

Levittown Council of PTAs  
General Membership Meeting  
May 17, 2012

Meeting called to order 7:38. Pledge of Allegiance. Attendance was taken, a quorum was established.

**President's report** ~ Report attached.

**1<sup>st</sup> VP** ~ "Training is to your unit like fertilizer is to farming." Training is very important to each unit to grow.. The NYSPTA & Nassau Region PTA have resources to help you along the way, utilize the resource guide as presidents & share the pertinent information with your officers. Unit insurance is payable to NYSPTA The resource guide & guidelines is set by NYSPTA. If you don't follow those guidelines you are not insured.

**2<sup>nd</sup> VP** ~No report.

**Recording Secretary** ~ April minutes approved as written including an attachment for A&E.

**Corresponding Secretary** ~ No report

**Treasurers report** ~ Report on file & listing of the budget & where we stand today. The monthly audit was completed tonight by Patricia Genco, everything was found in order. Audit should be done by the end of the year once all or the majority of your checks have cleared your bank account. You will be auditing everything that was written & taken in from July 1, 2011(or even earlier than that if you had an interim summer budget) through June 30, 2012. Point of Information – Presidents have the authority to approve an amendment within the budget or an expense as long as it's \$50 or less. All units got their deposit membership bill for \$20; you can bring that to the Supt/Pres meeting on June 4, 2012.

The scholarship dinner dance this year had almost 75 more people attend than last year, which then incurred more expenses. It left us in the scholarship account expense line is over by \$1,734.50. A motion was made by Mary Rickard to amend the expense line to cover the additional cost and add an additional \$1800 is added to the expense line of the scholarship dinner dance. Seconded by Dawn Nocella. No discussion, motion passed.

The scholarship fund needs to be amended the only expense line we have under the scholarship account it carryover & that is in case the dance is not successful or cannot be held that year, we still have funds to give to the students. Additional expenses do come up each year for supplies. Discussion was held as to whether it should be one line for "office supplies" and another for actual scholarship supplies. Esta Lachow made a motion to amend the expense side of the scholarship account to add 2 lines, the first being Miscellaneous supplies and the 2<sup>nd</sup> line being called Scholarship supplies. \$100 would be for the Misc. lines & \$50 in the Scholarship supplies. Seconded by Robin Cammarata. Pat Genco asked that a banking line be created in addition to these lines. Discussion followed as to whether 3 lines are needed or just amending the Misc. supplies line. Esta amended her motion to call the 1<sup>st</sup> line Misc. supplies & changed it to be labeled Banking Supplies. Seconded by Robin. No discussion, motion passed.

**Historian's report** ~ Scott is requesting any pictures of the Scholarship Dinner Dance be sent to him.

**Superintendent Report** ~ Dr. Grossane wants to thank the PTA for the strong support during the budget process. We passed with the highest passing rate ever in Levittown with 65% yes vote. Lots of positive feedback for the Kids vote. The elementary students loved the opportunity to vote for the school spirit day – Pajama day won! Kids Vote will be held again next year.

Voting turnout was actually less than last year probably due to rain. Turnout was low all over.

DAHS -asbestos was discovered during installation of communication lines, in which everything was then closed back up.

Gardiners Ave will have the tiles in the hallways replaced this summer so signs will be posted & the area will be closed off. Summer school will be held in Abbey this year because of the removal.

DAHS library is getting an air conditioning unit to be ADA compliant for an employee that requires it to perform her job duty.

Planning Session on 5/23, our architectural firm will be presenting a plan to tackle several projects for the next several years in all the bldgs.

Dr. Grossane reflected on how fast the year has passed & what has been accomplished by all in the district.

**Installation of New Officers for 2012/2013** ~ Report attached

**Q**-Has a Special Education Asst. Director been found? **A**. Not yet, first & second round of interviews were completed.

**Elementary Principals** – Dr. Grossane very close to making recommendations to the BOE for the 2 openings.

**Director of Reading & Remedial Services** – Interviewed today – very strong candidates & also starting to interview for the Elementary Asst. Principal. Have already interviewed for all the Curriculum Associate positions. Looking to wrap everything up & finalize, will be presenting to the BOE very shortly so we can appoint employees in June.

**Q** – The Asst. Principal will be split between Abbey Lane & East Broadway? **A** – Yes, they are the two largest schools & with the advent of APPR & requirements of an official observation more than once a year, we have to make sure there is adequate coverage in the two larger bldgs.

