attending class parties, there is no craft at class parties and anything sent for the parties must be individually wrapped or pre-packages from a store or supermarket. We are also asking parents not to send in any goody bags or treats for class parties. All committee chairs were emailed information needed and will be contacted at the appropriate time if their committee will run this year. Thank you to all of our Class Parents and Committee Chairs for volunteering as we all know this year will be different than what we are used to. If you are a Class Parent or a Committee Chair and did not receive an email, please contact myself or Jessica Cona so we can verify your email was correct.
- Students were welcomed back to school with a face mask, breakaway lanyard, clip-on hand sanitizer and a package of tissues from the PTA. The PTA has also purchased towels for all the students to use for outdoor learning. They will go home in your child's backpack or your child may carry it if it won't fit in the

backpack. The towel will not be in a bag. If any parent feels that their child may lose the towel between school and home (specifically on the bus), please reach out to me by September 18 and I will pull your child's towel out and we can arrange pick-up. Please label your child's name on the towel. Your classroom teacher will communicate with you how and when to send in. Your child does not have to use any of the gifts that were provided by the PTA, but we wanted to make sure all students had what

Page 3 of 6

APPROVED

was required by the district or requested from Unqua. An email went out about how to shorten the lanyard if needed. I am also getting mask extenders if anyone needs. It's a long day to have to wear the masks and I know kid's ears can hurt and I am aware that the youth size may not have fit all. More details for that will follow. The hand sanitizer bottle is refillable.

- Remote learners: Any gift that PTA gifts gives is for all students and will be delivered to your home mailbox. To keep up to date on PTA happenings, please join the PTA to receive emails or check out our Facebook page (@unquaelementaryschoolpta) or our website (unquapta.com). I am trying to figure out a way to include remote learners in class parties but this is somewhat difficult because you technically are assigned a remote learning instructor outside of Unqua. Will discuss at my Council meeting.
- Unqua PTA is not using the PTA mailbox in the school this year as I am unable to check it due to limited visitor access to the school. There is a Rocky mailbox outside my house that we will use for any PTA correspondence, including Box Tops, Membership or any forms that we collect. We are using one location for all PTA correspondence so parents don't have to drive to multiple locations to drop things off. Any flyer we send home that requires something to send in, my address for drop-off or to mail-in will be provided.

COMMITTEE REPORTS:

Student Planners: Thank you to Melanie Geier who had all the student planners ready to go for teachers to pick up for the first day of school. Grades 2 through 4 received a planner from the PTA. Grade 5 planners were provided by the district.

Staff Appreciation: Unqua PTA welcomed the teachers back to school Grab and Go luncheon on Wednesday, September 2nd with individual wrapped sandwiches from Jersey Mike's, along with donations of chips, fresh fruit, desserts and water bottles donated by the staff appreciation and helping hands committee members. The PTA provided clip-on hand sanitizer as a welcome back gift. The teachers and staff were very appreciative to be welcomed back by such a lovely lunch. Thank you to all who sent in donations. Leftover snacks were dropped off on the first day of school to our wonderful custodians and the main office for staff to grab as they passed through. Thank you to co-chairs Cindi St. George and Theresa Fazio for planning such a nice welcome!

Kindergarten Committee: All kindergarten families received an informational packet in the mail in May/June which included a book, chalkboard kindergarten sign, magnet poem and "I'm Going to Kindergarten" button. In lieu of the Tissues and Tears Welcome Tea, goody bags with chocolate kisses, a tea bag, a packet of tissues and a poem from the PTA were sent home with each kindergartener on the first day of school. The usual August kindergarten get-together on the Unqua playground was not held due to COVID-19. Thank you to co-chairs Sarah Klein and Cindi St. George for finding a way to welcome our Kindergarten families.

Apparel: Fall Apparel flyer will be coming home in backpacks soon. Apparel orders will be done online again

this year. You can order at shopnewwavesports.com/Unqua/shop/home. Please note that you must select store pickup or delivery for a fee. We will not be sending apparel orders home in backpacks this year. On-line store closes on September 30th at 11:59pm. Contact co-chairs Jessica DiLucci or MaryAnne Leszczak with any apparel questions.

