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Minutes of Virtual General PTA Meeting

November 18th, 2020

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 present to conduct business.

Introduced officers:

Kate Martin, Vice-President

Jessica Cona, Secretary

Nicole Annunziata, Treasurer

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

By-laws were also emailed with agenda.

TREASURER REPORT:

This report will cover the month of November 2020.

The Unqua Elementary School Tax Return was filed electronically on November 10, 2020.

The Unqua Elementary School PTA bank account had \$24,343.17 on October 31, 2020. The bank reconciliation for October 2020 reconciliation was completed. The books (accounts receivable/payable/reconciliation) were reviewed by Stephanie Moore on Saturday November 14, 2020. There were no inconsistencies found.

The following payments were made at the end of October: Membership Flyers to County Graphics Forms Mgmt, LLC for \$26.80, Christina Dell'Anno for Red Ribbon Week (Table Cloth & Tape) for \$25.78, Christina Dell'Anno for Red Ribbon Week (Tulip Bulbs) for \$54.06, Nicole Annunziata for PTA Check Order (500 checks) and New PTA Endorsement Stamp (the endorsement stamp was broken and needed to be replaced) for \$67.90, County Graphics Forms Mgmt, LLC for Reflections Flyer for \$25.80 and Cindi St. George for Safe Halloween for \$50.

A deposit in the amount of \$480 was the deposit refund from the Boys Bash from last school (2019-2020), School Supply Kit-EPI rebate check for \$939.30 from last school year (2019-2020) and Membership from early October through mid-November of \$1,060. All deposits were made by me (Nicole Annunziata to the bank directly for membership, school supply kit income and boys bash income).

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MEMBERSHIP REPORT:

As of November 17th, we have 404 members. We have most teachers and staff joining, which is great. Thank you again to Ms. Sondo for gathering up all the staff memberships. There is still time to join if you have not already done so. On-line payments can be made at: <https://unquany.memberhub.com>. If you'd like to pay by check, please contact membership chair Jessica Cona for a flyer or with any questions.

PRINCIPAL REPORT: Mrs. Catapano let the membership know that gym and recess will be indoors as the real feel outside is 20 degrees. Gym can be moved now inside-they will be using both the Gym as well as the GP more to make sure the kids are spaced out. The areas and the activities they use during Gym will be cleaned in between each class-having Gym inside the classrooms just do not work as there is not enough room to get the kids to move around.

Mrs. Catapano discussed COVID and how Unqua is the only school that has not had to close yet-some staff/children have had to quarantine but there has not been a positive case in our school. Mrs. Catapano discussed all the precautions they are taking in school are working but also thanked the parents for doing their part at home and making sure the kids are staying healthy. Mrs. Catapano mentioned their goal is to stay open as long as possible and there is no plan to shut down schools.

Mrs. Catapano discussed how the extra help drop off is not working. There was an incident on the morning of the 18th with a parent becoming irate at the security guards. Extra help drop off is a drop and go-there is no stopping and getting out of your car-if you need to get out of your car and walk you child to the door then you need to park on Unqua Road. You child will be fine getting dropped off in the circle there are staff members as well as security outside making sure all the children go into school. If the issues continue with parents stopping and getting out of the cars in the circle then Mrs. Catapano is going to have to shut down the drop and go and all parents will need to park on Unqua and walk their child to the appropriate doors.

One parent suggested doing grades on different days-but with parents with multiple kids it will not work as well as very challenging for Mrs. Catapano to have teacher/staff meetings all together if extra help was over a course of a few days. Another parent noted that this year is different as the drop off door is not the same for all the kids. Each grade this year goes into a different door and she sees parents stopping at the actual door their child is supposed to go in rather than pull all the way up to the stop sign. Mrs. Catapano took that feedback and was going to communicate that for next extra help-pull all the way up to the stop sign and not stop in the beginning or middle of the circle.

Mrs. Catapano wrapped up her report letting the membership know how resilient our kids are and they are happy to be in school. She loves seeing them bopping down the hallways smiling going to gym or special services-She really hopes we say open.