**Q** - Lead Teachers are being removed? **A**- Yes, there will be no Lead Teachers. Lead Teachers can't evaluate, so at this point & time we need to respond to what the state is asking the district to do. The principal will be the only administrator for the bldg in the other 4 elementary schools, but remember we will have 4 Curriculum Associates & a Director of Reading & Remedial Services assisting with K-12 responsibilities.

Esta asked Dr. Grossane to please consider to moving the cafeteria in Northside from the basement to the first floor in light of all the proposals for change within the district

**Q** – What will the Curriculum Associates be doing for the elementary schools? **A** – A schedule will eventually put in place but a large portion of their responsibilities will be coordinating the Common Core curriculum K-12 & to work closely with principals & teachers. They will also have to supervise & observe all the teachers within their discipline on the secondary level. Observation will be different than before, a stronger supervisory model will be put in place.

#### **Committee Reports:**

**Arts & Ed** ~Report attached.

**Audit** ~ Will be completed shortly.

**Council Budget** ~ No report

**Elementary Curriculum** ~ Discussed report cards for 2-5 to be changed for Common Core – scoring will be based on 1,2,3,4. It will not be pushed out if not ready.

**Health & Safety** ~ Pink Slime is not used in our food. The Crossing guard over the SS parkway on Wantagh Ave is a issue. Committee wants to introduce a 5<sup>th</sup> grade program about drinking & drugs, looking into information.

**Legislation** ~ No report.

**Procedures** ~ No report

**Secondary Curriculum** ~ Report attached.

**Scholarship Dinner** ~ A motion was made by Pat Genco for Angela to negotiate & book the Crest Hollow CC for Thursday April 25, 2013. Seconded by Lisa Curran, approved by membership.

**Capital Project** ~ No report

**Dollars for Scholars** ~ Next meeting is 5/21 @ 7pm here at LMEC. Please use the new boxes Scott has made up for your collections.

**GC Tech** ~ No Report.

**LEADD walk** ~ No Report.

**Senior Citizen prom** ~ Great success. Everyone had a wonderful time & thank you for all who helped!

**Food Service** ~ Report attached.

**Scholarships** ~ Report attached.

**Wellness** ~Next meeting is June 6<sup>th</sup>.

**SEPTA** ~ No Report

**New Business** ~ There are bugs in DAHS-Dr. Ianni is looking into the problem.

Please note dates to remember on the back of agenda.

Meeting adjourned 9:13pm

Minutes prepared by Eileen Petrullo

**Levittown Council of PTAs  
General Membership Meeting  
May 17, 2012**

**Agenda**

**Please note: This meeting is being recorded**  
**Call to order, pledge attendance/establish Quorum**

**Executive Committee Reports:**

**Presidents Report**

**1<sup>st</sup> VP Report**

**2<sup>nd</sup> VP Report**

**Recording Sec. Report: approval of minutes**

**Corresponding Sec. Report: Correspondence**

**Treasurer's Report:**

**Historian's Report**

**Superintendent's Report:**

**Installation of New Officers for 2012/2013**

**Committee Reports:**

**Standing Committees:**

**Arts in Education**

**Council Budget**

**Health/Safety/Environment**

**Procedures**

**Audit**

**Elementary Curriculum**

**Legislation**

**Secondary Curriculum**

**Special Committees:**

**Scholarship Dinner Dance**

**Liaisons:**

**Capital Project/Bond Watcher**

**Food Service**

**LEADD**

**Senior Citizen Prom**

**Dollars for Scholars**

**GC Tech**

**Scholarship**

**Wellness**

**New Business**

**Adjournment**

**Dates to Remember:**

- 05-23 Board of Education Mtg. 7:30 @LMEC**
- 06-04 Presidents/Superintendent Mtg. 9:30 @ LMEC**
- 06-13 Board of Education Mtg. 7:30 @ LMEC**
- 06-19 Officers' Training 2012 @ Elmont High School**
- 07-01 New officers take over!**
- 07-27 Summer Leadership Conference**

President's Report for the Council Meeting  
Thursday, May 17, 2012 7:30 pm

I would like to welcome everyone to our last Council meeting for this year. It has been a pleasure to work with each one of you. Thanks for all that you do for our children. I would like to welcome the members of the Board of Education who are here with us tonight and thank everyone who went out to vote and help pass the school budget this year.

Thank you to Marie and Salk/MacArthur for hosting tonight's meeting. The next meeting in September will be hosted by SEPTA. It is never too late to start planning for next year.

Please be reminded that our mtg. is being recorded. I ask that when you speak you use the microphone. Once our minutes are approved they will be online. Please check the district web site for updates and please keep you website current with information about your unit.

