

Meeting Agenda

September 22, 2021 | 7:00 PM EDT

Board members

Joy Levine (JL), Co-President | Danielle Bamburger (DB), Co-President | Sunny Islam (SI), Vice President | Yan Zhang (YZ), Treasurer | Jeannie Park (JP), Recording Secretary | Jennifer Gerard (JG), Corresponding Secretary

Time	Item	Owner
7:00 pm	Welcome / Pledge of Allegiance	Joy
7:03 pm	Meet the New PTA Board	Danielle
7:08 pm	Correspondence to PTA	Jennifer
7:13 pm	PTA Matters	Sunny / Jeannie
7:20 pm	2021 / 2022 PTA Events	Joy
7:25 pm	Treasurer Updates / PTA Budget Proposal	Yan
7:35 pm	Principal Updates	Jane
7:50 pm	Question and Answer	Danielle

To Join Meeting:



Meeting ID: **496 761 8853**
 Passcode: **173574**

Dial in:
 +1 929 436 2866 US (New York)

Join Zoom Meeting via weblink:
<https://us02web.zoom.us/j/4967618853?pwd=bkEwOEhoOUtNQWJxYzBLTS9ZYjhNZz09>

Meeting Material

[MOE PTA Meeting Agenda - September 22 2021.pdf](#)

[May 2021 PTA Meeting Notes.pdf](#)

Meeting Minutes

Welcome & Pledge of Allegiance

- JL opened the meeting on zoom and welcomed attendees
- JL thanked Mrs. Ruthkowski and teachers for a smooth opening
- JL thanked Birthday Butlers for setting up the 1st day of the school lawn signs
- JL mentioned that zoom details for the PTA meeting will stay the same for the rest of the year
- JL mentioned that voting will be conducted via Polls in zoom
- JL recited the pledge of allegiance

Meet the New PTA Board

- DB introduced each new PTA board members and thanked them for their commitments

Meet the PTA Board (2021/2022)

Danielle Bamberger
(5 mins)



Joy Levine
Co-President

Joy has twin boys who are in 3rd grade. This is Joy's first year serving on the PTA board as co-president. Joy served as a class parent for multiple years and supported many PTA fundraisers in the past.

Professionally, Joy is a high school special education teacher. This is her 22nd year at Lynbrook High School. Joy primarily teaches English 10, both in an ICT and small group setting.



Danielle Bamberger
Co-President

Danielle's youngest daughter Juliette is in 3rd grade while her two other older daughters are both in college. This is Danielle's first year serving on the PTA board as co-president.

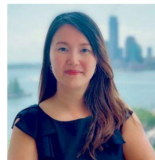
Professionally, Danielle is a 2nd grade teacher at Our Lady of the Snows Catholic Academy. This is her 19th year at the academy where she taught K, 3, 4 grades.



Sunny Islam
Vice President

Sunny has three children in Manor Oaks who are in the 1st, 4th, and 6th grade. Sunny served as the Recording Secretary for the prior two years. Sunny will continue to help the Co-Presidents and other PTA Board members in any capacity needed.

Professionally, Sunny works as a project manager for a utility company, which services the NYC area.



Yan Zhang
Treasurer

Yan has one boy who is in 4th grade. This is Yan's first year serving on the PTA board as Treasurer. She is responsible for annual budget and vows to provide accurate financial insights to the PTA.

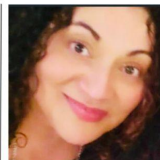
Professionally, Yan works in Finance for a major bank championing process transformation and driving innovation through design and implementation of digital capabilities.



Jeannie Park
Recording Secretary

Jeannie has a 3rd grader and a 5th grader in the Manor Oaks school. This is Jeannie's first year serving on the PTA board. Jeannie led many successful PTA fundraiser and events in the past including Pumpkin Patch, Spirit Wear, Halloween party, PARP, etc

Professionally, Jeannie is a high school guidance counselor and works with seniors on the college process and applications.



Jennifer Gerard
Corresponding Secretary

Jennifer's younger son Vincent is in 6th grade. Her older son Anthony graduated from Manor Oaks in 2014 and is currently at Adelphi University. This is Jennifer's first year serving on the PTA board. Jennifer is actively involved in PTA initiatives such as Rosemarie Neu.

