

Garden City Parent Teacher Association Policies and Procedures Manual

Adopted: March 2019

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Section I: Introduction & Purpose

The Garden City Parent Teacher Association (GC PTA or PTA) Policies and Procedures Manual (PPM) serves as a permanent record of activities and ensures the ongoing work of the entire GC PTA.

Procedures should:

- complement, but do not contradict, the unit's bylaws by providing details not outlined within;
- set rules for the PTA to administer its affairs under the provisions of its bylaws;
- provide a cumulative record of the PTA's experience and serve as a guideline for current and future officers and chairpersons;
- contain material, information and records needed to carry out the work of the officers and chairpersons; and
- may be changed from year to year or meeting to meeting.
- adopted and may be amended at any regular meeting of the Executive Board by a majority vote of the Executive Board members present and voting with prior notice; otherwise, a 2/3 vote is needed.
- be a living document and be constantly updated in accordance with the procedures adopted at any meeting.
- Note: Additional procedures may be adopted by a majority vote. They can be suspended for the duration of any session by a majority vote. Procedures should be amended automatically to conform to National and New York State (NYS) PTA Bylaws.

Distribution

The adopted PPM will be included in the PTA's website, in Google Drive [Policies and Procedures Folder](#), and a hard copy will be distributed to all officers and chairs when a new version is adopted.

Procedures Folder

In addition to this document, a detailed procedures folder should be maintained by the officer or chairperson. This folder will serve as a permanent record of activities **performed during the course of the year for that position or committee**. **Procedures folders are now electronic and should be maintained in the Google Drive assigned to each position.**

Electronic files of all important documents related to the position or committee should be maintained on your drive in a folder Named **Procedures Folder_Position_School Year and shared** with both the President, President-Elect, and Secretary. Please note, at the end of your term your Google Drive must be cleared of all **draft** documents and only final versions of documents that might be needed by your successor shall be saved.

The folder should reflect the needs of the specific position, and should contain, **at a minimum:**

- Directory: contact information for you and your committee members: names, addresses, phone numbers, personal email address and term of service. Contact information for Nassau Region and NYS PTA counterparts
- Job or committee descriptions and responsibilities outlined within this document and related to school PTA board positions (Directors only) updated at the end of each year

- Timeline of activities for the position and committee/board, if applicable.
- Additional procedures/guidelines specific to carrying out the responsibilities of your position.
- All documents deemed essential to completing your role.
- Beginning of the year report presented at the first Executive Board meeting of the school year. This report should include:
 - Goals for the year, including planned projects and events
 - Approved budgets, if applicable
 - Timeline of activities
 - Communications timetable with dates and draft message content
- Monthly reports to Executive Committee should include, at minimum:
 - Any changes in the approved plan of work
 - Status of activities to date
 - Budget review: revenue and expenses to date as compared to budget
 - Concerns or comments to be shared with the Executive Committee
- End of year report presented at the Annual Meeting in May, should include at minimum:
 - Summary of the committee's accomplishments and activities for the year
 - Final accounting - budget to actual results
 - Evaluation of the year's activities, recommendations for next year, and final budget requests
- Minutes of any meetings of the committee/board
- All final correspondence, letters, documents sent or received
- Communications materials:
 - Electronic copies of (Paper copies can be maintained in physical binder)
 - Flyers, social media/Newsletter contributions
 - Publicity, press clippings
 - Region, State and National PTA publications
- Transfer of the Google Drive along with the updated [Procedures Folder](#) to the incoming officer or chairperson must occur no later than June 30th or immediately upon resignation.

Google for Education

Google for Education is an ecology of digital tools from Google designed to host and distribute digital documents, communication, and collaboration through cloud-based technology. Consider Google as you work hard drive where you share documents (like email) and house final documents for safekeeping. If you wish create a paper binder and a PTA folder on your home computer that is fine. However all final versions of all important documents must be saved in your Google Drive. This setup will help in transition of volunteers every two years (sometimes annually).

You have been assigned a PTA email. This email is equivalent to a work email and should be used to send and receive emails related only to your PTA position. **Volunteers with an assigned PTA email have access to the GC PTA Google for Education Platform. Do not grant access to PTA Files and Documents with emails outside of this network, including your personal gmail accounts.**

- Please check your email daily for important messages.

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- Respond to emails on a timely basis. Acknowledge the receipt of the email within 24-36 hours and follow-up within a reasonable time frame.
- Add your PTA email address to your mobile device and home computers for easy access.
- See the [Email Directory](#) in Exhibit i. PTA emails will be transferred to your successor and are transferred every two years, therefore do not assign individual volunteer names to emails in either your Google Drive Directory or personal directory. Leave the First/Last Name as stated on the in the [Email Directory](#).
- Upon completion of your term the email account: inbox, trash, sent, saved folders should be reviewed. Only important emails that will be a value to your successor should be saved. All other should be deleted and the trash emptied.

For committee emails assigned to a committee with more than one chair (chairpersons), the work email should either:

- be the responsibility of one chairperson. That designated person much share all important message to co-chairs or
- share the email using the same login and password information. This setup requires strong communication between chairs and other “technical” challenges. Speak to the Vice President Communications for more detail.

Please let the President, President-Elect, Secretary, Vice President Communications know how the account will be monitored and maintained.

Google’s Suite of Products

Download all available Google Apps: Mail, Drive, Calendar, Docs, Sheets, etc. on your mobile device. Sign in with your PTA email account for on the go access. Please note at the end of your term your email must be cleared and only important messages that might be needed by your successor shall remain.

Who We Are

On **June 1, 1945**, the GC PTA became a chartered unit under New York State PTA. and is one of the few centralized PTA’s in the state. As such, members join the PTA only one time regardless of the number of schools their children may attend. Our Executive Committee functions similar to a council overseeing and directing the seven building PTA boards. This structure allows for a consolidation of resources and positions while achieving synergy across the district and community.

Please refer to [Exhibit I: Garden City PTA: More about the Garden City PTA](#) for mission statement and organizational chart.

Representing the PTA

As a PTA leader, you represent the PTA wherever you go. Whether it is the supermarket, the mall or the school, people see you and think PTA. You cannot get away from it. If someone asks your opinion on an education-related topic, your answer will be thought of as the official position of the PTA. No matter how loudly you claim that an opinion is your own and not the PTA’s, it will be interpreted as a PTA opinion.

You must be careful that you always represent the PTA accurately, fairly and with dignity. If you do not, the PTA and, ultimately, the children will suffer.

Because you are a PTA leader, it is important that your statements actually represent the PTA position on issues. If your opinion is different, keep it to yourself. It is also important that you know when you can speak for the PTA and when you cannot.

Only the President, the Executive Board or the Executive Committee of a PTA may authorize a member to speak for the PTA. When you do speak officially for the PTA, be sure your statements accurately represent the PTA position.

Official PTA positions may be found in many places: PTA Objects, National PTA Legislative Program and other PTA printed material ("Where We Stand", "Basic Policy", Mission Statement and Beliefs), in many of the state PTA publications and district publications. When you are in doubt about a position, call your next level of Officer.

It is also important to remember the basic policies of the PTA when officially representing the PTA. It is important to know, for example, that if you are representing the PTA while wearing the button of a candidate for public office, you are violating PTA's nonpolitical status and may be jeopardizing PTA's 501(c)(3) status.

PTAs will want to study issues of concern to their community and be able to speak intelligently on those issues when necessary. This is just what PTAs should do! When someone raises a concern at a meeting, take the time to research whether or not it is an issue upon which PTA already has a position. If not, and the membership or Executive Board concurs that the issue warrants study by the PTA, you can establish a committee to do so. Give the committee time to work and ask them to report back at a future PTA meeting. The committee should report at that meeting and present their research. If consistent with PTA policies, and worthy of further deliberation, study or action, the membership can vote on the committee's recommendations.