As the year comes to an end things may seem very hectic and busy for you and your units. Hang in there! The most important thing to remember is to work together and keep the lines of communication open between everyone. If you have an officer or Council Committee folder please add your annual report and return it to Patty as soon as possible.

This is the time of year to prepare for your successor and make sure all of the "work" has been completed. Review your by-laws and procedures. Is your unit ready for the summer? Audit and budget committees should be in place. Please make sure that your council dues are paid along with your deposit for next year. We will need a list of officers and council delegates for next year's Council directory. Please e-mail Dawn with this list along with e-mail addresses and phone numbers. Thank you.

Don't forget to send out Form A to Nassau Region <sup>with</sup> your officer contact information and the Form C for additional mailings for your co-president. You can file on line @ [www.nyspta.org](http://www.nyspta.org).

If you haven't done so already, please get in touch with Denise Brunnhoelzl @ LMEC to give her your meeting dates for next year. This is a very difficult job to do, please try to be flexible and understanding if some dates need to be changed.

Thanks again to Patty Genco for running a successful and informative Pres/Superintendent Mtg. The next meeting is on June 4<sup>th</sup> @ 9:30 in the small board room. Please invite the new incoming president to join you at this meeting.

The role of Council is to perform in an advisory capacity and serve as a liaison to the school district. We are here to help any unit in any way that we can. If you have concerns regarding your unit please let us know and contact our AD @ Nassau Region Susan Contino.

- The Nassau Region web site is a very useful reference [www.nassaupta.org](http://www.nassaupta.org). Our AD, Susan Contino is available to help. Her e-mail is: [susancontinopta@gmail.com](mailto:susancontinopta@gmail.com) phone # (516)921-2753
- It is important that your unit be represented on Committees. Elementary and Secondary Curriculum should have a representative from each school.
- Please continue to support the food pantry throughout the year.

We look forward to continue to work with and support our Board of Education. Our goals are the same, to do what is best for our schools and most importantly our children.

Thank you again to everyone for all that you do for our children. Your hard work and dedication is greatly appreciated.

**Please keep the lines of communication open. I know together we can accomplish whatever we set out to do for our children.**

And...please feel free to contact us with your concerns and hopefully no worries.



Levittown Council of PTAs  
Treasurer Report

MAY 1, 2012 TO MAY 17, 2012

General Fund

**Opening Checkbook Balance:** **\$8,966.12**

Expenses:

Office Supplies 40.09

Workshop/Conferences 55.00

**Total Expenses:** **\$95.09**

Income:

**Total Income:** **\$0.00**

**Closing Checkbook Balance:** **\$8,871.03**

Scholarship Fund

**Opening Checkbook Balance:** **\$16,156.97**

Expenses:

