

**Glenwood Landing School  
School Community Association  
Wednesday, November 21, 2006  
Glenwood Landing Cafeteria**

**Began 8:30Am**

**Adjourned: 11:30Am**

**I. Welcome**

Bill Cameron called the meeting to order.

The SCA Nov. 15, 2006 meeting was rescheduled to Nov. 21,2006 at 8:30Am due to low Membership attendance. The Agenda of the Nov. 15, 2006 meeting will stand as the Nov. 21,2006 meeting's agenda.

The minutes from Oct. 24, 2006 have a correction: under Vice President's Report, the minutes state "Anne Sheerin indicated it was in the PIE Newsletter" the minutes will be corrected to state "The membership indicated that it was indicated in the PIE newsletter."

Bill Cameron motioned to adopt the Oct. 24,06 SCA minutes. The motion was seconded and accepted Minutes of SCA meeting are posted on the website prior to approval for your review.

December meeting – there will not be one. Next meeting is Jan 17, 2007

**II. Principal's Report – Bridget Hicks reported for Kathy Razzetti.** The NYS Assessment Dates and Design by Grade Level was distributed. The document lists the dates of each assessment, minutes allotted for each and types of questions on the assessment. Also a Parent Guide to reading the ELA Scores was distributed. Safety at the Kindergarten Circle was discussed. The Safety Committee had proposed placing Orange Vest volunteers at the circle in the mornings to assist in traffic flow. Ms. Hicks stated this was discussed with the District and a traffic pattern review will be made. In lieu of this, the District did request that no changes be made to the current flow so that a more accurate assessment may be made. The District will report its findings as they are completed.

**III. Co-President's Report – Caryn Quinn & Bill Cameron**

**A. Family Night Charity** – Family Night has traditionally been a children's charity helping other children. Save The Children has been the charity for several years that the proceeds from the night have been donated to. Membership has suggested choosing a local charity for this year's proceeds. The SCA is requesting membership to submit names of charities for this purpose. All charities submitted will be placed on the ballot for membership to vote on. The majority of responses received will be the charity of choice for this year's Family Night. The vote will occur prior to the Jan 2007 meeting and the results announced at that meeting.

**B. Relay For Life** - Relay For Life is a community orientated fund raiser for the American Cancer Society. It will be held on June 2, 2007. The Relay For Life is being organized by a North Shore High School Student in conjunction with Julia Salat. The first planning meeting was held on Nov. 13, 06. For more information or if you are interested in participating, check the North Shore Web Site under High School Activities & Events.

**C. Update of the SCA's 501C Status** – The SCA Board reported on the SCA's 501C status. The original request was filed end of last school year. The request needed to be refiled and was several weeks ago with a filing fee of \$750. The process to review the request and receive status is approximately 8 months.

During this time period the SCA is required to file a 990 form to the IRS due to the dollar value of gross receipts the SCA collected during last fiscal year (Sept. 2005 till June 2006).

The filing of the 990 form is an informational return required as part of the 501C status. The form needs to be filed with the IRS within 5 1/2 months of the close of the previous fiscal year , June 30,2006. At this point our deadline is Dec. 15, 2006.

The SCA also needs to file with the State for a refund of the taxes paid during the 2005- 2006 year

due to lack of 510C status.

The SCA Board is asking the membership for a volunteer to assist in the filing process. Anyone who is a tax accountant and knowledgeable in filing 990 and 501C status and interested, please contact the SCA Board. Membership suggested asking for a volunteer through the minutes of this meeting. The SCA is under its own umbrella, therefore Central Office may only act as an advisor. The idea of the SCA moving back to being a PTA has been explored. The PTA provides informational support, yet in matters of filing with Federal and State returns, a private accountant would need to be hired. Therefore it would not benefit the SCA at this time to become a PTA. The SCA Board did state that if a volunteer was not found in a timely manner, a private tax accountant would be hired to file the appropriate forms to meet Federal and State requirements.

**D. Thank you to the following:**

Caroline Budischewsky and her Committee for a great Halloween Parade  
Crane Family for their donation of juices for the Halloween Parade  
Julia Venturino and her Committee for the Fall Gift Wrap  
All of the Families supporting the Halloween Parade and the Fall Gift Wrap Sale

**E. Chairpersons still needed-** the SCA is in need of the following chairs:

Cultural Arts – 2 chairpersons. Kevin McDonagh is currently acting chair until  
new chairs begin  
Talent Show – 2 chairpersons  
Science and Math Fair – 2 persons

**F. Box Top Winner** – Congratulations to Katherine Dubicki, the first winner for this year. The next deadline for Box Tops is Dec. 18<sup>th</sup>.