TEACHER REP REPORT: Ms. Sondo and Mrs. Pass are our teacher reps. They are both in class so unable to attend. Ms. Sondo did collect a few more memberships from staff and will pass them along to our membership chair.

PRESIDENT'S REPORT: Superintendent/Council Meeting on November 9th.

- COVID cases district wide from September 15 through November 9 were: 32 students, 4 teachers and 2 staff members positive for COVID-19.
- The New York State Education Department developed a Parent Dashboard to increase transparency and make school-level data easier for parents and the public to access. <https://www.msd.k12.ny.us/Page/4629>
- District now has a formalized class seating chart. If you are within 6 feet in all directions for 10 consecutive minutes or more of a positive person, you have to quarantine according to the Department of Health guidelines.
- Questions about clubs at the elementary level and the answer was we will have to watch things. Page 2 of 9

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- Distance Learners: Specials are asynchronous so students can log-on after school day. FLES students can access PSL page, but no FLES or Magnet can be offered due to staffing which was shared with parents when they committed to the Distance Learning program.
- New clear desk shields should be in within the next two weeks.
- Question about if a sibling has to quarantine, why not the other siblings in the same household. This is called an exposure to an exposure. The Department of Health criteria says a sibling of a student that has to quarantine due to exposure does not have to quarantine because they weren't directly exposed.
- Any student who is quarantined will be excused and marked as temporary excused distance learner at the secondary level. For elementary students who have to quarantine, the district is working on getting cameras to get the same protocol as secondary students who can log-in so no one misses out on school.

Before we move onto new business and committee reports, I just wanted to remind parents of the PTA purposes and the mission statement:

➤ PTA Purposes

- To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- To raise the standards of home life;
- To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- To promote the collaboration and engagement of families and educators in the education of children and youth; ● To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- To advocate for fiscal responsibility regarding public tax dollars in public education funding.

➤ Mission Statement

PTA is a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for the education and well-being of every child.

This is a challenging year to plan for due to COVID-19 restrictions from New York State and District, and as a PTA we are trying the best we can for the kids, while keeping the safety of all in mind. If anyone has any questions or concerns, please reach out to any one of the officers.

NEW BUSINESS/COMMITTEE REPORTS:

Unqua PTA Bylaws: Proper notice was given to membership at last month's meeting to vote on a proposed amendment to our bylaws. Motion made to change the Unqua PTA number of Council Delegates from 2 to 3 to align with Council's bylaws. Motion seconded and carried. I will forward the adopted and signed Unit Bylaws Amendment Notification Form and the signed bylaws cover page to our region bylaws chair to start the approval process. Once approved by the region, the document is sent to the State Bylaws Coordinator for review and approval. Once approved by the State, we will receive a Signed Approved Bylaws document and it will be shared with membership.

Unqua PTA Procedures:

Emailed out with the agenda were the proposed amendments. I will be in contact with our executive board to vote on the following amendments next month as our next executive board meeting isn't until April. If anyone has any further amendments to the procedures, please contact me by 11/23 so I can add to these. Once adopted, the Unqua PTA Procedures will be shared with membership. Below are the proposed amendments:

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-Page 14 under Treasurer: Amendment as per Council's suggestion:

29) Check Policy: 1) If a check that is given to Unqua PTA bounces, the PTA Treasurer will make every effort to contact the person/company who wrote the check to get the funds due to PTA. Depending on the situation, PTA may request a different form of payment (i.e. cash). 2) If a check written by Unqua PTA is not cashed within 6 months, it is considered expired. The Unqua PTA Treasurer will make three (3) attempts to contact the person the check recipient. If there is no contact after three (3) attempts, the funds will be considered a gift to Unqua PTA.