Dinner Dance Expense (supplies) 181.47

supplies-checks 42.50

Misc. (Check fee) 2.00

**Total Expenses:** **\$225.97**

Income: 120.00

**Total Income:** **\$120.00**

**Closing Checkbook Balance:** **\$16,051.00**

**Levittown Council of PTAs  
Proposed Budget  
2011 - 2012**

<b>General Fund:</b>	<b>Proposed</b>	<b>Actual</b>	<b>Proposed</b>	<b>Actual</b>
	<b>2010/2011</b>	<b>2010/2011</b>	<b>2011/2012</b>	<b>2011/2012</b>
Starting Balance	\$8,748.00	\$8,748.00	\$8,898.66	\$8,898.66
<b>INCOME</b>				
Membership Dues	\$1,500.00	\$1,498.40	\$1,300.00	\$1,197.60
Other	\$0.00	\$0.00	\$0.00	
<b>TOTAL INCOME</b>	<b>\$10,248.00</b>	<b>\$10,246.40</b>	<b>\$10,198.66</b>	<b>\$10,096.26</b>
<b>EXPENSES</b>				
Administrative Functions	\$250.00	\$129.95	\$250.00	\$0.00
AIDS Awareness	\$200.00	\$193.90	\$6.10	\$0.00
BOE Recognition	\$100.00	\$100.00	\$100.00	\$99.91
Carry Over	\$6,348.00	\$0.00	\$6,142.56	\$0.00
Convention	\$700.00	\$0.00	\$1,000.00	\$693.45
Get a Voice	\$150.00	\$127.46	\$200.00	\$0.00
Health & Safety	\$500.00	\$0.00	\$500.00	\$0.00
Historian	\$100.00	\$0.00	\$100.00	\$0.00
In House Training	\$600.00	\$99.50	\$600.00	\$0.00
Installation	\$50.00	\$0.00	\$50.00	\$0.00
Miscellaneous	\$200.00	\$40.00	\$200.00	\$4.00
Office Supplies	\$150.00	\$86.93	\$150.00	\$67.87
Pres/Prin Dinner	\$300.00	\$240.00	\$300.00	\$240.00
Publications	\$100.00	\$0.00	\$100.00	\$0.00
Workshops/Conferences	\$500.00	\$330.00	\$500.00	\$120.00
<b>TOTAL EXPENSES</b>	<b>\$10,248.00</b>	<b>\$1,347.74</b>	<b>\$10,198.66</b>	<b>\$1,225.23</b>
<b>SCHOLARSHIP FUND:</b>				
Starting Balance	\$7,212.72	\$7,212.72	\$9,224.77	\$9,224.77
<b>INCOME</b>				
Dinner Dance Income	\$25,000.00	\$26,266.50	\$25,000.00	\$30,830.00
<b>TOTAL INCOME</b>	<b>\$32,212.72</b>	<b>\$33,479.22</b>	<b>\$34,224.77</b>	<b>\$40,054.77</b>
<b>EXPENSES</b>				
Carry Over	\$0.00	\$0.00	\$8,000.00	
Dinner Dance Expenses	\$21,000.00	\$20,254.45	\$22,224.77	-\$1,734.50
PTSA Scholarship Awards	\$4,000.00	\$4,000.00	\$4,000.00	
<b>TOTAL EXPENSES</b>	<b>\$25,000.00</b>	<b>\$24,254.45</b>	<b>\$34,224.77</b>	<b>-\$1,734.50</b>

## Levittown Council of PTAs Installation of Officers May 17<sup>th</sup>, 2012

The installation of a new officers to Council is a memorable event. It signifies the determination of its members. Determination to create a bridge of understanding between each of our units so harmony can prevail and the climate created will result in the maintenance of excellence in our public schools as well as contribute to the welfare of all the children. It is the pledge that the members of the Levittown Council of PTAs will look outward , beyond the boundaries of our Council and our school district, and will work for the optimum opportunities for every child, realizing that the intention is to seek good for all is the basis of the work to which we have dedicated ourselves since the founding of the Levittown Council of PTAs organization.

Members, You have charged your officers with great responsibility, They will need to keep you informed about the overall and specific programs of council , our school district, State and National PTA as they assume the responsibilities you have assigned them. They must channel the information to the units in a concise and precise manner. They will become familiar with local , educational and legislative data and trends. They will need your assistance, help and support as this is a council of dedicated men and women. Let us hope that the Levittown Council of PTAs continues to be an active one, participating in all that the Parent Teacher Association movement has to offer.

Before I call on these newly appointed officers let us all state together the PTA Purposes:

To promote the welfare of children and youth in home, school, community and place of worship.

To raise the standards of home life.

To secure adequate laws for the care and protection of children and youth.

To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently n the education of children and youth.

To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

**Mary Rickard** . As corresponding secretary of this council you are responsible for all the correspondence written in the name of Levittown Council of PTAs as well as communicate to others on our behalf. Your charm and eloquence will be called upon in writing , your joy will come in the knowledge of a job well done. (hand plant0 **Mint** symbolizes virtue and gives relief mentally and emotionally, Accept this plant and may it remind you that your quality of doing what's right, your kind words ,correspondence, and friendly manner will set the tone of this council.

**Angela List**. As treasurer you shall be custodian of the funds of this Council. You will receive and distribute monies, keep careful and accurate accounts of all transactions and give financial status reports to our membership. Not everyone can or will ever want to assume the responsibilities of this office and for that you should be commended. (hand Angela the dill)

**Dill** symbolizes money, luck and protection.

We hope that you will continue to protect the finances of this council and with any luck(similar to yours) this council will always have the money to do good.

**Patricia Genco and Dawn Nocella**. As vice presidents you will be called upon to give thoughtful service and complete loyalty to your president. Your task is to assist her fully in every way, to support her and to know the workings of this council so that if called upon you can take her place if the need arises. (hand plants)

**Thyme**, symbolizes activity and courage, You will be the understudy for the president, You must be able and prepared to take over in a moments notice. You must be ready to do whatever she requests for the good of Council. Take this Thyme to remind you to be active and courageous as you carry out your duties.