Additional points to consider:

- When authorized to present the PTA's position, present only the PTA's position. Do not present personal views.
- Issues of a personal nature should be discussed with the appropriate administrator privately, rather than during a PTA meeting.
- Complaints from members about school personnel or other school related business should be referred to the person, the Principal or the Superintendent.
- If asked to state PTA views or if contacted by reporters (request the reporter's' name, newspaper and reason for the call), be sure your answers are accurate and are according to the PTA policy, **not** your opinion. When in doubt, refer them to the President.
- PTA supports issues **not** candidates. It is important to remember this in school board elections and general elections.
- A PTA member, while on school property and/or acting in an official PTA capacity, may do no electioneering.

Section II: Executive Committee

The Executive Committee consists of the President, President-Elect, Secretary, Treasurer,
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Executive Vice President, Vice President Legislation, Vice President Curriculum, Vice President Communications, seven additional vice presidents known as School Directors (Directors): High School Director, Middle School Director, Stewart Director, Stratford Director, Hemlock Director, Homestead Director, and Hemlock Director. All members of the Executive Committee are **elected officers** of the PTA, except the President, and are selected by the [Nominating Committee](#).

See [Executive Committee Job Descriptions](#) in Exhibits.

Executive Committee shall:

- **Assume official duties July 1st; but should be involved in transition and planning, effective upon appointment.**
 - Serve no more than two consecutive one-year terms.
 - Be a current member of the PTA during term in office.
- **Leadership Resources and Training**
 - At a minimum, read and review the [Introduction](#), [Executive Committee](#), and the sections of this document specifically related to your position.
 - Review and approve proposed changes to the PPM, as needed.
 - Read and follow the [GC PTA Bylaws](#), [NYS PTA Resources](#), and [National PTA Resources: eLearning Courses and Local PTA Leader Toolkit](#).
 - Attend Nassau Region and State PTA workshops, conferences, and leadership trainings at PTA's expense. Encourage board and committee members to attend as well.
 - Read and review predecessors [Procedures Folder](#).
 - Sign up for all available electronic resources through GC PTA, NYS PTA, and National PTA for example electronic newsletters, blogs, and social media sites.
 - If not previously done by your predecessor, register your work email to receive such information directly to your PTA inbox.
- **Be an active Board Member**
 - Attend all Executive Committee and Executive Board Meetings.
 - Notify the President and Secretary when unable to attend a meeting.
 - Attend Superintendent Meetings.
 - Attend Board of Education Meetings.
 - Attend Garden City PTA Dinner and PTA events, including PTA Meetings.
 - Meet at the call of the President or a majority of Executive Committee members.
 - Prepare timely, all reports to the Executive Committee and Executive Board.
 - Submit reports to the President, President-Elect, and Secretary when requested.
 - Reports will be collected through Google Drive in a folder assigned by the VP Communications.
 - Submit beginning of the year report at the first Executive Board meeting with planned activities for the year.
 - Submit monthly update reports.
 - Submit an annual report in May with a list of accomplishments for the year and suggestions for the following year, if any.
 - Prepare for all meetings by reading meeting agenda, previous meeting minutes, and

reports of the Executive Committee and Executive Board before the start of the meeting.

- State questions related to reports issued in advance of the meeting to allow time for the preparer to research and respond.
- Participate in GC PTA, NYS PTA, and National PTA advocacy campaigns, Virtual Lobby Days, and other legislative directives sent from NYS and National PTA.
- **Keep Membership Informed in accordance with [Communication Guidelines](#).**
 - Responsible for coordinating all communications for the committee/position to Membership.
 - Submit timely information and news to the VP Communications through PTA Communications Channels: newsletters, GC News articles and social media.
 - Maintain school/committee pages on PTA website and provide changes to the website coordinator in advance of any scheduled advertising.
 - Working with Website Coordinator maintain school/committee pages.
- **Build the Leadership Team**
 - Appoint Chairperson of PTA Standing and Special Committees and Liaisons to District Committees.
 - Create new Standing and Special Committees, when necessary.
 - Appoint delegates to attend state PTA convention and represent the PTA at NYS PTA and Nassau Region events.
 - Appoint representatives to attend meetings of other organizations.
 - Identify potential successors for your position – encourage building representatives to serve as district chairpersons.
 - Encourage anyone who is interested in holding a leadership position in PTA and notify the President and President-Elect with their contact information.
- **Goals, Accomplishments, and Financial Planning & Reporting**
 - Prepare a list of PTA goals for presentation to the membership at the first meeting of the school year.
 - Review and approve PTA's annual budget prepared by the Treasurer to be presented to the general membership for adoption at the May annual meeting and again in October after the new general membership is in place.
 - Submit expenditures to Treasurer for payment, in accordance with the PTA's [Expense Reimbursement Policy](#).
 - Review and approve any changes to the annual budget.
 - Make recommendations for programs, grants, and other actions deemed necessary.
 - Prepare a list of PTA accomplishments for the year for presentation at the Annual Meeting in May.
- Prepare the PTA calendar for the upcoming school year.
- Review the school district calendar.
- Identify individuals (not couples or groups) for his/her contribution to the welfare of children and youth. Honorary Life Award in the NYS PTA is recognition given to someone who has given distinguished service to children and youth (Note: This person does not have to be a member of the PTA, however, they should not be a current employee of the district).

- Review and approve changes to the Bylaws, upon renewal every three years or as needed.
- Maintain your [PTA Google Drive Account](#) including an updated [Procedures Folder](#) specific to your position to facilitate an effective and efficient transition to your successor.
- Perform duties as assigned.

President

In addition to the responsibilities outlined in the [Executive Committee](#) Section, the President shall:

- Read and review all sections of this document.
- Share current information from National, New York State, and Nassau Region PTA, as well as any other information of interest to the Executive Committee, Executive Board, and general membership.
- Notify the Nassau Region PTA Director of any changes through the timely filing of the NYS PTA Form A.
- Represent the unit at PTA region and state functions or assign an alternate.
- Maintain the PTA remains a unit in good standing: Bylaws are current; Form A is filed timely; all appropriate filings are made to the IRS; insurance is paid timely; and membership cards are fully paid for and reconciled based on NYS PTA's prescribed timetable.
 - Coordinate communications with Nassau Region Assistant Director and Region and State PTA Representatives, as needed.
- Understand IRS rules & requirements to protect the tax-exempt status of the unit.
 - Read, review, and sign the tax return for the year presided.
- Make sure each voting member has access to a copy of the most recent Bylaws and Policies and Procedures Manual and notice of all PTA General Membership Votes.
 - Posting such documents to the PTA website shall be deemed sufficient. Notice of general membership votes shall be provided in any of the PTA's communications channels: newsletters, GC News, social media, and website and in school district calendar.
- Represent the PTA at all necessary meetings and report back to Executive Committee on any information received or discussed. (If unable to attend, arrange for a member of the Executive Committee to represent the PTA).
- Coordinate communication with the Superintendent, Assistant Superintendents, President of the Garden City Teachers' Association, Board of Education, Garden City SEPTA, PTA community partner organizations and other civic and community organizations in the community (GC Chamber of Commerce, POAs).
 - Send an invitation and a list of PTA meetings and all PTA functions for the year to the Superintendent, School Board members, President of the Garden City Teachers' Association (GCTA), Principals, and the Co-Presidents of SEPTA.
 - Invite Superintendent, President of the School Board and President GCTA to the annual Nassau Region President/Principal dinner as PTA guests.
 - Check with SEPTA Co-Presidents to see if they will be attending President/Principal dinner.
 - Provide information to Directors so they can invite their principal to the President/Principal dinner as PTA guest.
 - Invite Superintendent and Assistant Superintendents, Director of Communications,

Director of Public Information, Members of the School Board, President of GCTA, and Honorary Life Award Recipient(s) to the annual Garden City PTA Dinner.

