

**RIDGE H.S.A. INC.**  
**BOARD OF TRUSTEES MEETING**  
**February 11, 2020 at 1:30 pm**  
**TEACHERS' LOUNGE**

**BOARD MEMBERS:** *Albano, Ardito, Beiersdorf, Bender, Bosch, Briganti, Bruce-Lockhart, Bruno, Carr, Chudy, Daffron, DeVincenzo, Dowling, Flynn, Freeley, Gershenson, Gross, Harris, Holder, Hong, Kahn, Katzman, Killeen, Kong, Kupiec, Langheim, Lindenberg, Long, Losquadro, Maltin, McCarthy, Minetti, Monte, Muselli, Nadeau, Neuman, Patrawala, Pilchik, Seyfried-Clark, Singh, Sorabella, Steketee, Stephens, Strohmenger, Sullivan, Tobaccowala, Twilliger, Wall, Wallace, Williams, Wright*

**PRESENT:** *DeVincenzo, Dowling, Flynn, Katzman, Kong, Minetti, Monte, Patrawala*

**ABSENT BUT VOTING:** *Albano, Beiersdorf, Bender, Briganti, Bruno, Carr, Chudy, Freeley, Gershenson, Holder, Hong, Killeen, Lindenberg, Maltin, Pilchik, Singh, Strohmenger, Wall, Wallace, Wright*

**MOTIONS:**

1. *A motion was made, seconded, and approved by those present to approve the Minutes from the January 14, 2020 Ridge H.S.A. meeting.*
2. *A motion was made, seconded, and approved by those present to approve the Balance Sheet as of February 11, 2020 and the 2019/2020 Year-To-Date Profit & Loss Statement.*

**Welcome & Call to Order**

Barbara Dowling

Barbara Dowling, H.S.A. President, called the meeting to order at 1:35 pm.

**Guest Speaker—Sheila Brogan, Super Science Saturday**

Sheila Brogan made her annual visit to Ridge to inform us about Super Science Saturday, in its 32<sup>nd</sup> year, taking place on Saturday, February 29 from 9 am-1:30 pm at Ridgewood High School. She said it will be a great day for kids with so much to see and experience and a chance to meet real scientists. In past years they have had a room of student projects. Fewer students have been presenting because of robust science fairs at elementary schools and difficulty in transporting projects. Students are still welcome to present their projects; sign-up sheets have gone out. Some highlights this year:

- Philadelphia Franklin Institute program on life in space—a 45-minute interactive program exploring the challenges of space travel and living and working in orbit
- Paper airplane launcher will launch across the gym
- Cradle-making for egg drop competition, dropping 32 feet off bleachers in football stadium
- Lego corner & Pinewood Derby track—kids can make Lego cars to race on the track
- Creative preschool and Kindergarten corner
- 4H Club presenters with small petting zoo
- Drone demonstration
- Ridgewood Fire Department will present night vision
- NBC meteorologist will discuss how weather affects communities

- A marine geologist will present about global warming
- Ridgewood High School students will give a presentation on vaping
- Students will present their own inventions
- Maker space with small projects for kids
- RHS Green Club
- 4 robotics teams including the Pascack Pioneers who will have an interactive throwing and catching activity
- Ridgewood Library will present 3D printing
- End with rocket launch on the football field

### **Principal's Report**

Dr. Jean Schoenlank

#### One School, One Book

Dr. Schoenlank said they chose the book *Lowji Discovers America* by Candace Fleming because the author would be visiting and because it's a sweet book that appeals to all grades, K-5. It's about a boy moving to a new country during the summer when it's difficult to meet people. Readers will learn a lot about his Indian heritage and culture—the book could be either a window or mirror of the reader's experiences.

Ms. Eng has worked hard with Ms. Burger and parents to prepare a lot of activities that tie into the book, including planning cilantro, art activities, Bollywood dancing, and a visit from a seeing eye dog. One parent has made some beautiful posters that are displayed around the school. Each Friday there will be a trivia question on that week's reading. The culmination will be the author visit. Please send in a picture of your family reading together so that we can display them. The current 5<sup>th</sup> grade was in Kindergarten when we began One School, One Book. We asked them at the assembly to recall the six books they have read and as a group they were able to remember all of them.

#### Science Fair / Lip Sync

Dr. Schoenlank said the annual letter would go out today to promote these events and to remind students to be inclusive and kind. It's all about saying "yes" if a student asks to work together or join a group. Dr. Schoenlank feels this has improved over the years. In recent years Lip Sync has had larger groups so it's become a shorter event. Small groups are still allowed, but it has felt more inclusive and she hopes this will be the case this year. The letter also reminds parents that these are "kid events." Students should choreograph the lip sync dances and create the science fair projects; parents can provide oversight. Students will have more fun if it is their project or dance.