**Cynthia Mulz** .You have been chosen to fill the highest office in this organization - - that of the presidency. Your members have chosen you to remain in this role, they look to you to continue directing the affairs of this Council in a dedicated conscientious manner. Your officers will continue to look to you for direction, coordination of committees, unit members, their work as well as strong leadership. I know you will guide them wisely. (hand Cindy the basil plant)

**Basil** symbolizes strength and power. It is the king of herbs. It makes an impact on many dishes and so too you will make a major impact on this Council, it is said that "basil can procure a cheerful heart, it can be sweet and delicate, but it must be used carefully so it does not dominate other flavors. So to as President, you must be encouraging , cheerful, strong but not dominate .Use your authority sparingly. Enhance this Council as basil does foods.

Past officers:

**Scott Hass** As outgoing Historian, you have been faced with many difficult challenges. Juggling Council Events, collecting and assembling our history. You have served Council well-in many different faucets.

**Lavender** symbolizes acknowledgement; Please accept this plant as we wish to acknowledge and thank you for your dedication to this unit and the children of Levittown. We wish you well and hope you will continue to serve children and the PTA mission.

Newly elected officers

**Esta Lachow.** As our past president , you continue to serve the children of Levittown and Council. You have mentored, sculpted, counseled and disciplined us. We are grateful for your guidance.

**Chives** symbolize eternity; usefulness, they also drive off evil influences and disease. Esta what you have given this council will go on as long as this Council continues. You are still a useful and well needed part of this council. Please accept this plants as our way of telling you, we value you and thank you. You have taught us all how to drive off the evil, accept the best and most certainly handle disease. Our hope is you will continue guiding us.

**Donna Waitkus,** as our incoming Historian your job will be collect all publicity, pictures and other materials pertaining to this council, its events and its history.

(hand Donna parsley)

**Parsley** is rich in vitamins and minerals. It stands for festivity and is a great garnish. Collect and assemble our history in a attractive way so you can create a festive fun face to our council.

**Eileen Petrullo.** As recording secretary, you will be depended upon to keep records of attendance, accurate minutes of the proceedings of this council and share them with our unit members. You will welcome us back at each meeting and keep us abreast of what happened at past meeting. (hand Eileen plant)

**Rosemary** described in legend symbolizes fidelity; meaning “accuracy and exactness”(two important aspect of your office, ) as well as a traditional symbol of remembrance . Accept this plant and let it remind you , To record not what is said but what is done by this council.

Dr Grossane ,As Honorary Vice President and Superintendent of our District , you serve as the binding force between various important groups- the parents, the teachers the students, Levittown Council of PTAs and Central Office. Yours is a very vital role. You must lead, guide , instruct, console, discipline and encourage each group in relation to their needs and the needs of the school district. The smooth operation of Council and our PTA units within this school district lies in your hands. I know you will continue to be supportive of this Council and of the principles of the PTA . (hand Dr. Grossane the peppermint)

**Peppermint** is symbolic of energizing and for higher teachings; helps spiritual understanding; for visions and dreams and for intuition. You serve as the vision of our council and this community. Your energy, intuition and teaching is vital to our existence Accept this peppermint as a symbol of our dreams and vision

Address Audience with all officers standing

Members of the Levittown Council of PTAs you have shown wisdom in electing these officers who now stand before you. As your leaders for the coming year, they need your encouragement and your support. Do you therefore pledge your willingness to work with them and help them carry forward the work of this association? If so --- please respond together by saying “We Do”

Address the Officers

Officers of the Levittown Council of PTAs you have heard your membership pledge that they will work for you and with you, In this affirmation lies your greatest potential for achievement. Will you as officers of the Levittown Council of PTAs hold the welfare of the children and youth paramount in all that you do? If so, please respond by saying “We Will.”

As officers of this Council, the duties and opportunities for service that face you may challenge your most devoted efforts. As installing Officer, I acknowledge your intention to serve faithfully and to the best of your abilities.

It is now my pleasure and privilege to declare you duly installed officers of the Levittown Council of PTAs, affiliated with the Nassau Long Island District PTA which is an arm of the New York State Congress of Parent and Teachers, a branch of the National Congress of Parents and Teachers.

Congratulations and have a successful year!

**Council Meeting  
Arts and Ed Report  
May 2012**

**Summit Lane** – This Month the students will experience iGame4 during their gym class for the one week. Students will learn about health and nutrition using interactive video games.

**Northside** – Thank you for extending the invitation to attend the Megan’s Law workshop. A very informative and important topic all parents need to know to keep their children safe.