**G. Asbestos Plan** – The District has on file with the New York State Governor's office in Albany, a copy of the District's Asbestos Response Plan, Regulation 40 CFR part 763.84. The document is available for inspection at Central Office. The documents for each school are also available for inspection in the main office of each building. The Health and Safety Representative is aware of the information.

**H. Citizen's Awareness Committee** – The SCA Board is awaiting further direction from Dr. Melnick before moving forward. Dr. Melnick is awaiting information from the Board of Education.

**IV. Vice President's Report**

- A. Fall Gift Wrap fundraiser is complete. The items will be delivered the week of Nov. 27<sup>th</sup>, 2006.
- B. Holiday Shop will be in Dec. 2006. An informational flyer will be sent with the date and specifics of the event. Donna Brennan is asking if you are interested in volunteering to please call her.

**V. Treasure's Report** – Sue Lynn was not able to attend the rescheduled meeting, Bill Cameron is reporting for her.

The General Account Reconciliation Summary for end of Oct. 2006 and Itemized Categories of Committees for 9/1/06 - 10/31/06 was distributed.

The current balance in the general account as of 10/31/06 is \$52,097.24. Checks issued which have not yet cleared the account bring the current balance to \$51,065.78

The current balance in the after school account as of 10/31/06 is \$23,447.16. Checks issued which have not yet cleared the account bring the current balance to \$9,534.91.

There are items which have been approved as expenditures that have not been paid yet will

be deducted from the balances of the accounts.

The Membership asked what the budget reports – the budget for the SCA expenses is presented in Sept. at the beginning of the school year, to show budgeted expenditures for the upcoming fiscal (school) year.

The budget is not the actual ledger of income and expenses, the Itemized Categories Report lists this information.

The Membership is questioning the accuracy of the Itemized Categories Report, i.e. 5<sup>th</sup> Grade Dance has an income of \$122. It was explained that this money was left over from last year's dance and is traditionally used to purchase a gift to the school from the graduating class.

Bulletin boards for the 5<sup>th</sup> grade hallway are being purchased from these monies.

The Membership is requesting an easier monthly report listing the monies budgeted, dollars spent and income by committee for them to review monies raised and spent by the SCA.

Membership requested the name of the software being utilized to prepare the monthly reports.

Quicken is the software used to track income, expenses and bank reconciliation..

Some members would like to forward to the SCA samples of reports from other district schools as examples of what they would like as a monthly SCA report.

Further discussion of the subject is tabled until the Treasurer is present.

The 5<sup>th</sup> Grade Dance Committee and Yearbook Committee requested an itemized list of last year's expenses. They were directed to contact the Treasurer directly.

## **VII. Membership Support and Vote -**

**A. GWL Handbook Committee Budget** – The Committee has completed the handbook and it is the process of being proofread. The final cost of the handbook is \$ 1350. Each family will receive one and several extra copies will be available for the office. The current monies in the committee's budget is \$650. The District will contribute \$300.

Membership is being asked to vote on an additional \$400 to be spent from SCA funds.

**Vote – approved.**

**B. Purchase of 2 Digital Video Cameras** - The school is requesting the SCA to purchase two digital video cameras for the use by teachers for various projects with the children. The camera would be used to tape plays, school events, field trips, classroom presentations, etc. The teaches would then use the tapes as an educational piece in the classrooms.

Membership asked the following questions:

Why buy only one? Would need two for more availability to teachers.

Where would the cameras be stored? Library and would need to be signed out for use.

Who would use them? Teachers and GWL office to tape class projects, events & outings.

Where would the tapes be stored? Possibly the teacher's classroom. Need further discussion.

After the discussion, it was determined to table the vote awaiting further information and more discussion at a later meeting.

**Vote - tabled**

**C. Cultural Arts Committee** – request for presentations of Laser B.E.A.M. to students.

The Committee is requesting \$845 for two presentations ( one for K-2 the other for 3-5)

Of Laser B.E.A.M. (Behavioral and Ethical Advancement through Music). The presentations are part of the NJ Character Educational Partnership Initiative. The presentation is show Teaching children about appropriate school behavior and how to handle situations.

The Committee's current budget is \$5600. Each program requires a vote from the Membership.

**Vote – approved.**

- VIII. Guests Speakers** – Bridget Hicks and Linda Klion were not available to present the rescheduled meeting. Their presentations will be rescheduled at later meeting.
- IX. Membership Comments** – no further comments. See all comments above.
- X. Adjournment** – with no further business to discuss, the meeting was adjourned.

Respectfully submitted by,  
Anna Sharkey, SCA VP