-Page 20 under Copying Procedures: Amendment by Cindi St. George

3) Once the flyer is approved, you have 2 options for printing depending on how urgently you need it. If you can wait at least a week for flyer, please use New Wave Sports Outfitters. ~~If you need immediately or the next day, please use UPS. If you need immediately or the next day, please use Minuteman Press located at 5020 Sunrise Highway, Massapequa.~~ PTA prefers New Wave as their printing is less expensive than ~~UPS Minuteman~~, so please plan accordingly. ● You can email your flyer in PDF format to New Wave Sports Outfitters. Email address is: newwavesportsoutfitter@gmail.com. The count for copies should be obtained from the PTA President. Black and white copies only. Please include your name and phone number in the email and indicate a date you need copies by. You will be contacted when your copies are ready for pick-up and an invoice will be emailed to you. Once the invoice is received, please submit it along with a check request to PTA Treasurer and please make sure to include invoice number on check request, committee name and reason for printing. ● ~~You can email your flyer in PDF format to Maria at UPS. There is a house account there for PTA purposes. Email address is: store4235@theupsstore.com. The count copies for copies is to be obtained from PTA President. Black and white copies only. Please include your name and phone number in the email to Maria for pick-up. Please submit your UPS receipt to PTA Treasurer ASAP with your name, committee and reason for printing.~~ ● **You can email your flyer in PDF format to Minuteman Printing. Email address: mmpress1@optonline.net. The count for copies is to be obtained from PTA President. Black and white copies only. Please include your name and phone number if emailing them so you can be contacted for pick-up. If using Minuteman Press you need to pay when picking up and please submit your receipt to PTA Treasurer ASAP with your name, committee, and reason for printing.**

-Page 40 under Council Delegate: Amendment as per Council to conform with their bylaws and with our newly adopted bylaws from today's meeting:

~~2) Unqua PTA will be represented at Massapequa Council of PTAs meetings by the PTA President/alternate and by 2 Council Delegates.~~

2) Unqua PTA will be represented at Massapequa Council of PTAs meetings by the PTA President/alternate and by 3 Council Delegates. Council delegates are the connecting link between the local unit and Council. Delegates are chosen according to the unit bylaws.

Budget Review:

-One parent had a question about PTA sharing an up-to-date budget each month and one parent had a question about a reserve fund/emergency fund/saving account and it appears they may be referring to information found in the NYS PTA Resource Guide. I have spoken to Kimberly Bell (Nassau Region AD) and Jennifer Azzariti (Council President) regarding these questions and concerns and Kimberly said the NYS PTA Resource Guide is just that.....it is a guide. It gives examples and gives a reference of how a PTA *can* operate. The Resource Guide covers schools in all of New York and Nassau Region covers schools in all of Nassau County, and there are differences in the schools and how the PTAs run. As a PTA, yes we use the NYS PTA Resource Guide and Nassau Region as a reference and for guidance, but we follow our Unqua PTA Bylaws and Unqua PTA Procedures. The Resource Guide can say one thing, Nassau Region says another, but our Unqua PTA Bylaws trump everything. Our bylaws tell us how to run as a PTA, from how much to collect for membership, details about officer positions, to how many council delegates we have. They are valid for a certain time frame, we have to vote to make amendments and they are approved by the State. That is what we follow as a PTA. Every

month our Treasurer gives a detailed report starting with our bank account balance followed by disbursements and deposits. Our books are reconciled at every PTA meeting (this year because we are not in person, they are reconciled right before the meeting) and any inconsistencies or discrepancies would be reported.

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The treasurer and I also monitor budget lines regularly and will inform chairs if they are close to going over budget on a committee. If we need to motion to move funds from one line to another or if any major changes happen within our budget, that information and a newly proposed budget would be shared appropriately with membership to be voted on. I also wanted to mention the concern and questions about a reserve fund/emergency fund or saving money for spring/next year could jeopardize fundraisers for the next school year. These reserve/savings accounts are created to finance unexpected projects or programs or an unexpected increase in inflation. As a PTA, we basically run the same programs and activities from year to year. We know the cost and are aware that an Arts in Ed vendor may charge a little more that following year. We don't have any major projects going on that the PTA is funding. If there is a surplus of money in any given year, we budget to spend it on the kids. For example, two years ago we had two extra school wide assemblies and an end of the year bash that was free to all students and their families. We vote on a summer budget at the June PTA meeting and if funds are needed to cover that, we would have a spring fundraiser. We carry over enough funds to cover the summer budget and generally have a healthy amount of extra funds remaining. If the money isn't spent the year it was accrued (this year being different due to large carryover from last year due to COVID) and more money than necessary is carried over into the following school year, there might not be a need for fundraisers, as a PTAs primary focus is not to fundraise. We are only supposed to fundraise for expenses needed to cover the cost of programs/expenses for that year. According to Kimberly Bell, **there is no need to fundraise with a large carryover**. Just something for our membership to think about. I would hate for kids next year not to have a fundraising event, such as Roller Skating or Pasta Night with raffles, because we have too much money.