May 17<sup>th</sup> Harlem Wizards character building assembly.

May 30<sup>th</sup> 4-5<sup>th</sup> Megan’s Law “When to tell.”

**East Broadway-** Next week all the students will be attending the Up, up, and Away assembly by Mad Science.

May 23 Scholastic BOGO Book Sale 4:00-6:30pm in Main Lobby.

**Abbey Lane-** May 30<sup>th</sup> Scholastic BOGO Book Sale.

June 12<sup>th</sup> the play of Junie B. Jones assembly.

PTA Council Reports submitted by Angela List

### Secondary Curriculum-

Met on 5/16/12-the committee was asked their thoughts on the possibility of eliminating secondary progress reports. Debbie Rifkin stated that the thought is that the progress report is very generic and becoming somewhat obsolete since we now have the ability to view students grades with grade book.

If the progress reports are eliminated there will be a place on grade book under each class the student takes for teacher comments. There will be specific situations where the teacher will be required to make comments: example-if the student has gone down 10 points or more, if the student has gone up 10 points or more, if the student is failing or in danger of failing. These are just a few of the examples.

There will possibly be a connect ed message that will go out around the time progress reports would be generated stating this would be a good time to log onto parent portal and review your students progress and grades on grade book.

Again, this is all just a thought, nothing has been decided and nothing has been brought to the Board of Ed for consideration. Just wanted to get a parent perspective.

Spoke about APPR and the Danielson Model as a means of teacher assessment. Teachers will be assessed on a 100 point scale, 20 points will be growth, which for grade 4-8 teachers state will give this score based on ELA scores and how the students progressed. For teachers who are not 4-8 the district has to put into place student learning objectives for every course that is taught, then put together new assessments to be given at the beginning of a course and at the end of a course with benchmarks and targets for achievement.

A second 20 points will be based on a local student assessment, which the district has to put into place, according to what the NYS DE has on their approved list of acceptable assessments.

The last 60 points will be based on an evaluation rubric approved by NYS. The Teachers Union and LUFSD have agreed on the Danielson Rubric. The teachers will have a minimum 1 full period observation which is announced and then another observation which has no specific time and does not have to be announced. The teacher will have a pre-observation meeting with the administrator performing the observation, then they will do the observation and then they will have a post observation meeting. Supposed to be used for evaluation and professional development.

The Danielson Rubric is made up of 4 domains (sections) 1-Planning and Preparation (which has 6 sub-sections), which will be a part of the pre-observation meeting; 2-Classroom Environment (which has 5 sub-sections), 3-Instruction (which has 5 subsections)-which will be a part of the actual observation and then 4-Professional Responsibilities (which has 6 sub sections)-which will be the post observation meeting. Under each subsection there are multiple areas that the teacher will be evaluated on. I have a copy of one of the sub sections if you would like to see it. The district has to determine the appropriate point value for each section and subsection to give the teacher a score to total up to the 60 points.



Levittown Council of PTAs  
General Membership Meeting  
May 17, 2012

**Food Service**

1. Because Food Service Committee members need to be approved in advance by the Board of Ed, we are requesting that ALL PTA units select their committee chairs for this committee in July and that unit Presidents submit the names to Council President Cindy Mulz, so that she can forward them to the Board of Ed for approval at their August meeting. Committee members cannot visit the cafeterias until they are approved by the Board.
2. As of this past Tuesday, Dover has removed their vending machines from the school district. The secondary schools still have the Answer Vending machines in the cafeterias. The cafeterias will be open so that students can access the vending machines for after school activities. Answer has been told by Linda Haas that there may be a spike in sales and that the machines should be monitored for re-stocking.
3. Table cleaning in the cafeterias was discussed. Mark Flower is looking into a district wide procedure that conforms to best practices, instead of suggested guidelines.
4. Under the Federal interim rule entitled, "National School Lunch Program: School Food Service Account Revenue Amendments Related to the Healthy, Hunger-Free Kids Act of 2010", school food authorities (SFAs) participating in the National School Lunch Program are required to ensure sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced price meals. There are two ways to meet this requirement: either through the prices charged for "paid" meals or through other non-Federal sources provided to the nonprofit school food service account.