- Provide Dinner Committee and Treasurer with list of PTA invited guests.
- Check with Directors to confirm they have invited building principals as PTA guests.
- Coordinate with GCTA, Administrators Union Representative, and SEPTA the list of their paid guests.
- Invite Superintendent, Board of Education President, GCTA Presidents, members of District LAC, VP of Legislation and PTA Legislation committee members to Nassau Region PTA Legislation Roundtable as PTA guest. This can also be performed by the VP of Legislation.
- Promote PTA at any other public events the PTA is invited to attend.
- Working with the VP Communications, approve all communications: flyers, press releases, newsletters, social media posts, testimony, e-blasts and public comment letters.
 - **If communication is to be distributed through GCPS' electronic communication system or distributed via students' backpacks, the President will obtain the Superintendent's approval in advance of distribution.**
- Prepare, distribute and follow an agenda at all meetings in which the President presides.
 - Call meetings to order on time and proceed with the business.
 - Maintain a fair and impartial position at all times.
 - Recognize members who have not spoken to the question, in preference to ones that have.
 - Refrain from entering discussions while presiding. The President-Elect shall preside if the President wishes to speak. If the President speaks to a motion on the floor, the President may not return to presiding until a vote on that motion has been taken.
- Coordinate the work of the Executive Committee and Chairpersons so that the goals of the PTA are realized.
- Call on Chairpersons to report their plan of work for the year, which must be approved by the Executive Committee and Executive Board before action can be taken.
- Prepare correspondence for the Executive Committee.
- Read letters received by PTA at all Executive Committee meetings.
 - File original correspondence in a binder maintained by the Secretary
- Call for required reports from Executive Committee members. This can also be performed by the secretary.
- File signature at bank where the funds are deposited and can sign checks with the Treasurer.
- Sign all contracts for the PTA with name and title (as President).
- Sign all checks with name and title (as President). Two signatures required are required on all checks. Check signers include: President, President-Elect, and Treasurer. If the office of the President-Elect is filled, the Executive Vice President will be the third signature.
- Sign all IRS tax forms as the Presiding Officer of the unit for the year in which they served as President.
- Encourage and communicate all PTA awards to the members of the Executive Committee and the district including the High School Guidance Department.
- Present High School award certificates and checks to recipients in the event the High School Director cannot attend the awards ceremony.
- Attend Reflections Award Ceremonies and take part in congratulating participants.

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- Attend New Teacher Orientation and give brief description/history of the PTA.

President-Elect

In addition to the responsibilities outlined in the [Executive Committee](#) Section, the President-Elect Shall:

The President-Elect, who may be called upon at any time to temporarily assume the place of the President, should make a thorough study of the President's duties and responsibilities and be familiar with the work of the PTA. The President-Elect oversees the work of the PTA Standing Committees and maintains the PTA Policies and Procedures Manual. The President-Elect works closely with the President, allowing for adequate training and preparation for the subsequent year's responsibilities. The President-Elect succeeds the President after a one-year term.

The President-Elect shall:

- Act as an aide to the President.
- Read all sections of the document.
- Report directly to the President.
- Preside at meetings of the PTA when the President is unable to attend.
- File signature at bank where the funds are deposited as an alternate signer of all checks with the Treasurer.
- Represent the PTA at NYS and Nassau Region functions and all other meetings the President cannot attend.
- Chair the Procedures Committee.
- Along with the Procedures Committee, prepare, maintain, update and distribute the GC PTA PPM to all Executive Board Members and the [Directors' Handbook](#) to all seven school Directors.
- Attend the first meeting and any wrap up/transition meeting for each Standing Committee to better understand the work of the committee.
- Preside over the Executive Board Meetings generally held in September and May.
 - Welcome all Standing Committee Chairs and provide an overview of PTA and their role.
 - Introduce all Standing Committee Chairs to School Directors and other members of the Executive Committee.
- Oversee and coordinate the work of all Standing Committees.
- Call for all required reports from all Standing Committee.
- Call for reports from all active District or Community committees that have a PTA representation (example: DASA, Technology, STEM, Legislative Affairs.).
- Outgoing President-Elect to keep incoming President-Elect informed of Committee activities upon announcement of the incoming slate.
- Work with President to fill Committee Chair vacancies upon assuming duties after annual meeting in May.
- Prepare, maintain, update, and distribute to all Executive Board Members the outline for the Chairperson's [Procedures folder](#).

Secretary

The Secretary is responsible for keeping accurate records of the proceedings of the PTA, including the minutes of all meetings of the Executive Committee, Executive Board, and the

official PTA calendar. (website description)

Secretary:

In addition to the responsibilities outlined in the [Executive Committee](#) Section, the Secretary shall:

- Be sure to read and review the following sections of this document: [Procedures Folder](#) and [Google for Education](#).
- Have on hand at every meeting:
 - A current copy of the PTA's New York state-approved Bylaws
 - Current approved Policies and Procedures Manual
 - Minutes of the previous meeting including Treasurer's Report
 - A list of unfinished business
 - Agenda
- Keep a record of Executive Committee's and Executive Board's attendance at all meetings
- Prepare, distribute and maintain contact information of all members of the Executive Board.
- Prepare, distribute and maintain a list of all meeting dates of the Executive Committee, Executive Board, PTA meetings, PTA-sponsored events, Superintendent, and the Board of Education. This calendar should include Nassau Region PTA Training dates and workshops.
- Act as custodian of all records, except those specifically assigned to others, and promptly deliver all records to successor
- Conduct the correspondence of the Garden City PTA, if directed by the President
- Distribute PTA letterhead to all School Directors and District Committee Chairpersons
- Assist the president with the preparation of the meeting agenda. Include a list of unfinished business from prior meeting.
- Prepare minutes of meetings of the Executive Committee, Executive Board, and General PTA Minutes. General PTA Meeting Minutes can be prepared by school building secretary.
- Prepare summaries of meetings with the Superintendent
 - Indicate in the Executive Committee minutes the name of the officer who performed the monthly reconciliation of the bank statements.
 - Read and/or distribute copies of the minutes of any previous meeting for approval.
- Report at monthly Executive Committee meetings all motions and votes of the Executive Board and Executive Committee meetings and presents the minutes for approval at the next general PTA meeting.
- Provide guidance to all building secretaries and all committees on the preparation and distribution of school PTA minutes in accordance with NYS PTA guidelines, Nassau Region PTA Trainings, and the Rules of Roberts.
 - Share all training material from Nassau Region PTA Secretary Trainings with building secretaries, Directors, and Chairs of PTA Committees.
- Send out notices of Executive Committee, Executive Board, General PTA and Superintendent meetings at least 48 hours in advance
 - Send out notices to the Executive Board of upcoming General Meeting Votes at PTA Meetings. Attendance is requested.
 - Send out notices to the Executive Board the outcome of all motions passed or failed at PTA meetings.
- Furnish NYS PTA Convention delegate(s) with credentials for voting

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- Call the meeting to order in the absence of the President, President-Elect, Executive Vice President and Vice Presidents; conduct an election of President pro tempore.
- Maintain an accurate record of PTA memberships as received from the Membership Chairperson
- Maintain list of
 - Honorary Life Award members recognized at the annual PTA Dinner
 - Senior Awards distributed
 - Other Awards and Recognitions received
- Assist the President in filing the Annual Form A

Treasurer

In addition to the responsibilities outlined in the [Executive Committee](#) Section, the Treasurer shall:

The Treasurer, as authorized custodian of the funds of the association, receives and disburses all monies authorized by action of the PTA. The treasurer will be responsible for all forms of financial reporting including overseeing the filing of the PTA's tax return.