#### Upcoming Events

Dr. Schoenlank said she is looking forward to Circus Week, which is an amazing use of funds from Friends of Ridge. The whole school enjoys this event, especially the 4<sup>th</sup> graders who will put on a show in the evening for families. Movie Night is coming up and students in leadership are involved in choosing the movie.

### **Update on L.E.A.P.**

Becky Katzman

Becky is the L.E.A.P. chair and said it's a huge program with 305 students participating this year (out of 460 students at Ridge). It is run by volunteers and she will gladly take it on next year as well. She would like to make some changes and do some things better next year. This year they used online registration with Google forms for each grade that went into a spreadsheet. This cut down on parents having direct communication so there was less feedback about who students would be placed with. There was also a lot of shifting of spots between the first and second weeks, which was not great but now she can anticipate this for next year. Also, students ended up joining after it started because they heard about it at school.

Becky thinks 5<sup>th</sup> grade participation was low because they are grouped with Grades 3-4. She would like to offer separate 5<sup>th</sup> grade offerings. She said how they group the grades will depend on what she gets for volunteers. Dr. Schoenlank recommended grouping Grades 4-5 together.

Becky said the budget is also problematic and she could come back to discuss this at another meeting if needed. The budget is \$200; \$183 was submitted in expenses but much more was spent. Art classes fill up quickly and she would like to offer more of these.

The \$200 budget is not enough to offer reimbursement for supplies for 25 classes. She would like to offer \$25-30 per class. This year 13 classes used purchased supplies. Becky also bought supplies that can be reused each year like Bingo Boards and balls. Some supplies were borrowed from homes, like board games. She recommends a budget of \$400. She thinks it would be easier to recruit volunteers if she could offer them more of a budget and she is open to suggestions. Danielle suggested asking for \$5 per student to participate. Others thought this would be too difficult with logistics for collecting payment and would cut back on participation.

Tasneem mentioned the Art Docent program and said that docents use what is available in class (such as crayons and markers) and opt to provide additional materials needed for projects. Becky thought this would not help with recruiting volunteers. Dr. Schoenlank suggested offering each volunteer up to \$25 for supplies. Tasneem suggested asking for donations of supplies as the Science Fair did this year through Sign-Up Genius and encouraging parents of participating students to donate supplies. Bridget Kong (who chaired L.E.A.P. in the past) suggested giving volunteers clearer guidelines that encourage volunteers to choose projects that can be done within the budget. There was discussion about whether volunteers should get reimbursed for purchasing prizes (for Bingo). Becky suggested prizes could be purchased at the dollar store.

Becky also suggested moving L.E.A.P. a bit later so that it starts the week of January 18 and ends the week of February 8 (right before break). As it is now, it creates a huge amount of work over the December break. When we start earlier, it's not that cold yet and kids still want to play outside. Ashley agreed with moving the schedule and said it also allowed more time for parents to sign up and provide supplies.

Barbara and Dr. Schoenlank thanked Becky for overseeing such a huge program and said everyone loved it.

## President's Report

Barbara Dowling

### Important Dates

#### February

2/1—Winter Wonderland Gala & Auction  
2/4—Kindergarten Registration (3:30-4:30)  
& Executive Board Meeting (1:00 pm)  
2/6—Kindergarten Registration (3:30-4:30)  
2/8—Drama Performance (3-5 pm)  
2/11—H.S.A. Public Meeting (1:30 pm)  
2/17-2/19—School Closed  
2/21—Movie Night (7:00 pm)  
2/28—Circus Performance (6:30-8)  
2/29—Super Science Saturday at RHS (9-1:30)

#### March

3/3—Executive Board Meeting (1:00 pm)  
3/5—Evening Science Fair (7-8:30 pm)  
3/6—Science Fair  
3/10—H.S.A. Public Meeting (1:30 pm)  
3/20—Lip Sync (7-9 pm) &  
Teacher Appreciation Lunch  
3/26—Grades 2/3 Concert (9:15 am)  
3/27—School Closed  
(Professional Development Day)

### Gala Recap

Barbara said they have tallied up all the numbers and the net proceeds are \$36,334. This is the amount we can spend on new books for classroom libraries and recess equipment. The Gala was a great night out for parents to have fun and support an important cause for the students and school. We surpassed our goal of \$30,000, which included \$1,000 per classroom for new books. Barbara praised the Gala and Auction teams for their work.