Professionally, Jennifer is a teacher's aide at a nearby school district working with children on the autism spectrum.

Correspondence to PTA

- JG urged the school community to email any comments, suggestions, feedback to manoroakspta@gmail.com
- To stay connected to PTA matter, people can
 - Look out for Backpack Express school communication sent via email
 - Join the monthly PTA meetings on every third wednesday of the month at 7 PM (no meetings in Dec or Feb)

- c. Follow PTA on social media. You can search for [@manoroakspta](#) on IG, FB, Twitter or scan the QR codes on screen
- d. As of 9/20, we have over 285 followers. PTA posted 16 posts and stories since the end of August. We reached over 156 accounts, and had over 109 content interactions
- JG asked the audience to spread the words to encourage participation

PTA Matters

1. JP asked PTA members to approve the May 2021 meeting minutes. Voting took place as
Yes: 21 | No: 0 | Abstain: 0 | Result: Passed
2. Vandana Puri provided an update to the 6th grade committee
 - Planning meeting with 6th grade parents is set up for Sept 28th to create fundraisers and events for the graduating class.
3. SI called school communities for action to:
 - a. Join PTA and pay membership fees at PTA store at <https://manoroaks.memberhub.com/store>. As of 9/22, we have 36 members and raised \$386 membership fees
Q: Who can join PTA?
A: Teachers, parents, grandparents, caregivers, community members
 - b. Sign up as class parents at <https://forms.gle/wgrxnRrDKyRePStg9>. This year, class parents are extended to pre-k classes. As of 9/22, there are 7 parents signed up for 6 out of 16 classes. Class parents must have an active PTA membership.
 - c. Sign up for PTA event committees either as chairperson or member to help out any PTA events at <https://forms.gle/YAefbXVaA3sVjgc77>. Committee chairperson must have an active PTA membership
4. The board provided updates on the upcoming events in September and October
 - a. **Student Planners:** SI mentioned the order will be delivered by end of September
 - b. **Pumpkin Patch:** SI mentioned that 10/14 is the delivery date. Online purchase can be made by 10/12 via PTA store at <https://manoroaks.memberhub.com/store> and Cash orders can be made by 10/14
 - c. **Unity Day:** SI mentioned that unity day is scheduled for 10/20, chalks ordered
 - d. **Spirit Wear:** Online store is expected to open in the next few weeks. The vendor suggests we start with t-shirts, long sleeve shirts, sweatshirts, and Pom Pom hats. Items will be shipped directly to purchasers upon ordering
 - e. **Picture Day:** DB stated Oct. 5th is our Picture Day with vendor, Irvin Simon
 - f. **Custodian Appreciation:** JL mentioned that we would like to thank custodians for their hard work with gift cards

2021 / 2022 PTA Events

- JL walked through PTA events for the rest of the year and pointed out that decisions on events are still impacted by COVID restrictions
- JL urged the parents to volunteer for the event committees as either chairperson or member at <https://forms.gle/YAefbXVaA3sVjgc77>
- JL mentioned any fundraisers must be approved by the Board of Education and submitted the request at least 30 days prior to the Board meeting preceding the proposed activity