The Treasurer shall:

- Be sure to read and review the following sections of this document: [Procedures Folder](#) and [Google for Education](#).
- Communicate all financial policies and procedures to all members of Executive Committee and Executive Board.
 - Financial policies and procedures are outlined here, and throughout this document: PTA Budget Explained, PTA Grants, Exhibit III: Ways & Means Guidelines, and PTA Reimbursement Policy.
- Review all communications that may include financial information or financial reference before distribution to membership or the community.
- File new signature cards when the new officers assume office, indicating that two signatures are required on all checks.
- Chair the Budget Committee:
 - Along with the Budget Committee, prepare and distribute, for vote, the PTA's annual operating budget.
 - Review all PTA sponsored events to ensure that they are within the accepted policies of the NYS PTA.
 - Assist the Executive Committee in understanding the 3-to-1 Rule. For every fundraising activity, there should be at least three non-fundraising projects aimed at helping parents or children, or advocating for school improvements.
- Be custodian of all funds.
 - Oversee and communicate closely with Committees or Chairpersons regarding their events, budgets, and the collections/disbursement of PTA funds.
 - Receive all monies for all accounts, including dues. Establish a strong system of internal controls over the receipt of monies either by the Treasurer or a Committee Chair.
 - Verify the proper financial controls are established, communicated and followed when handling PTA funds.
 - Deposit all money in the name of the PTA and in a bank approved by the Executive

Committee generally within three (2) days of receipt. File deposit slips with the monthly bank statements. If the Treasurer deems necessary, deposit slips associated with a specific fundraiser will be filed in the folder for that fundraiser (example: PTA Dinner deposits slips will be in the PTA Dinner folder along with a record of donors).

- PTA funds should not be deposited in either the school's account or personal account of the treasurer or any other member.
- If a Committee Chair receives monies, work alongside to ensure all monies are deposited and reconciled on a timely basis.
- Write checks for any authorized expenses, that is, signed vouchers with accompanying receipts, from the correct checking account, charged to the correct expense account line.
- Pay by check all bills as authorized by the President, Executive Board or unit.
- Be sure that all PTA checks bear two signatures. File with the bank the necessary documents and update all authorized signers.
- Maintain credit card account for use with companies accepting only credit card payment, or when/where PTA credit card payment is more expedient.
- Work with PTA Directors at each school to ensure monies allocated in the budget are spent in accordance with local, state and National PTA guidelines. If budgeted amounts are earmarked for a program but details have yet to be finalized, Directors must get Executive Committee approval prior to committing funds to the school. Directors are not permitted, without prior approval, to outlay monies for budgeted programs from their personal accounts and ask for subsequent reimbursement from the PTA.
- Must attend the PTA Dinner and be present for the collection, reconciliation, and deposit of all monies collected during that event.
- In conjunction with Membership, track the portion of NYS PTA membership dues received from members and submit to NYS PTA in accordance with their payment schedule.
- Pay the insurance premium to NYS PTA on time.
- Renew annual contract for Bulk Mail Permit with the United State Post Office and maintain an appropriate pre-paid balance based on planned mailings for the year.
- Assist the Executive Committee in protecting the Federal/NYS tax exempt status of the PTA.
 - Working with PTA accounting firm, prepare all necessary tax schedules to file the Form 990 within 4 ½ months after the fiscal year.
 - NYS Sales Tax Exempt Forms are signed and dated each year by the president. Forms are distributed by the treasurer and shall only be used for PTA purposes and programs.
- Financial Reporting:
 - Have on hand for reference at every meeting: detailed financial records of all Committees. Such records shall include:
 - Approved budget
 - Receipts and approved disbursements
 - Balance on hand
 - Submit a written Treasurer's report at Executive Committee meetings, including a Statement of Revenues and Expenditures (actual compared to budget) and Statement of Cash Balances.
 - Working with the VP Communications update the webpage Treasurer's News. The web page should include current budget, written write-up, other supporting documents and

communication regarding grants

■ **Reconciliations and Bookkeeping:**

- Keep a full and accurate account of receipts and expenditures in QuickBooks to be open for inspection by any voting member of the unit.
- Perform monthly bank reconciliation using the monthly bank statements, QuickBooks, checkbook, expense and remittance forms.
- Make sure monthly reviews of the bank reconciliation audits are completed by the Audit Committee.
- Preserve all vouchers, receipts, bank statements and canceled checks in accordance with record retention policy.
- Backup all data on external drive.
- Transfer all files and PTA computer to incoming Treasurer on completion of the final audit.

Vice President(s)

In accordance with the bylaws, Vice Presidents are designated by title. These Procedures define the position by both title and responsibility.

Executive Vice President

The Executive Vice President oversees the work of the PTA's Nominating and Interview Committee. The Executive Vice President is also responsible for carrying out the PTA procedures for the selection of PTA parent members to the district's Site-Based committees. The Executive Vice President is the Chair of the Bylaws Committee if convened during their term (every three years). (website description)

Executive Vice President:

In addition to the responsibilities outlined in the [Executive Committee](#) Section, the Executive Vice President Shall:

- Be sure to read and review the following sections of this document: [Procedures Folder](#) and [Google for Education](#).
- Act as an aide to the President.
- Preside at meetings when the President and President-Elect are unable to attend.
- Attend all Region meetings the President and President-Elect are unable to attend.
- If the office of the President-Elect is not filled, the Executive Vice President will assist the President, as needed, and will serve as the be the third signature on all bank accounts.
- Serve as Interim Chair of the [Nominating Committee](#) until such committee is in place and a Chair is elected. Historically, the Chair of the Nominating Committee has been the Executive Vice President.
 - Oversee the General Membership Election of Nominating Representatives at PTA Meetings.
 - Notice of these election votes should be made in the school calendar and PTA Communications channels.
 - Attend Nassau Region PTA Nominating and Elections Annual Workshop.
 - Invite all elected members of the Nominating Committee to attend the workshop.
 - Coordinate communications with Nassau Region Assistant Director and Nominations Chair, as needed.

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- Serve notice of election to the Executive Board should an Executive Committee position become vacant in the middle of a term.
- Collect and maintain attendance sheets from building PTA meetings for use by the Nominating Committee.
- Serve as Chair the Bylaws Committee, if convened.
- Oversee the selection of PTA Representatives to the [District Interview Committee](#) and [District Site-Base Committee](#).
 - Work directly with the Assistant Superintendent for Personnel to coordinate PTA parent representatives to District Interview and Site-Based and related training of PTA parent members.
 - The selection process for PTA parent representative to serve on school site-based committees should take place in the spring but before the end of the school year.
- Staff Recognition:
 - Coordinate the PTA's recognition for retirees, building nurses, and transportation department.
- Building Use and Permits - Upon completion of the PTA Calendar in June prepare:
 - Obtain a current copy of the PTA's Insurance Certificate from the Treasurer
 - Complete GCPS' building use form for all meetings/events of the GC PTA.
 - Complete GC Village Permits for meetings/events at Village facilities.
 - Complete applications with the GCPL for meetings to be held at the public library.
 - Report any changes in planned meeting/event locations to the President, President-elect, Secretary, and Calendar Chair.

Vice President Legislation

It is a PTA's responsibility to promote the educational needs and values of the school community and to address how decisions by school administrators, the Board of Education and elected officials, meet those needs. Advocacy is an integral part of any PTA and occurs in every action designed to improve the lives of children.