SFAs must annually review their paid lunch revenue to assure compliance with the paid lunch equity requirement. When the average paid lunch price is less than the difference between the free and paid Federal reimbursement rates, the SFA must determine how they will meet the requirement—by increasing their average paid lunch price or providing funds from non-Federal sources. Those SFAs that choose to increase the average paid lunch price by a factor of two percent plus the annual inflation rate. The inflation factor is based on the percentage change in the Consumer Price Index for All Urban Consumers (CPI). The reimbursement rates are adjusted using the CPI for the 12-month period of May of the previous year to rates, the paid lunch equity calculations are based on the inflation factor used for the previous SY's reimbursement rates. Therefore, the inflation factors used by SFAs to calculate their paid lunch equity requirements will change from year to year.

Current reimbursement rates are :

Free Lunch: \$2.77

Reduced Lunch: \$2.37

Paid Lunch: \$0.26

The Food Service Committee recommended raising prices by 5 cents for breakfast, 10 cents for student lunch and 75 cents for Adult lunch. The recommendation will be forwarded to the Board of Ed, as they make the decision.

5. Based on the results from the federally required School Breakfast Survey, there will be a Breakfast Program in two of the elementary schools. It will consist of 3 options:

Cereal with juice and a graham cracker

Muffin with juice and a graham cracker

Yogurt with juice and a graham cracker

This is a grab and go breakfast that is served at 9:05am. Students will take the breakfast to their classrooms to eat it.

6. The DAHS cafeteria plans were submitted to the SED, which is now experiencing a 12 week backlog. The architect is scheduled to review them tomorrow, but they then have to go to the engineer for approval. Chances are becoming slimmer that it will be approved in time for summer construction. It looks like construction will begin the following summer.

Submitted by:

Lisa Curran

→ 7. Healthy Snack Day at DAHS. Samples of yogurt parfait + also Hummus w/ carrots + celery donated by Chartwells. ~~Chartw~~ If any units are interested in working w/ Chartwells distributing samples, please contact Alan Levin, a Salk.



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

3101 Park  
Center Drive  
Alexandria, VA  
22302-1500

**DATE:** March 19, 2012

**MEMO CODE:** SP 22-2012

**SUBJECT:** Paid Lunch Equity: School Year 2012-2013 Calculations and Tool

**TO:** Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

The interim rule entitled, "National School Lunch Program: School Food Service Account Revenue Amendments Related to the Healthy, Hunger-Free Kids Act of 2010" requires school food authorities (SFAs) participating in the National School Lunch Program to ensure sufficient funds are provided to the nonprofit school food service account for lunches served to students not eligible for free or reduced price meals. There are two ways to meet this requirement: either through the prices charged for "paid" lunches or through other non-Federal sources provided to the nonprofit school food service account. This memorandum provides guidance on the calculations SFAs must make in order to ensure they are in compliance with these requirements for School Year (SY) 2012-13. In addition, the SY 2012-13 Paid Lunch Equity (PLE) tool to assist SFAs as they make these required calculations is attached to this memorandum.

### **SY 2012-2013 Paid Lunch Equity Calculations**

On February 15, 2012, FNS issued memo SP 15-2012 to remind SFAs that for SY 2012-2013, SFAs which, on a weighted average, charged less than **\$2.51** for paid lunches in SY 2011-2012 are required to adjust their weighted average lunch price or add non-Federal funds to the non-profit school food service account. The amount of the per meal increase will be calculated using 2 percent plus 2.18 percent, or **4.18** percent.

Because SFAs may round the adjusted average price for paid lunches down to the nearest 5 cents, some SFAs were not required to raise the price of paid lunches in SY 2011-2012. These SFAs are reminded that they must use their unrounded adjusted average paid lunch price requirement from SY 2011-2012 when calculating the weighted average paid lunch price increase for SY 2012-2013. For example if the unrounded SY2011-2012 requirement was \$2.08 but the SFA opted to round down to \$2.05, the calculation of the SY2012-2013 is based on the \$2.08 unrounded SY2011-2012 requirement.

If an SFA raised its weighted average paid lunch price above the required amount in SY 2011-2012, that excess paid lunch price increase may be subtracted from the total SY 2012-2013 paid lunch price increase requirement. SFAs must keep sufficient records to document and carry forward the average price calculations.

Additionally, if an SFA did not raise its weighted average adjusted paid lunch price sufficiently to meet the required amount in SY 2011-2012, the shortfall must be added to the total SY 2012-2013 paid lunch price adjustment requirement.

### **Use of Non-Federal Sources Calculation**

SFAs that choose to contribute non-Federal sources to the nonprofit school food service account in lieu of raising paid lunch prices must calculate the appropriate amount to contribute. To determine the amount of required revenue in lieu of a paid lunch price increase, the SFA determines the total number of paid reimbursable lunches claimed for the previous school year and multiplies by the difference between the SY 2012-2013 weighted average paid lunch price requirement and the SY 2011-2012 weighted average paid lunch price.

