

Glenwood Landing School  
SCA Meeting  
January 17, 2007  
7:30 p.m. Library

-Bill Cameron called the meeting to order at 7:45 p.m.

**Principal's Report**

**Mrs. Razzetti**

-Mrs. Razzetti announced there was a family in our school who suffered a tragic fire. Thankfully everyone in the family is safe. There is going to be a bucket on Don McIntosh's desk to accept donations for the family. There are no funds coming from the SCA. She asks that this information be kept low key. This is a sensitive subject for children. If your children talk about it, explain to them we are trying to help the family replace things that can be replaced. There will be an official notice sent, possibly by email so children will not see it.

-The ELA's are almost completed. The children handled the experience well. Assessments are due in the middle of January with report cards due out in February. The district has moved to a 4-cycle report card. There will not be a conference associated with this report card.

-There is a literacy presentation scheduled to be on the agenda for next month's SCA meeting. More information will be shared regarding the assessment in the literacy presentation.

-The high school is using the auditorium for its Senior play this Friday and Saturday (1/19 and 1/20).

-Mrs. Razzetti announced she will be retiring in June. She thanks the parents for their support as a community. It was a difficult decision.

-Parents can assist in the search for a new principal and are encouraged to get involved. Dr. Melnick is having conversations with the faculty this week.

**Technology Presentation**

**Mary Hill and Collette Weinberg**

There was a demonstration of the **Smartboard**. The keyboard and mouse are right at your fingertips. You can write on the board with a special marker and the text can be moved around the smartboard and saved. Among the applications available are skills software (Word, Power Point, Excel, reading programs, time skills, phonics, word problems, Mighty Math), Internet Exp. (used by all grades for research). Children are taught what extensions on websites mean (.org=organization and .edu=education sites vs. .com sites).

-Parents can access the GWL library with a password included in Mrs. Van Hoff's Curious Notes newsletters. Simply log on to the GWL website page through the North Shore website and click on the GWL library page. You will get a login screen where a user name and password needs to be entered. If you want the password you can call or email Bill Cameron.

-**Videoconferencing** is becoming more popular. This year one videoconference had GWL 4<sup>th</sup> graders connecting with the Philadelphia Museum of Art to experience a Japanese Tea Party after Ms. Saccardi's trip to Japan. Another conference was with the Museum of Television and Radio for the 1<sup>st</sup> graders. There is a camera and a presenter on the other end of conference.

-There is videoconference equipment in each building in the district. Some students have become pen pals and then video pals, meeting each other via the videoconference.

-The school has set up email address for the 2<sup>nd</sup> graders to communicate with children at Sea Cliff Elementary. The addresses are good for two months.

-**Internet Safety** was taught to students in the 4<sup>th</sup> and 5<sup>th</sup> grades last year. This year they are taking it down to lower grades. The location of your home computer should be in a communal area so you are aware of your children's access. Making parents and children aware of safety issues is the goal. Statistics show 1 in 4 people using IM (instant messaging) are approached on the internet. There was a booklet entitled "Internet Smarts, Safeguarding your Children in a Digital World" given out at the SCA meeting. If anyone would like a copy, please contact Bill Cameron.

A parent asked if the children learn keyboarding at school. Ms. Hill responded they have two keyboarding programs used by some teachers although there is not formal keyboard instruction. A member asked if the children in middle school know the keyboard to which Ms. Hill answered that keyboarding is done in 6<sup>th</sup> grade at the first 5-10 minutes of computer class.

-Mrs. Razzetti stated there are blocks on the school system computers. If parents email anyone in the district, be sure to include your child's last name in the subject line. This measure is in place to prevent a virus on the system.

-A parent asked if there was a Smartboard in every class at the middle and high school. Mrs. Razzetti said there is a 5 year plan to have one in every class. Currently six classrooms in the middle school and high school have them as well as the library in each school. Ms. Hill mentioned the Smartboard has had the most impact on education since the blackboard.

-Mrs. Razzetti reported there was training last year on the Smartboard for the communal space. Any teacher who opted for training was asked if they wanted one in their classroom. Ms. Hill indicated the cost of each board was approximately \$3,000. You need an overhead projector and a dedicated computer.

-Mrs. Razzetti reported the school received the large printer purchased by the SCA. It is located in the computer room. She thanked the SCA for purchasing the printer.

### **Vice President's Report**

**Anna Sharkey**

-The net revenue from the Holiday Shop was \$3,981.62. Thank you to Donna Brennan, Rose Comitino and all the children who participated in the sale. There will be a memo coming home to thank everyone for their support.

-The net proceeds from the Talent Show will be given to the American Cancer Society for the Relay for Life. This is a high school senior experience project. Please contact Julia Salat at the high school for information about the Relay for Life.