The Legislation Committee's activities are designed to inform members and the community of pending and enacted legislation and proposals made by the Garden City Board of Education, including the District's proposed school budget may have on our public schools. The Committee provides the tools necessary to empower members to be active participants in the decision process and affect positive change, by communicating concerns to key decision makers both within our district and beyond.

Through our affiliation with NYS and National PTA, we work to "secure adequate laws for the care and protection of children and youth" and to support a system of free public education. The work of this Committee is nonpartisan and aligned with the National PTA and NYS PTA guidelines. The Legislation Committee works closely with District Administration, the Curriculum, and Health & Safety Committees other groups where appropriate to achieve PTA goals for children and youth. This Committee has a Committee Chairperson and School Building Representatives. (website description)

The Vice President of Legislation is the Chair of the PTA Legislation Committee.

This committee shall:

- Raise community awareness on relevant issues related to enacting or pending legislation and regulatory issues affecting the health, welfare, safety and education of children and youth and what, if any, positions National and/or NYS PTA may have pertaining to such these issues.
- Promote the Legislation Committee to district families and members through PTA Communication Channels. See [Communications Guidelines](#).
 - Communicate information so our members better understand the long-term impact of decisions made by our elected officials, including our Board, will have on public education and our schools.
 - Communicate information as it relates to the district's school budget to ensure the educational needs of all children are met.
- In collaboration with the President and Executive Committee:
 - Work with Central Administration, Board of Education and the Teachers' Union where appropriate, to achieve PTA goals for children and youth.
 - Work with other groups within our community, where appropriate, to achieve PTA goals for children and youth.
 - Work with other local PTA units or Parent Groups where appropriate, to achieve PTA goals for children and youth.
 - Speak on behalf of an issue affecting children and youth before the Board of Education and our elected representatives.
- Have the VP Legislation serve as an appointed member of the GCPS Board of Education Legislation Committee.
- Coordinate the efforts of local grassroots campaigns within our community including "Get Out to Vote" activities.
- Encourage parent involvement in our public schools.

Special Note as it relates to the school budget:

The proposed school budget need not contain all of PTA's priorities for it to be supported. A statement of PTA's concerns can inform the Board of Education of those aspects of the budget with which it does not concur. Be sure to refer to guidance from NYS PTA on issues related to school district budgets.

Special Note as it relates to lobbying activities:

The work of the Legislation Committee should be nonpartisan and in alignment with the National PTA and NYS PTA guidelines. PTAs must be nonpartisan and abide by certain lobbying restrictions set forth in Section 501(c)(3) of the tax code. A PTA can lobby for issues, but cannot ever endorse, support or oppose candidates for any public office, including school boards.

Vice President Legislation:

In addition to the responsibilities outlined in the [Executive Committee](#) Section, the Vice President Legislation shall:

- Be sure to read and review the following sections of this document: [Procedures Folder](#) and [Google for Education](#).
- Act as an aide to the President.

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- Review and become familiar with the “Basic Policy”, Resolutions, National and NYS PTA’s “Where We Stand” and position papers.
- Act as liaison to the Assistant Superintendent for Business and Finance on issues related to the district budget.
- Act as, or appoint a committee member, a liaison to the Board of Education’s Legislative Affairs Committee on issues related to legislation.

The Vice President shall as it relates to the Garden City Public School’s budget:

- Coordinate the Executive Committee’s review of the District’s budget.
- Hold meetings with Assistant Superintendent of Business and Finance to discuss the budgets current and future impact to educational programs, as well as, extracurricular activities.
- Encourage Board of Education members, the Superintendent and Assistant Superintendent of Business and Finance to attend PTA meetings to discuss the school district’s financial status and school budget.
- Disseminate information to parents and community members so that all may be informed on the school budget.
- Coordinate the PTA “Get Out to Vote” activities.
 - Such activities may include but are not limited to: prepare email/e-blast communication, remind members of the budget vote, provide flyers for backpacks (K-5 must be approved by the Superintendent), provide flyers for area nursery schools, and items for newsprint regarding budget related news.
 - Organize a community-wide coalition to produce a positive vote.
- Communicate the budget election results to the Executive Committee and to membership.

The Vice President shall as it relates to the Legislation:

- Provide information to the Executive Committee and membership on proposed legislation and regulatory issues that affect the health, welfare, safety and education of children and youth and what, if any, positions National and/or NYS PTA may have pertaining to such current issues.
- Represent the PTA (or have a committee member represent) on the Board of Education’s Legislative Affairs Committee of the Board of Education, see *District Work Plan*.
- Encourage Board of Education members, the Superintendent and the President of the Garden City Teachers’ Association to attend PTA meetings to discuss the impact of proposed or enacted legislation to our school district.
- Disseminate information to parents and community members so that all may be informed on legislative issues.
 - Provide information to assist members to understand how the various segments of government (local, state and federal) operate and ways of contacting representatives.
 - Communicate information through emails, newsletter articles, flyers, and online resources, including social media.
- Arrange meetings with local policy makers and legislators. Present the Garden City PTA Executive Committee’s position on proposed laws, regulations and policies that affect children and youth. Present the NYS PTA’s position on proposed laws, regulations and policies.
- Arrange meetings with other groups within our community as deemed necessary.
- Communicate with and work with other local PTAs or Parent Groups, as needed.

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- Coordinate the efforts of local grassroots campaigns of pending legislation through phone calls, letters, emails and visits to legislators

Committee Representatives:

- Follow the procedures as outlined in this document under [Executive Board](#) and [Committee Representatives](#).
- Attend all Committee meetings.
- Attend Nassau Region PTA Legislative Events.
- Attend Board of Education Budget Work Sessions.
- Attend special meetings with the Board of Education Legislative Committee.
- Assist in disseminating information to parents and community members on proposed legislation and regulatory issues that affect the health, welfare, safety and education of children and youth and what, if any, positions National and/or New York State PTA may have pertaining to such current issues.
- Assist in disseminating information to parents and community members so that all may be informed on the school budget.
- Assist in coordinating local grassroots legislative campaigns.
- Assist in coordinating the PTA “Get Out to Vote” activities.

Vice President Curriculum

The Curriculum Committee keeps our membership up-to-date on various curriculum and instruction topics including but not limited to: learning standards, assessments and grading, and co-curricular activities throughout the district. The committee works closely with the district administration; provides members information about changes or trends in curriculum, and provides a conduit for the school community to express concerns related to instruction.

This committee requires a certain level of time commitment be most effective in your volunteer role. A building represents meets with their principal regularly, attends PTA Curriculum meetings with the Chairperson, participates in meetings with building administrators and teachers and the Assistant Superintendent of Curriculum (school hour meetings to accommodate teacher schedules), and attends meetings of the Board of Education if the topic is relevant to the committee (held in the evening).

This Committee has a Committee Chairperson (Vice President Curriculum) and School Building Representatives. (website description)

Vice President Curriculum

In addition to the responsibilities outlined in the [Executive Committee](#) Section, the Vice President Curriculum shall:

- Be sure to read and review the following sections of this document: [Procedures Folder](#) and [Google for Education](#).
- Act as an aide to the President.
- Meet with the Assistant Superintendent of Curriculum/Instruction early in the school year to discuss the District’s Curriculum Goals for the year.
- Set committee meeting dates for the year with Assistant Superintendent for Curriculum/Instruction.

- Collaborate with the Assistant Superintendent of Curriculum/Instruction presentation ideas for building and joint PTA meetings.
- Send a list of meeting dates and topics to the President and President-Elect.
- Share district and building curriculum note/minutes with the Executive Committee monthly.
- Oversee the building representatives of the seven schools.
- Communicate with Assistant Superintendent of Curriculum and Instruction district wide parent concerns when necessary.