Dr. Schoenlank, Ridge staff, and the H.S.A. Board are beginning the process of purchasing the books and recess equipment so they can be installed this year. Barbara is going over the recess items with Dr. Schoenlank. Some of the installation may need to happen over the summer (such as any painting so it can dry properly). We should see everything in action in the next few months.

Barbara thanked Dr. Schoenlank and the teachers and staff for all they did and for donating great items to the auction. Ashley said that a large portion of the funds raised were from the teacher donations and that the highest items were Principal for the Day and Soccer Coach.

Barbara thanked everyone on the Auction Committee, Social Committee, and Board: Ann Alvarado, Mark Bruno, Kristen Daffron, Kerry DeVincenzo, Danielle Flynn, Kristin Glassman, Maria Hutchinson, Ashley Minetti, Lana Monte, Mindy Muselli (web master), Meaghan Nadeau, Pamela Nadler, Tasneem Patrawala, Miriam Steketee, and Maggie Wall. Barbara also thanked the class parents who organized the baskets and all the parents who donated to them; Dana Glazer for creating the short film which was shown at the Gala; and all of the Gala sponsors: Lukin Center Psychotherapy, Tarvin Realtors, Erin Pruitt at Tarvin Realtors, Joseph M. Hurley at Weichert Realtors, CKO Kickboxing, Ridgewood YMCA, Minuteman Press, and A Creative Touch Design.

### **Science Fair Update**

Tasneem Patrawala

Tasneem said the Science Fair will be held on March 5 & 6 and we will have our first-ever Evening Science Fair on March 5 from 7:00-8:30 pm. Tasneem and the other committee

members (Shulamit Gershenson, Sara Wilson, Gokce Sezgin, Hilary Wallace, and Danielle Flynn) have been planning it. We added the evening event to allow more time to view students' projects; 20 minutes per class during the school day was not enough. Tasneem shared the new posters designed by Gokce that show funny memes and are displayed around the school.

The Evening Science Fair will feature some fun, hands-on science activities (Storm in a Jar) as well as a science video and bake sale. We are looking for volunteers to demonstrate this project as well as some parents to do science demonstrations during the day on Friday; a Sign-Up Genius form has been sent out. We are also asking for donations of supplies for the activities.

Tasneem said that great science fairs begin in the classroom and that teachers encourage students to participate and discuss project ideas. Each year we have had greater participation. Two years ago, we decided to have no slime projects to encourage kids to think of other ideas. This year we said no volcano projects for the same reason, but we will have one large volcano as a controlled demonstration. It will be a fun event for everyone; the kids always create amazing projects. Dr. Schoenlank agreed.

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

Ashley Minetti

Ashley reported that Friends of Ridge has raised \$5950. The board discussed sending a letter out in early March promoting Friends of Ridge and describing upcoming events that it is funding. She hopes this will encourage people to donate; we are \$11,000 short of our goal. Ashley said Dr. Schoenlank's letters are effective and get a good response.

The next few months are very busy with F.O.R. events:

- Meet the Musicians on February 21 (2 Mozart performances split by grade level)
- Circus Week starts February 24 and will have activities during P.E. throughout the week, ending with the 4<sup>th</sup> grade performance.
- In March we will have yoga with Karen Weber.
- Author visits with Jerry Pallotta for K-2 & Candace Fleming on March 11 for K-2 and 3-5.
- Jonathan Sprout will visit the 2<sup>nd</sup> grade on March 23
- Encampment dates are in flux because of snow days. (Dr. Schoenlank was asked if the plan for encampment has been settled; she said almost and information will be sent out soon, probably in March.)
- 1<sup>st</sup> grade will have Yearning to Learn (storyteller) in March, date TBD.

Becky asked when the bulk of funding usually comes in? Near the end of the year? Becky said when they first started here in Kindergarten they had no idea what F.O.R. was until the end of the year and wonders whether that is often the case.

Ashley said donations often come in toward spring and we are on track compared to previous years. She did not want to send out the letter until March so that we wouldn't be asking parents for donations right after the Gala.

There was a discussion about how to promote F.O.R. Dr. Schoenlank suggested letting parents know which events are held for each grade level and that some events are for all grades. Barbara suggested sending a dedicated eblast about it. Becky asked how much is allocated per student (\$50) and suggested including that information as a guide for giving. Barbara said that last year they used a thermometer poster to show how much they had left to raise to meet the goal. This could be included in an eblast as well. Tasneem suggested promoting F.O.R. before the circus show. Dr. Schoenlank said she would do this when she welcomes everyone. Becky suggested a permanent display at the school promoting F.O.R.