Treasurer Updates / PTA Budget Proposal

- YZ provided a financial summary for the prior fiscal year 2020/2021. As of 6/30/21, MOE PTA:
 - a. Total net asset was \$5,166 and decreased \$10,987 or 68% from \$16,153 in 2019/2020
 - b. Total net credit was \$6,866, total net debit was \$16,149, total ending cash balance was \$6,870
 - c. Total revenue was \$6,866 and decreased \$9,363 or 58% from 2019/2020. Total expenses was \$17,853 and decreased \$3,944 or 18% from 2019/2020, net income was \$(10,987) and decreased \$5,420 or 97% from 2019/2020
- YZ mentioned that 2020/2021 audit review was completed successfully on 9/5 by the audit review committee: Jeannie Park (Chairperson), Vincy Vayalattu (Member), and Yan Zhang (Member)
- YZ provided a financial summary for the current fiscal year 2021/2022. As of 8/31/21, MOE PTA:
 - a. Total net asset was \$6,732 and increased \$1,565 or 30% from June 30, 2021
 - b. Total net credit was \$1,565, total net debit was \$90, total ending cash balance was \$8,346
 - c. Total net income was \$1,565. Of which, \$1,463 from Picture Day commission, \$80 from BLT Amazon Smile commission, and \$21 PTA membership fees.
- YZ pointed out that PTA total net asset was at \$21k pre-COVID. Losses in the past two years were impacted by the limited ability to raise funds under COVID restrictions while giving back more to the school community during COVID
- YZ walked through the proposed budget for the General PTA account only and mentioned that budgets for BLT are and 6th Grade are managed separately by Miss Sciarrotto and 6th Grade Committee
 - For prior year 2020/2021, the General PTA actual net income was \$(11,226) and \$978 below approved budget of \$(12,204)
 - In 2021/2022, PTA Board targets to maintain the net asset at minimum \$5,000 in the General PTA account by the end of this fiscal year
 - PTA proposes to spend \$8,964 and expects to raise \$6,757 in 2021/2022 in order to meet the target.
 - a. Top spending categories include \$2,000 in assemblies, \$1,322 in PTA general expenses e.g. quickbooks, insurance, and zoom, \$1,150 in graduation ceremonies for Kindergarten and 6th grade, and \$1,032 in welcome back spendings.
 - b. Top sources of income include \$1,700 in Picture Day commission, \$874 in PTA memberships and donations, and \$800 in book fair
- YZ asked the PTA members to vote on the proposed budget for 2021/2022. Voting took place
Yes: 16 | No: 0 | Abstain: 0 | Result: Passed
- YZ pointed out that as the next step, we look to increase PTA membership and seek new fundraising ideas or sources of income as we slowly moving back to normal

Principal Updates

- Theme of the year is "Being a Marigold." Marigold protects plants from pests and weeds. Connected to Student Council, Caring Ambassadors, Book of the Month, and other programs.
- Coding class by Ms. Holzcamp. From Fall until the end of January. Switch to STEAM with Mr. Girulanda for Spring
- Music with Ms. Malaszczyk- new music teacher- incorporating Hispanic Heritage Month
- Student Council with Ms. Sciaratto- elections beginning
- Students will focus on being marigolds to one another with Ms. Cohen and the Caring Ambassadors Program.
- Kindergarten screening happening on Thursday, Sept. 23rd. Parents can call for results.
- Patriots Day in recognition of 9/11. Schoolwide virtual presentation and announcement
- Board of Ed Goal #2- PBIS (Positive Behavior Intervention Systems)- teaching about expectations, not roles- MOE Bucks and MO store.
- BLT- supporting Goal #3- Shared Decision Making- Inclusion- Recognizing Hispanic Heritage Month. Ms. Caines provided resources for teachers.

- Backpack Express- Going Green- log into ParentVue
- BOE Goal #1- Protect health of staff, student and community
- Lock down drill by Friday, September 24, 2021
- Line of communication- start with teacher, newsletters every Friday from classroom teacher
- BOE Goal #4- Implement High Quality instruction and curriculum in each grade level. Foundations Program and Synergy Training

Ms. Caines- Giralde introduced as new AP.

Question and Answer

DB opened the floor for questions

Q: Ruthkowski: When will class parents begin?

A: When we have at least 1 for each class.

Meeting Adjourned On Time

Voting Results

Voting date	Voting Item	Yes	No	Abstain	Results
9/22/21	May 2021 Meeting Minutes	21	0	0	Passed
9/22/21	2021/2022 Budget	16	0	0	Passed

Action Items (Open)

No	Date Raised	Action	Owner	Target Date	Status	Updates
1	9/22/2021	PTA to send Teachers the Class Parent Sign Up form to encourage class parents participation	PTA Board	9/23/21	Open	Email sent to teachers directly by PTA on 9/23/21. Mrs Ruthkowski suggested to send all teachers communication to her going forward
2	9/22/2021	PTA to partner with school to drive up PTA meeting attendances and engage school community on PTA initiatives	PTA Board	9/30/21	Open	