### **Sources of Non-Federal Funds**

Except as permitted, in SY 2012-2013 and beyond, SFAs may only use non-Federal sources that are provided to directly support paid lunches. For example, the following may be used to meet the PLE requirement:

- per-lunch reimbursements for paid lunches provided by States, counties, school districts and others;
- funds provided by organizations, such as school-related or community groups, to support paid lunches;
- any portion of State revenue matching funds that exceeds the minimum requirement established in 7 CFR 210.17 and that is provided specifically for paid lunches; or
- any proportion attributable to paid lunches from direct payments made from school district funds to support the lunch service; e.g., a pro-rata share of general funds.

### **Limited Extension to Include Additional Non-Federal Sources for SY 2012-2013**

In recognition that the interim rule was published after many SFAs had made pricing decisions for SY 2011-2012, those SFAs that can demonstrate that they raised their prices *and* met the non-Federal cash contribution allowance for School Year 2011-2012, may count any non-Federal cash contribution, except for in-kind contributions and revenues from nonprogram foods, toward their SY 2012-2013 revenue calculations.

In order to do this, SFAs must contact their State agency to determine if they qualify and must provide documentation that they raised their weighted average paid lunch price for SY 2011-2012 to the level required for the PLE requirement. The State agency, in consultation with their regional office if needed, may then allow these SFAs to use the additional non-Federal sources in place for SY 2011-2012 discussed in question and answer 5 in SP 39-2011 (Revised).

#### Credit for Excess Non-Federal Funds

If an SFA's SY 2011-2012 estimate of the required contribution exceeded the actual level, that excess contribution may be subtracted from the total SY 2012-2013 contribution requirement. Further, if the SY 2011-2012 estimate was less than required, additional funds from non-Federal sources must be added. The PLE tool for determining the amount of non-Federal source contributions will allow for making these calculations using the same rationale as used for paid lunch prices—credit forward any extra funds contributed and account for any shortfalls when determining the amount of non-Federal funds requirement for the next school year.

#### SY 2012-13 PLE Tool

To assist SFAs making these required PLE calculations, the attached SY 2012-13 PLE tool makes the following calculations:

- Weighted average paid lunch price for SY 2012-13
- Required paid lunch price increase for SY 2012-13
- Required non-Federal source contribution required for SY 2012-13

The PLE tool also takes into account adjustments to paid lunch prices made by the SFA in SY 2011-12 to calculate any credit or shortfall the SFA may have accrued for SY 2012-13. For SFAs that opted to contribute non-Federal funds, the PLE tool also calculates credits and shortfalls for the SY 2012-13 required non-Federal source contribution.

To use the attached SY 2012-13 PLE tool SFAs need the following information:

ALL SFAs need the following data to calculate the Weighted Average Price for SY 2012-13:

- SY 2010-11 Weighted Average Price
- All paid lunch prices for October 2011
- Number of paid lunches served associated with each paid lunch price in October 2011

Regional Directors  
State Directors  
Page 4

SFAs that have opted to contribute non-Federal sources also need:

- Total number of paid lunches served in SY 2010-11
- The total dollar amount of SY 2011-12 non-Federal contribution

The PLE tool includes detailed user instructions. Additionally, the PLE tool includes a report that SFAs can use to track the information they will need to make their SY 2013-14 calculations. SFAs can print the report and keep it in their records.

State agencies should direct any questions concerning this guidance to the appropriate FNS Regional Office. Regional Offices with questions should contact the Child Nutrition Division.

**Original Signed**

Cynthia Long  
Director  
Child Nutrition Division

Attachment

5-17-12

The Levittown Council of PTAs Memorial Scholarship Committee met on Friday May 4, 2012. The committee was co-chaired by Mary Rickard and Eileen Petruzzo. The committee consisted of

Leslie Cassidy-Lee Rd PTA  
Marie Andreski- Salk/ MacArthur PTA  
Lisa Curran- Division Ave PTSA  
Patricia Genco-Wisdom Lane PTA  
Julie Casey-Gardiners Ave PTA

The committee evaluated the applications received from both Division Ave High School and MacArthur High School. Four winners were chosen from each school. Each winner will receive a check for \$500 to be presented at their respective Awards Nights. The recipients names will be withheld until then.

It has been our ~~pleasure~~ to serve as co-chairs of this committee.  
*pleasure*

Sincerely-  
Mary Rickard  
Eileen Petruzzo