-The ballots were counted and the net proceeds from Family Night will be given to Schneider's Children's Hospital. There were 45 total votes. We are still in need of two chairpersons for Family Night which is scheduled for March 9<sup>th</sup>.

-The Science/Math Fair is in early March. We still need two chairpersons for this committee. A presentation is done by Mad Science during Science Week. The presentation has already been set up. The commitment for the Sci/Math Fair is the Idea Table (2 days) and the Fair (2 evenings). The dates are March 14<sup>th</sup> and 15<sup>th</sup>. Children get certificates for participating in the Science/Math Fair.

### **Co-President's Report**

### **Bill Cameron and Caryn Quinn**

-Bill thanked Kevin McDonagh for coordinating the Prismatic Show. There were two shows held for the children. It was an amazing program all about being good citizens. The feedback received was that the children really enjoyed it. A parent asked if this program was funded through Cultural Arts. Bill responded it was, as well as the Circus program. He mentioned the Cultural Arts Committee still needs a chairperson as well. Kevin is still running it but would like to train someone for next year.

-An amazing job was done by Donna and Rose for Holiday Shop.

-Next month Bridget Hicks, Assistant Principal, will be doing a presentation on literacy. Also being discussed is how to read the summary sheets for the ELA scores.

-Mrs. Razzetti indicated that Bridget has been assigned to Sea Cliff School, leaving the literacy role vacant. Right now the principals in each school are trying to pick up a little piece. Mrs. Ramirez has come back part-time in the morning at GWL and Mrs. DeAlbuquerque has come back part-time in the afternoons at Glen Head to help with the literacy piece as well. A parent asked if the district was trying to fill the position in Sea Cliff. Mrs. Razzetti responded that Mrs. Minicozzi is out on maternity leave and they are not sure if she will be back next year.

-Caryn reported the faculty and staff thank the SCA for the gifts they received for the holidays.

-The district-wide Health/Safety/Nutrition Committee still needs a representative from GWL. They meet once a month in the morning. This is a two-year commitment.

-On January 18<sup>th</sup>, the Board of Education will present the preliminary budget to the community. The grade chairs are going to attend the meeting.

-The 2007/2008 school calendar has been emailed. There are four early dismissal days (grades K-5, 1:15 p.m.) on the calendar.

-There will be a Socratic Seminar held on 2/1 at 9:30 in the school auditorium. Nancy Letts will offer Socratic Seminar training. There will be a flyer going home.

**Treasurer's Report****Susan Lynn**

Bank account balances as of 11/30/06:

General Account: \$65,539.37

After School Acct: \$16,871.91

-These numbers do not reflect the holiday shop and two additional invoices to Prestige for \$12,000 (gift wrap and holiday shop).

-Sue supplied some reports by committee, a summary of income and expenses for this school year. Bill added there were still some expenses that were voted on for which we haven't received invoices. For example, the printer and startup supplies totaling approximately \$2,500 had not been paid. There are some dollars we've committed to spend which will be reflected at next month's meeting.

**Faculty Report****Bill Cameron for Madolin Archer**

Nothing to report.

**NS District Safety Committee** **Anne Knehr**

-Meetings are held once a month and include representatives from all schools, as well as Noreen Strassenreiter, John Hall, and Carolyn Genovesi.

-Last week's edition of the Glen Cove Record Pilot gave a synopsis of what happened at the last Board of Ed meeting. There was discussion at that meeting about an Emergency Preparedness Drill. The district was looking at staging a hostage takeover scenario on a weekend. The community will receive plenty of advance notice of the drill. The purpose is to educate the administrators, teachers and students in such a situation and work out any kinks during the drill. The drill is being spearheaded by a resident of the district who is a former NYPD detective. There was a vigorous discussion among the Board of Education members at their meeting and some concerns were raised about the weapons the "victims" and "perpetrators" would have as well as the police being armed. This is in the planning stage and there are still questions to be answered. The safety committee is looking for feedback from the school community regarding their thoughts about the drill. You can communicate directly with Dr. Melnick or give your feedback to Anne Knehr.

-The district is changing to district-wide telephone numbers. Mrs. Razzetti added they haven't gotten the new numbers yet. Once they have actual numbers they will be communicated. All computers in the classrooms will be integrated into the system. It will be a sophisticated, state-of-the-art system. Bill reported that initially the system will enable a teacher to dial 9-1-1 from the classroom computer in a situation where the teacher needs to communicate but cannot speak. It will allow the police to know exactly what/where the problem is. In a later phase, the district's website will be changing to [www.nsschools.org](http://www.nsschools.org) and the email extension will be [@nsschools.org](mailto:@nsschools.org). Caryn added safety was not the only reason for the change, it will allow parents to have better access to the teachers.