-Just an update on our budget: Membership has already exceeded our proposed goal and we are still collecting. We are just short of our Apparel goal and that is without a spring apparel fundraiser (TBD). We are happy we were able to have picture day. Not sure of our income from that event though and hoping to have in spring again which will be discussed in committee reports.

-While preparing the budget, we were not scheduled for a Holiday Fair so that line was set to \$0. We were able to hold an on-line Holiday Fair and as a result will generate income. I can't say the exact amount because the sale is not over until Sunday, however we will make money and it will be a profit. Motion made to purchase a holiday gift (Holiday Smencil) for all students from the income generated from the Holiday Fair. Motion seconded and carried. -As the cold weather approaches, our kids will be spending indoor recess in their classrooms with very little to do. They won't have access to the toys/games/activities they played with when indoor recess was in the auditorium or gym. We currently have an Enhanced Student Promotions line from the adopted budget which is currently at \$1,829.37. I did ask at our August and September PTA meetings if any members had any ideas of how we can spend this money, to please contact myself or another officer, and we have gotten no feedback.

I would like to purchase toys/games/activities that our kids can use in their classroom while keeping safety in mind using funds from that line. All items will be for one classroom only and cannot be shared between classes/grades. The items will be wiped down after use by the recess monitor and will be placed in an open bin that will be sprayed each night by our custodians. Motion made, seconded, and carried. If anyone has any suggestions on what can be purchased or wants to help me shop, please reach out to me by November 30. Will also reach out to class parents and see if they have suggestions. Items have to be able to be wiped down and they cannot be boxed as our custodians won't have time to open boxes before they spray.

-I wanted to discuss Ipods for gym teachers also using funds from the Enhanced Student Promotions line from the

adopted budget. The two Ipods would be PTA owned and loaned to the phys ed teachers to use and we can take at any time for a PTA event or activity. The Ipods would be used for gym class, for the phys ed teachers to use if we go full remote and for Field Day which our phys ed teachers organize the entire day for our PTA, including the Project Aces dance the students perform. Two parents inquired if the district should be purchasing these if they are part of the phy ed

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curriculum, but if district is not required to, they would be in agreement with PTA purchasing. Mrs. Catapano did share our phys ed teachers do have a stereo system provided by the district but use the Ipods to create playlists which the kids really enjoy. Even though it was an already approved budget line and that fact that we would not be meeting for another two months, I motioned for a vote that as long as the district was not responsible for providing the Ipods, that the PTA would purchase (PTA owns them), it was seconded and approved. After today's meeting, I will follow-up with these questions and provide the result in the minutes.

****Follow-up to the Ipods.** I spoke to Mrs. Catapano after the PTA meeting and she said our phys ed teachers would pursue a different route in purchasing the Ipods.

Nominating Committee: Nominating Committee was formed today and the elected members are: Nicole Annunziata, Jennifer Brown, Elizabeth Burgoyne, Kelly Collins, Christina Dell'Anno, Lauren Newman and Stacey Saieva-Hock. The committee has elected Christina Dell'Anno as its chair. Nassau Region Nominations and Elections Workshop is January 12th via zoom. All committee members, especially the chair, are strongly encouraged to attend to become familiar with the nominating committee responsibilities especially because we may not be able to hold an in-person election due to COVID-19 restrictions this school year.

Arts in Ed: Still on hold from booking through Nassau BOCES due to Covid-19 restrictions. We have explored virtual options, but the cost is not much less than in-person and some vendors are not offering virtual options.