The Curriculum Representatives shall:

- Follow the procedures as outlined in this document under [Executive Board](#) and [Committee Representatives](#).
- Attend all Committee meetings.
- Attend meetings with the Assistant Superintendent of Curriculum/Instruction.
- Meet with their building administration to review parent concerns related to curriculum matters.
 - Prepare agenda for meetings with the principals,
 - Agendas must be approved by the Vice President of Curriculum in advance of the meeting,
 - Write summaries of the meetings and share with the building principal to be sure information is accurate, and submit to the Vice President Curriculum.
- Represent the committee and their school by attending PTA meetings: provide updates, address concerns parents may have, and promote committee activities.
 - Prepare committee reports as called for by the Director. Obtain
 - Vice President of Curriculum approval of the report before submitting to the Director.
 - Minutes/Notes of the PTA Meeting will be posted to the PTA Website and shared with membership.

Vice President Communications

The Vice President Communications is the Chair of the PTA [Communications Committee](#). This committee is responsible for all internal and external communications projects and functions including newsletters, website, social media, print media, and other communication tools. The committee also maintains the PTA's family and member databases. (website descriptions)

Vice President Communications:

In addition to the responsibilities outlined in the [Executive Committee](#) Section, the Vice President Communications shall:

- Be sure to read and review the following sections of this document: [Procedures Folder](#) and [Google for Education](#).
- Act as an aide to the President.
- Act as the primary source of communication for all PTA needs.
- Communicate and work regularly with the Executive Committee (especially Directors), Committee Chairs, and the District's Coordinator of Public Information to determine the content of information advertised and publicized through PTA communication channels.
- Assist the Executive Board with the design of PTA flyers/posters/advertisements, as needed.

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- Obtain the approval of the President of all communications prior to it being shared publicly
 - With the exception PTA Calendar Events (previously approved)
- Administrator of the PTA's Google Platform
 - Setup and conduct Google Training for Executive Board.
 - Maintain all emails and drives
 - Establish Drive Protocols and Procedures
 - Responsibilities can be shared with the Technology Coordinator.
- Maintain and update [PTA Communications Guidelines](#) outlined in Exhibits.
- Oversees and direct the work of the members of the [Communications Committee](#).
 - Act as Webmaster for the PTA website: updating and maintaining the website and assisting all members of the Executive Board with their web pages. Responsibilities can be shared with the Website Coordinator.
 - Establish and maintain member database for all eCommunications. Responsibilities can be shared with the Technology Coordinator.
 - Editor of the monthly newsletter and weekly PTA article in the GC News. Responsibilities for GC News article can be shared with the Publicity Coordinator.
 - Manage content on all social media sites: Facebook, Instagram, and Twitter. Responsibilities can be shared with the Social Media Coordinator.
- Coordinate with the District's Director of Education Information for all matters related to PTA access to district family contact information and ensure the PTA link on the school district website is working properly.
 - Establish the timetable files will be shared with PTA and Photocopy throughout the year.

School Directors

School Directors (School Directors or Directors) are the direct link to our membership. Directors bring the concerns and issues of their school and parents to the attention of the Executive Committee. Directors work closely with building administration to oversee the work of the PTA in each of our seven schools. The director is also responsible to facilitate the work of school-based committees under the direction of building administration. (website description).

Directors

In addition to the responsibilities outlined in the [Executive Committee](#) Section, Directors shall:

- Be sure to read and review the following sections of this document: [Procedures Folder](#) and [Google for Education](#).
- Read Directors' Handbook for guidelines and procedures specific to your position see: **Policies and Procedures Folder - [Directors' Handbook Folder](#)** in Drive.
- Promote PTA in your school building to district families and members through PTA Communication Channels. See [Directors' Handbook](#) and [Communications Guidelines](#).
- Along with the District Committee Chair, oversee the work of all PTA Standing Committees at your building.
- Under the direction of school administration, oversee and facilitate all school based committees and volunteers under the direction of school administration.
- Provide Executive Committee at the beginning of the school year: building enrollment numbers, number of sections (K-5: noting compliance with GCPS Board of Education Guidelines), self-contained classes, co-teaching classes, building staff headcount (with and

- without bus monitors), and other statistical information necessary to plan PTA events.
- When directed by the Calender Chair, work with President-Elect and building principals determine the following year's PTA dates.
 - Fill your board – See [Directors Handbook](#) for guidelines.
 - Prepare summer mailing packets, including PTA Welcome Back to School Letter Newsletters for the following school year in June/July.
 - Invite principles to attend Attend Nassau Region Presidents and Principals Dinner.

Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Committee, notice of such election having been given to the Executive Committee. All vacancies shall be handled in accordance with unit Bylaws. Contact Nassau Region PTA for additional advice.

Section III: Executive Board

The **Executive Board** consists of members of the Executive Committee, the Chairpersons of the standing and special committees and the Immediate Past President, if available.

Standing Committees perform a continuing function and remain in existence permanently, or for the life of the assembly that created it. The members serve for a term that corresponds with that of the officers, as stated in the bylaws. Standing committees often have a district-wide chairperson and representative at each of the seven schools. Therefore, standing committees are deemed to be both district and school-based.

Special or ad hoc committees are formed to accomplish a specific objective. Their existence stems from a new or current concern or project the PTA is facing. The unit may form a special or ad hoc committee to consider or handle a single subject. When the project is resolved, the information is gathered, or the project is completed, the committee will disband. The life of the special or ad hoc committee may be no longer than a few days or may span a considerable period of time, according to the nature and complexity of the situation.

Co-Chairpersons

If a committee has two or more Chairs, co-chairpersons*, they are deemed Chair and Assistant Chair(s) for purposes of voting. Each Committee must nominate one (1) Chairperson who will cast a vote on behalf of the Executive Board when voting takes place. Please note that every Executive Committee and Executive Board member is able to vote as a general member.

In accordance with Robert's Rules of Order Newly Revised, it is important to remember that one person may fill only one position. In PTA, only one name may be listed for each office or chairmanship and only one person may vote. However, duties of the committee and or chair responsibilities may be equally divided. The chairs will support each other and share responsibilities to achieve the objectives of the committee.

Refer to the Exhibit I for Committee Descriptions.

Immediate Past President

The Immediate Past President (Past President) shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairperson](#), [Procedures Folder](#), and [Google for Education](#).
- serve in this capacity for the duration of their successor's presidency.
- serve in an advisory capacity, but does not interfere with the new President's methods.
- gives advice based upon experience, when requested.
- may attend Executive Committee meetings as an advisor.
- is not an elected officer.
- is a voting member of the Executive Board.
- act in a helpful manner.
- serve as the Chair of the District [Calendar Committee](#), if available.