-Regarding traffic control, Olivia Buatsi in the central office is getting prices for a traffic survey. A member asked why the district was looking into a traffic survey.

Anne responded it was being looked into due to the large traffic problems as the middle and high schools. They were also thinking of doing a survey of bus eligible families. They were trying to come up with a way to alleviate traffic at the light by the middle school. A parent asked how close dismissal time was for the MS and HS and was told by Mrs. Razzetti they were ten minutes apart and they utilize the same buses. A member reported that at a prior meeting there was talk of the dangers surrounding Kissam and the county was to do a survey. Anne reported that Olivia was asked to look at companies for the survey.

-The safety committee covers a wide variety of issues ranging from employee training in CPR/defibrillator to dog walking on school grounds. John Hall has developed a building safety report for all schools. It will allow parents to file an issue or concern for any building in the district and John's staff will look into the issues. Mrs. Razzetti reported there is a blank form on the web so people can download it.

### **Audit Committee**

### **Kathleen Lavin**

-The bylaws indicate an audit is to be performed in October and April of each year. The Audit Committee gave a copy of their report to the SCA board on 1/12 and read the following statement from the letter:

"The audit included a review of the monthly bank statements and reconciliation to the sub ledger. The Audit Committee cannot verify that the sub ledger detail is entirely correct due to a lack of information provided. There is absolutely no indication of any improprieties but additional account controls need to be implemented." A copy of the letter is available upon request.

-A member questioned if the SCA would think about outsourcing and hiring someone. Caryn responded the SCA had filed for the 501(c)3 application and has to file an information return which is beyond the scope of the treasurer. Olivia Buatsi was contacted and she put the board in touch with an outside accountant. Caryn added the expertise needed on the board has changed now that we are raising more money and with the problems at Roslyn and other school districts. The member questioned if everyone has to be an expert how are you going to get volunteers to serve on the board. Caryn reported that we now have a fidelity bond in the form of an insurance policy which requires an audit done once a year and that one officer on the board signs off on the bank statements.

-Another member responded that given the amount of transactions involved, it would be very expensive to get an outside person to perform the treasury function. Regarding the bond, it requires a certain amount of accounting controls and fiduciary responsibility which the board can follow. Caryn commented the treasurer's responsibilities may be outside the scope of a volunteer. A member of the audit committee didn't feel there was a need to pay someone to cut checks, but possibly give someone the books once a month to file returns. Caryn reported this is the first year with gross receipts over \$169,000 and asked the parent if they were saying the treasurer should file the information returns. The parent responded no, they should be able to do the checks and the board should put together the controls in line with the requirements of the insurance policy.

Sue asked for clarification if their opinion was to have someone externally do the audit to which the parent agreed. Another member suggested having someone come in possibly every three months. A parent asked if there was a problem with the books. A member of the audit committee responded there was nothing wrong with the books and that they had made recommendations for additional controls that were given to the board.

-A parent commented the general account balance has stayed at over \$50,000 and maybe we should put off the fashion show next year. Another parent replied our fashion show is the same year as Glen Head and the middle school. By delaying it, it will not hit up the local vendors in the same year. Caryn responded the funds raised for the fashion show were approximately \$43,000 and need to be held to cover two years. Sue replied we need to rethink school fundraisers—maybe we don't want to keep supporting the same programs and asked what can we do for the school with this money. Mrs. Razzetti commented that there are many things in place. The district is committed to taking care of the school and grounds. The programs the children seem to benefit from the most are the cultural arts, the experiences are what the children talk about. The district may not be able to support these items. A parent reported that Mrs. Van Hoff had applied for grants regarding the videoconferencing and questioned if that was something the SCA could support. Mrs. Razzetti responded that was a questionable item since it is a line item in the budget. Dr. Melnick does not want us to spend money on budget items. Cultural Arts are not budgeted items.

-Mrs. Razzetti thanked Sue and the Audit Committee—both worked very hard in what are volunteer positions.

-A parent commented that the Circus program was really good but reported that some children did not participate at all. Bill responded he was not aware of that. Caryn added there was a schedule and she will take another look at the schedule.

-A motion was made to adopt the minutes of the 11/21/06 meeting. The motion was seconded and approved.

### **Membership Support & Vote**

-A motion was made to support the donation of 15 GWL pull-overs to be given away at Family Fun Night (15 x \$15[our cost])=\$225.00). The motion was seconded and approved by members present.

Meeting Adjourned.

Respectfully Submitted,

Liz Falcone  
Recording Secretary