Box Tops: Our Fall Submission was sent in, we had \$55.80 in clipped box tops. We should receive our check for that and any digital box tops within 8 weeks. This is a fraction of what we normally earn. We know that there are much fewer physical box tops available but are asking everyone to 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. Thank you to all who have been using the app.

Unqua Apparel: Apparel pick-up was on November 3rd from 5:00 - 7:00 or any other day after that during store hours. The reason it was at that time was to have a bulk of the orders picked up on one day and to make sure the store was staffed properly. About 30 orders still remain in the store, so if you haven't done so already please pick up as soon as possible. If you prefer curbside pickup, please call the store to arrange a time and they will leave at the curb. We earned just under \$2,800 from our apparel orders. Also sold 12 Hope for a Cure shirts (leftover from a precious fundraiser) for another \$120. Thank you Unqua families. We hope you are happy with your order. Thank you to MaryAnne Leszczak and Jessica DiLucci for chairing.

School Photos: Happy to report that individual school photos have been sent to your teachers and have hopefully made it home to you by this point. We are asking you to hold your picture if you are not happy with it. Retake day has been scheduled for Friday March 19th. We are hoping that we will be able to do group/class photos as well, if the circumstances allow, due to COVID19. On retake day please send your child in with the package you received, and a new

photo will be taken and sent to you. Again, this will all be determined as we approach the date. Things may change, but we are hoping for the best. If you have any questions please feel free to contact co-chairs, Nicole Annunziata (516) 376-0306 or email: babinic@verizon.net or Yasmin Fleming yazzyr1@aol.com.

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Red Ribbon Week: Red Ribbon week was held October 23 - Oct.31 and this year's theme was "Be Happy, Be Brave, Be Drug Free". Each day students were asked to participate in a different dress up day related to the theme. Ribbons were hung outside and along the hallways inside the school. This year, special announcements were made each day to help students reflect on the theme. Red tulip bulbs were planted throughout the property so that in the spring it will serve as a reminder for the students to make healthy choices. A special thank you to Liz Burgoyne and Stacey Hock for help with ribbons and planting tulips. Thank you to the chairs of Health and Wellness for a great week, Christina Dell'Anno and Kelly Collins.

Outreach: Unqua PTA Annual Coat Drive started Thursday, November 12th and will end Friday, December 11th. Please consider donating a new or gently used coat to be donated to those in need. There is a collection bin by the Unqua main entrance under the awning. Parents please drop-off between 10:00 - 3:00 and do not send donations into school with students. Thank you for your generosity and to Nicole Erker for organizing.

Reflections: We had a few entries for the 2022-23 Reflections Theme Search and are hoping we have a winner!! The theme this year for the PTA Reflections Program was "I Matter Because.....". Students were asked to submit entries in the following categories: Dance Choreography, Film Production, Literature, Music Composition, Photography and Visual Arts. There is also a Special Art Division. Drop off for entries was yesterday. We are still collecting actual entries even though they can be emailed, because we usually display all entries at the Bar Harbor and Central Ave Libraries for the month of February. If we are not permitted to do so this year due to COVID restrictions, we will find another way to display all entries. All students will be recognized for their participation in some way in the spring. The top entries in each category will represent Unqua at the county level. All students who submitted an entry received a certificate for a Dairy Queen sundae. About 25 entries were submitted yesterday. Please contact chair Kelly Workman at (516) 993-3242 ASAP if you did not make it and still have an entry. She will need them by Thursday night as judging will begin the following day.

SEPTA: SEPTA held its first Unity Day on October 21st, asking all of our Massapequa community to stand together against bullying, uniting for kindness, acceptance and inclusion. Students and staff throughout the district wore orange together, and SEPTA collected pictures for a slideshow. It was a very successful day! The first SEPTA round table was held in October, these are held a few times a year, an informal meeting where parents and staff are able to meet and voice concerns that they would like the administration to bring to the district or the BOE. Our next SEPTA meeting will be on November 18 at 7pm. The guest speaker will be Faith Borkowsky, a Dyslexia practitioner who works with students with Dyslexia, Auditory Processing Disorder, ADHD, and other learning disabilities.