Committee Chairperson

All Standing, Special Committee, Chairpersons and Liaisons shall:

- **Assume official duties July 1st; but should be involved in transition and planning, effective upon appointment.**
 - Serve no more than two consecutive one-year terms as chair of the same standing committee.
 - Be a current member of the PTA while serving as Chair.
- **Leadership and Resources and Trainings**
 - At a minimum, read and review the [Introduction](#), Executive Board, and the sections of this document specifically related to your position.
 - Propose changes to the PPM to the President-Elect, as needed.
 - Read [GC PTA Bylaws](#) and [NYS PTA Resources](#), and [National PTA Resources](#): eLearning Courses and Local PTA Leader Toolkit related to your position.
 - Attend Nassau Region and State PTA workshops, conferences, and leadership trainings at PTA's expense. Encourage board and committee members to attend as well.
 - Contact Region Chairperson for information and advice when necessary but only after speaking with the President-Elect.
 - Read and review predecessors [Procedures Folder](#).
 - Sign up for all available electronic resources through GC PTA, NYS PTA, and National PTA for example electronic newsletters, blogs, and social media sites.
 - If not previously done by your predecessor, register your work email to receive such information directly to your PTA inbox.
- **Be an active Board Member**
 - Attend all Executive Board Meetings.
 - Notify the President-Elect and Secretary when unable to attend a meeting.
 - Attend Garden City PTA Dinner and PTA events, including PTA Meetings.
 - Submit plan of work to the Executive Committee for approval at the first Executive Board Meeting of the year.
 - Changes to the plan should be approved by the Executive Committee
 - Prepare an end of the year report, with accomplishments and recommendations for the following year at the annual meeting in May.
 - Prepare monthly reports (or when requested) to the Executive Committee, Executive Board, and Membership.
 - Send committee reports to the President, President-Elect, and Secretary
 - Prepare for all Executive Board meetings by reading meeting agenda, previous meeting minutes, and reports of the Executive Board before the start of the meeting.
 - State questions related to reports issued in advance of the meeting to allow time for the preparer to research and respond.
 - Participate in GC PTA, NYS PTA, and National PTA advocacy campaigns Virtual Lobby Days and other legislative directives sent from NYS and National PTA, if supported by our unit.
- **Building the Leadership Team**
 - Oversee committee school representatives.
 - Encourage school Committee Representatives and help them with developing a sound plan for the work of the committee at the school level.

- Building work plans should be shared with the School Directors.
- Work with School Directors to fill building level representatives by mid-May for the following year.
- Identify potential successors for your position – encourage building representatives to serve as district chairpersons.
- Encourage anyone who is interested in holding a leadership position in PTA and notify the President and President-Elect with their contact information.
- **Financial Planning & Reporting**
 - Prepare an annual budget for the Committee to be included in the annual budget of the PTA. Budgets must be submitted to the Treasurer in April for the upcoming school year. Budgets should be reviewed again prior to the start of the school year and submit any changes to the budget to the Treasurer in September or immediately when such change is known.
 - Obtain prior approval on all expenditures.
 - Approve all committee expenses and submit receipts of all expenditures to Treasurer before payment, in accordance with the PTA's expense reimbursement procedures.
 - Stay within approved budget. If additional funds are needed, send a request to the Treasurer for review and approval by the Executive Committee, Executive Board and Membership.
 - Count all income received with a second person, submit immediately to Treasurer, and obtains a receipt after amount has been verified.
 - Work with the Executive Vice to obtain permits required by the Village of Garden City. Only the President can sign a village permit.
- **Keep Membership Informed in accordance with [Communication Guidelines](#).**
 - Responsible for coordinating all communications for the committee/position to Membership.
 - Submit timely information and news to the VP Communications through PTA Communications Channels: newsletters, GC News articles and social media.
 - Maintain school/committee pages on PTA website and provide changes to the website coordinator in advance of any scheduled advertising and to maintain schocommittee pages.
- **Preside over meetings of the Committee**
 - Notify President, President-Elect, and all Committee Representatives of all committee meetings to be held.
 - Call committee meetings to order on time and proceed with the business.
 - Designate someone to record minutes.
 - Maintain a fair and impartial position at all times.
 - Encourage participation by all members.
 - Vote when voting is by ballot or to break a tie.
- Do NOT sign any contracts. The President must sign all contracts.
- Maintain your [PTA Google Drive Account](#) including an updated [Procedures Folder](#) specific to your position to facilitate an effective and efficient transition to your successor.
- Perform other duties as assigned.

Committee Representatives

The success of the committee depends on the contributions made by each member. Each

school has school-specific committees as well as representation on all district wide committees.

A Committee Representatives should:

- Review the Committee’s work plan and goals for the year to understand your role and responsibilities.
- Attend NYS and Nassau Region PTA workshops and conferences or leadership training at the PTA’s expense.
- Not incur expenses on behalf of the committee without the approval of the district Committee Chair or School Director.
- Be prepared for the meeting. Read and study all material distributed in advance.
 - Participate in the discussion.
 - Accept and follow through on assignments and be prepared to report at the next meeting.
- Meet with their building administration to review parent concerns related to curriculum matters.
 - Prepare agenda for meetings with the principals,
 - Agendas must be approved by the Director or District Chairperson in advance of the meeting,
 - Write summaries of the meetings and share with the building principal to be sure information is accurate, and submit to the Director or District Chairperson.
- Communicate regularly with the School Director the activities of your committee and what is happening in the building.
 - Prepare committee reports when called for summarizing the work of the committee at the school level.
 - Obtain approved of such report by District Chairperson, if applicable.
- Represent your Committee and school by attending PTA meetings: provide updates, address concerns parents may have, and promote your committee’s events.
- Perform duties as assigned.

Standing Committees

Membership

Every voice, every member matters when it comes to making your child’s education the best it can be. The more members we have, the stronger we are, and the more influence we have on decisions involving the welfare and education of our children.

The Membership Committee develops the annual campaign and calendar of activities to encourage PTA membership to all parents, teacher/staff and community members. The Committee designs and communicates all publications and promotional materials to aid in recruiting and retaining members. The Committee is also responsible for all aspects of membership from member sign-up and payment to distribution of membership cards.

Our annual membership drive is also a significant fundraiser and offers flexible volunteer and nighttime opportunities. This Committee has Committee Chairperson(s) and a team of volunteers. (website description).

As stated in the introduction, our PTA is a centralized PTA and therefore membership dues are district wide. The cost of a membership is outlined in the unit's bylaws. Units are required to pay a portion of the membership to both National and NYS PTA for every member who joins our unit, therefore, automatically extending our members to both our parent organizations.

Membership Chair shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairperson](#), [Procedures Folder](#), and [Google for Education](#).
- Encourage membership to all parents, families, and employees of the district, as well as community members to join PTA annually. Member Drive begins in July and ends May.
 - Recruit members through district wide mailings, e-communication, social media, summer mailing packets, New Registering Family Packets, Back to School Nights, PTA meetings and community events. See [Communications Guidelines](#).
 - Along with Directors, confirm Back to School Night Membership envelopes distribution to parents (2-5).
 - Coordinate with SEPTA efforts to assist with both membership drives during BTSN efforts.
 - See that a membership drive is conducted throughout the year.
 - Target all non-members in December. This includes direct marketing and assistance from Directors.
- Maintain the PTA Membership Database
 - Working with VP Communications upload current district family file to the Membership Access Database.
 - Enter PTA membership received online, through the mail, in person at BTSNs, and from the GCTA (Teachers) to the membership database.
 - Use the database to create reports for NYS PTA member reporting, lists of current members by building, as well as non member families for further solicitation.
 - Maintaining the database is critical to the function of this committee.
- Responsibilities related to NYS PTA Portal (Member Hub)
 - PTA memberships collected locally must be uploaded to NYS PTA Member Portal.
 - Attend Nassau Region PTA training and learn the current NYS PTA system to upload members, make payments of dues, and distribute PTA Cards electronically to members.
- Work with Treasurer to ensure that all Memberships are recorded and reporting to NYS PTA is completed on timely basis.
 - Reconcile all dues received to membership cards issued.
 - Ensure payment to NYS/National PTA is made in accordance with state payment schedule.
 - According to state PTA bylaws, the payment of dues shall constitute membership and immediately entitle an individual to participate and vote in regular and special meetings of the unit.
- Communicate list of PTA Members and Non-Members to:
 - Directors specific to their school
 - Provide the Secretary and Vice President Communications with an updated membership list for the entire district.

- Provide Chairs of Standing Committees updated membership lists as needed.