### **Treasurer's Report**

Tasneem Patrawala

*A motion was made, seconded, and approved by those present to approve the Balance Sheet as of February 11, 2020 and the 2019/2020 Year-to-date Profit & Loss Statement.*

- *Motion was made by Lana Monte and seconded by Kerry DeVincenzo.*

### Statement of Financial Position

Tasneem reported that

- Bill Ward Fund is at \$25,589
- Savings \$35,355
- Operating Account \$42,526
- TD account for Legalized Games of Chance \$14,541

### Year-to-Date Actuals vs. Budget: Revenues

Tasneem said there were not a lot of changes to report for revenues.

### Year-to-Date Actuals vs. Budget: Expenses

Tasneem noted the following expenses:

- Accounting/Business Fees were over budget by \$2558. She had explained at previous meetings that the fee for tax preparation for the year ending June 2018 had not been paid to the previous accounting firm and needed to be paid. Another part of this is \$1691 in Square, Paypal, Stripe, and banking fees. Last year they began using the Wix website and stopped using Community Pass. We incur a lot of Square transaction fees, which Ridge H.S.A. covers. We used Wix payment for the 5<sup>th</sup> Grade activities fee, two sessions of Glee, social tickets, Stripe fees for membership directories, and F.O.R. through Paypal. Next year we will budget more for these fees.
- L.E.A.P. \$181
- One School, One Book \$184

Tasneem explained that the 2020 Gala Expenses/Revenues are divided into 2 portions. We received some funds into the Operating account and some into the Legalized Games of Chance account (L.G.C.). We had to deposit all raffle funds into a separate L.G.C. account to be used only for the intended purpose.

### Gala Revenues: Operating Account

- Ticket sales \$23,645

- Donations \$255
- Handbid Silent Auction sales \$22,296
- Discounted items sales \$85

Gala Revenues: L.G.C. Account:

- Sponsors \$2125
- Donations \$958
- Tricky Tray Raffle Sales \$2160
- 50/50 Raffle Sales \$1860
- Live Auction Sales \$7300
- Silent Auction Discounted Items \$200

Gala Expenses:

- Deposit to hold date at Biaggio's \$500 (went toward final payment)
- Raffle Permits \$80
- Handbid Software \$995
- Dana Glazer Stipend \$250
- Remainder payment to Biaggio's \$17,855
- Printology program printing \$400
- Mike Polsky consignment items \$3135—items were clearly marked as only part of proceeds going to Gala
- DJ \$400
- Centerpieces \$350
- Square fees from Gala \$212 (Live auction and tricky tray sales were Square transactions)
- Web hosting, licenses, lawn signs, flyers, supplies \$373

Barbara said they really tried to keep expenses down. They were able to get posters for free from Minuteman Press. Sponsor revenues covered most of the expenses, so that funds raised would go to the school rather than to cover Gala costs. Centerpieces were at cost, so this was like a donation from A Creative Touch Design because they would have cost well over \$1,000.

Kerry said we saved money by not having anyone from Handbid at the Gala and by running the silent auction ourselves. Barbara said we only purchased the software license from Handbid. Mindy Muselli and the team were instrumental in building the auction—usually Handbid charges you to do this. Ashley said that Handbid was a slam dunk and people were able to bid from home. Barbara said it was also a backup in case of a weather cancellation. Tasneem noted that some supplies were donated by parents, such as the baskets holding the auction items.

**Planning & Development's Report**

Kerry DeVincenzo

Kerry said she has one unclaimed prize from the Gala and is trying to get in touch with that person to collect it (a discounted perfume basket). The other item left will be added to the family picnic baskets. The fundraising focus now is on Smile (through Amazon) and Stop & Shop.

Smile is the easiest way to raise funds, we just need people to remember to do it. Barbara will include this in eNews.

**Volunteer Coordinator's Report**

Mark Bruno

Mark was unable to attend the meeting and will give an update in March.

**Secretary's Report**

Danielle Flynn

*A motion was made, seconded, and approved by those present to approve the Minutes from the January 14, 2020 Ridge H.S.A. meeting.*

- *Motion was made by Ashley Minetti and seconded by Lana Monte.*

Danielle read a thank-you note from Ms. Manke for the holiday gift.

ADJOURNMENT: There being no further business, the meeting was adjourned at 2:46 p.m.

Respectfully submitted,  
Danielle Flynn  
Ridge H.S.A. Secretary

**NEXT H.S.A. MEETING is Tuesday, March 10, 2020 at 1:30 pm in the Teachers' Lounge.**