Staff Appreciation: The staff holiday luncheon is scheduled for Friday, December 11th. The PTA will be providing the staff with lunch along with donated snacks, drinks & desserts. A sign-up genius will be going out to the committee with a list of what is needed so please sign up if you can. We cannot do this successfully without your donations. Any questions, please contact co-chairs Cindi St. George or Theresa Fazio.

Holiday Fair: Unqua PTA Virtual Holiday Fair began on Saturday, November 14th and will run through Sunday, November 22nd. A flyer went home in backpacks with log-in details. Holiday Fair orders will be in before the holiday and they will

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NOT be going home in backpacks this year. We will let you know pick-up details once orders are in. Hope the kids have fun shopping. Any questions, please contact chair Cindi St. George.

PARP: Cathy Gorton attended another PARP workshop offered by Nassau Region PTA to gather information about PARP this year. Co-chairs, Cathy Gorton and Sarah Klein, came up with a theme of "Read the Rainbow" since rainbows became a symbol of hope during the lockdown in the spring. Each color of the rainbow would represent a different genre of literature and we could encourage families and children to try out reading some genres they would not normally choose. The 7 genres they chose to go with the 7 colors of the rainbow are picture books, fiction, nonfiction, mystery, action/adventure, graphic novels, and fantasy. Lots of books will fall into more than one of these categories. Included in the parent packet will be the contract, which will include setting a "personal PARP goal", whether that is reading a certain amount of books within the 2-week time frame or just choosing a book of a genre the child wouldn't normally pick. There will be a kick-off prize and there will be an activity of drawing a picture of a book character that exhibits kindness and a space to write a sentence about how this character shows kindness and also a word search. Mrs. Catapano will choose a random winner out of whoever hands in these activities and the winner will receive a prize (usually a Barnes and Noble gift card). We will be able to have a dress up "Color/Rainbow Day" where the children can wear mixed up colors or anything rainbow. Reading meters and contracts will be distributed to classes through the main office and we will provide envelopes for each class that will need to be picked up at the monitor's desk on whatever day activities are due and also each Friday when the reading meters are due. We are looking into partnering with the Book Fairies again for book donations, which would probably be dropped off to a bin by the main entrance. We are also looking into possibly having parents volunteer to record "virtual read alouds" that families can view, but that is still being researched. We are also working with Miss Mary from the Bar Harbour Library to encourage students to check out a book. A packet will be going home through backpacks in January.

Book Fair: Our co- chairs are still looking into options but we are thinking of a Virtual Book Fair. More details will follow.

Blood Drive: Our Blood Drive that is usually scheduled for February 2021 will be moved to the Spring. Once the date has been confirmed we will update the PTA calendar and notify membership with a save the date email.

ANNOUNCEMENTS:

Think Pink Day: On Friday, October 16, Unqua PTA invited students and staff to wear pink for breast cancer awareness. Thank you to all who participated.

Hope for a Cure Day: On Friday, November 13. Unqua PTA invited students and staff to wear light blue and gray for Juvenile Diabetes Awareness Day. Thank you to all who participated.

SADD Halloween: As discussed at the October PTA meeting due to Massapequa SADD Halloween being cancelled, \$50 worth of non-perishable goods was purchased and donated to the St. Rose of Lima Parish Outreach Food Pantry. They were very appreciative.

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Unqua Newsletter: My goal is still to email/post the first of every month so be sure to check it out for any PTA updates.

Painted Rock Path: We are still collecting rocks for our painted rock path in the Habitat. Weather permitting, we are waiting to finish cleaning up the Habitat, and then hope to start installing them. They can be dropped off in the bin at 446 Unqua Rd, and all rocks will be sealed before being placed in the Habitat.

Unqua Beautification: We are painting on the Unqua playground again!! Hoping to start tomorrow. There will be three new designs for the students to enjoy. We are also honoring two Unqua teachers who passed away this year. Ms. Gina Marie Delloso (Reading Specialist) and Mrs. Suzanne Scanio (3rd grade teacher). Will post pictures to our Facebook PTA page and email out when completed.

Our next meeting is Wednesday, January 13th at 9:45 am.

If there is no further business, meeting is adjourned at 11:06 am.