Box Tops: Please see the Box Tops flyer that will be going home soon. Box Tops are mostly digital so don't forget to scan your receipts. Send in any physical box tops or receipts you need scanned but please don't send to

Page 4 of 6

APPROVED

the school as we have done in the past. Drop-off or mail to the Rocky mailbox indicated on the flyer. Box tops equals money for Unqua. Any questions, please contact co-chairs Christina Dell'Anno and Stacy Saieva-Hock.

Reflections: The 2020-21 Reflections theme is "I Matter Because....." and student's are asked to reflect and create an original work of art in the areas of Dance Choreography, Film Production, Literature, Music Composition, Photography and/or /Visual Arts. A flyer will be going home in the next few weeks with more information. Any questions, please contact chair Kelly Workman.

SEPTA: There is a fundraiser now, with Massapequa Gators, coolers, and really great SiliPint Massapequa Cups as well as the Massapequa pocket calendar. The link to purchase is:

<http://massapequasepta.memberhubstore>. Massapequa SEPTA also held a Boo Hoo Breakfast to welcome the new kindergarten parents on September 9 at Marjorie Post Pavilion. Masks and social distancing were maintained. It was a wonderful event. Next SEPTA meeting is 9/30 at 7pm. The meeting will include a welcome from our Special Education Administrative Team, a presentation from district social workers Joanne Waters and Marissa Boulukos to assist parents with the struggles of our new learning environments and an advocate from Long Island Advocacy Center (LIAC) will discuss COVID-19 related issues. Thank you to chair Christina Dell'Anno for the update.

Arts in Ed: As of now our Arts in Ed Program will not be booking any in-person assemblies/workshops due to COVID restrictions. We have looked at virtual options, however they will not have the same impact as an in-person performance. We have allotted money in the current budget and we have a credit with Nassau BOCES if we are able to book something at a later date. I know students and staff always look forward to our Arts in Ed Program and we will do our best in this challenging year to bring Arts in Ed to the kids.

Fall Plant Sale: As of now due to COVID restrictions, we will not be having a Fall Plant Sale. We are hoping to be able to have one in the Spring and details will follow at the appropriate time.

School Photos: As of now due to COVID restrictions, we will not be having School Photos in the fall. Our school as well as our vendor has restrictions on what photos they are able to do as well. For example, they are not able to take any group or class photos and they cannot bring an assistant at this time. We are hoping to be able to do so in the Spring and details will follow at the appropriate time.

Boys Bash: The SportsHub will refund our Boys Bash deposit from our cancelled event in March. Thank you to Valerie O'Neil for following-up with them and getting our deposit back.

PARP: Students that handed in a reading log last year were given a snack coupon to use in the Unqua cafeteria. I confirmed with Kathleen that the snack voucher money is in the Unqua PTA account not an individual student account. There is currently \$363.05 in the account. This account can only be used at Unqua. I will work with

Kathleen to see how we can use this money for our students.

CLOSING/ANNOUNCEMENTS:

- I've created an Unqua PTA/District Calendar that will be updated monthly and attached to the minutes each month for your convenience.
- Save the Date: (flyer will be in backpack this week)
Friday, September 25: Unqua PTA Goes Gold to raise awareness for Pediatric Cancer (wear gold)
Friday, October 16, 2020: Unqua PTA Think Pink Day to raise awareness for Breast Cancer (wear pink)

Page 5 of 6

APPROVED

Friday, November 13, 2020: Unqua PTA Hope for a Cure to raise awareness for Juvenile Diabetes (wear light blue and gray)

Starting in October and going through June..... FIRST FRIDAY of EVERY month is Unqua PTA Spirit Day (except January & April. Schools are closed due to a holiday so Spirit Day will be the 2nd Friday of those months). Wear your Unqua/Massapequa apparel, Royal Blue & White or Navy Blue & Gold colors!

- We hope to start installing the Painted Rock Pathway Project that was scheduled for last year but was interrupted due to COVID in about 3-4 weeks. The rocks will be coated in clear varnish to protect from the weather, so drop them off as soon as you can, if you haven't already done so. This will be ongoing until the path is filled, which is going to take a lot of rocks. Please contact Stacey Saieva-Hock for further information or for drop-off details
- Our next meeting is Wednesday, October 14th at 6:30pm for Executive Meeting and 7:00pm for General Meeting. Log-in details will go out with the agenda.

If there is no further business, meeting is adjourned at 10:45am.