Arts in Education

The Arts in Education Committee explores programs, across the broad spectrum of the arts, and makes recommendations for experiences that would enhance and enrich the cultural education of students. Exposure to the arts is valuable to learning since it stimulates creativity, curiosity, and awareness of the world around us.

The Arts in Education Committee works directly with building Administration and the District's Coordinator of Music and Fine Arts. The District currently provides the funding for the programs selected. This Committee has Committee Chairperson(s) and offers a great opportunity for someone who would like to be involved but has limited time to commit. (website description)

Calendar Committee

The District Calendar Committee shall work as a liaison between the PTA and the District to assist in the compilation of the district's school calendar. The Calendar Chair shall be the Immediate Past President. In the event the Past President will not serve, the President shall appoint a liaison. The Calendar Chair is also responsible to maintain the accuracy of the PTA Executive Committee Calendar, PTA Website Calendar, and PTA Event dates/descriptions on the district calendar.

The Calendar Chair Liaison shall:

- Organize and facilitate the collection of all GCPS, PTA, and SEPTA dates for the school calendar.
- Calendar description/dates will be collected through Google Docs and TeamUp.
- Collect calendar events and meeting with district personnel in a hierarchy order: Group 1: District Session Calendar, Board of Education Dates, GCTA (Parent Teacher Conferences), State Testing including Regents; Group 2: Athletics, Arts/Music, Guidance, High School, Middle School; Group 3: Elementary Schools; Group 4: Primary Schools; Group 5: PTA & SEPTA.
- Meet with District Coordinator of Public Information to edit and finalize the calendar before going to print.
- Provide an electronic export of TeamUP to the District Director of Education Technology immediately after the calendar is approved for printing. This file is used to create the district's online calendar.
- Communicate the final PTA Calendar to the Secretary (all dates including the internal Executive Committee/Board dates) and the Communication Team (all District/PTA dates advertised through Newsletter, Website, Social Media, GC News).
- Provide the VP Communications and Website Coordinator the appropriate TeamUP feed links to maintain both the Executive Board Google Calendar and PTA Website Calendar.
- Maintain the PTA and Executive Committee Calendars in TeamUP throughout the year:
 - President/President-Elect informs the Executive Board of the change.
 - Calendar Chair edits dates/descriptions in TeamUp and forwards the TeamUp Event Modification Notice to:
 - PTA Communications Team: communicationrequests@gardencitypta.org.

- District Coordinator of Public Information, if necessary.

Arts in Education Chair(s) shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairperson](#), [Procedures Folder](#), and [Google for Education](#).
- Find new program opportunities to recommend to the district by:
 - Attending the Nassau Region PTA Arts in Education Showcase in the Spring
 - Reviewing the Nassau BOCES website regularly. <https://www.nassauboces.org/artsined>
 - Exploring programs offered through libraries, museums, parks, LICM and other educational venues.
- Provide a written report to the K-5 Building Principals Coordinator for Arts and Music to plan the Arts in Education programs for the entire district.
- Communicate with the Executive Committee, including Directors, the scheduled Art in Education events to occur at each of the seven school buildings.
- Post calendar of events on PTA website.
- Keep track of cultural arts programs in your school building and communicate the schedule of events with the School Director and PTA Membership - through PTA Communication Channels. See [Communications Guidelines](#).

Communications Committee

The Communications Committee keeps our members, and our community informed about PTA and school district events. This Committee's work helps to build a connection between the PTA and the community. Developing a strong and clear connection will grow our membership, foster values for the PTA's mission and programs and strengthens the importance of community engagement in the education of children. This Committee's work includes all forms of media: print, photography, graphic design for print, e-communication, and social media.

There are many ways to get involved with this committee and at various levels and abilities. This Committee has a chairperson (Vice President Communications) and a team of volunteers. (website description)

Vice President Communications, Communications Committee Chair and shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairperson](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Oversee and direct the work of the members of this committee. Volunteers are recruited for and assigned very distinct roles and responsibilities. Volunteers receive @gardencitypta.org email address and are listed on the the Executive Board list but are non-voting.
 - **Website Coordinator** - manages the content and organization of a website in consultation with Executive Board, technical programming aspects of a website, and is the main contact to the website host: website@gardencitypta.org
 - **Technology Coordinator** - manages all other technology platforms including Google for Education, Wufoo, and EventBrite. Working with the VP Communications and the District's Director of Education Technology, sorts the PTA District Family file for use in PTA Communications and Membership Database: technology@gardencitypta.org
 - **Sign Up Genius Coordinator** - provide assistance to directors and committee chairs over

the use of school Sign Up Genius accounts and administer the PTA Pro Sign Up Genius : signup@gardencitypta.org

- **Social Media Coordinator** - manages the schedule and posting of content of all social media platforms: Facebook, Instagram, Twitter. The coordinator will oversee a small team of volunteers assigned to this group. HootSuite is used to schedule media content across all platforms: socialmedia@gardencitypta.org
 - Be proactive in finding information relevant that should be communicated to membership and the community
- **Publicity Coordinator** - manages the weekly submission of the PTA Page in the GC News, PTA ads placed in the HS Yearbook, Programs for HS Productions, TMA Annual Publications: publicity@gardencitypta.org
 - Be proactive in finding information relevant that should be communicated to membership and the community
 - It is recommended that the PTA have a presence in the community newspapers weekly to
 - ✓ To include weekly events and announcements relative to PTA
 - ✓ Highlight PTA accomplishments throughout the year
- **Editor** - aides the communications team providing editorial review when requested: editor@gardencitypta.org
- **To reach all members Communications Team.** Send communication requests: information, write-ups, images to communicationrequests@gardencitypta.org.

Communications Team shall:

- Work collaboratively to carry out the Communications plan for the year.
- Manage the schedule of information across all communications channels.
- Work with all members of the Executive Board to publish information that is relevant to members and consistent with PTA branding and image.
- Adhere to the PTA Photo Use Policy

Curriculum Committee

Detail in Executive Committee Section

Health & Safety Committee

Caregivers, our schools, and our community are responsible for caring for the health and welfare of our youth. The Health & Safety Committee addresses health and safety issues related to the students and families. The activities of the Health & Safety Committee are designed to educate and inform caregivers about the health needs of children and how best to meet those needs. The Health & Safety Committee works to see that programs are available to meet the needs of our members.

This Committee works closely with School Administrators, District Health & Safety Teams, the Legislation Committee and other community organizations, such as the Garden City Community Coalition. This Committee has Committee Chairperson(s) and School Building Representatives. (website description)

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Health & Safety Chair(s) shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairperson](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Organize and present projects and programs on health, safety and environmental issues to the community. Historically, Health & Safety initiatives include: PTA Health & Safety Community Awareness Evening Events (often co-sponsored with other community organizations), GC PTA Safe Driving campaign, assistance with school events and programs such as: CPR training and 5th Grade F.O.C.U.S Blood Drives.
- Become familiar with National PTA and New York State PTA positions that pertain to health, safety and environmental issues.
- Keep abreast of Health & Safety related issues at the community, district and school levels.
- Work closely with the VP Communications to provide Health & Safety news and information to members through PTA Communications Channels. See [Communications Guidelines](#).
- Oversee Health & Safety initiatives of the committee at each of the seven schools to ensure the goals of the committee are achieved.
 - Coordinate a committee meeting in September to inform all the representatives about the committee, along with its goals for the year. Hold an end of the year wrap up meeting that should include recommendations for the upcoming year.
- Attend school district Health & Safety and Wellness meetings, generally held quarterly.
 - Provide notes from district meetings to Committee Representatives and to the Executive Committee.
- Organize speakers for Health & Safety Awareness Evening Event (if planned for the year). This event has often been co-sponsored with other community organizations.
Responsibilities shall include:
 - Identify and secure a topic and guest speaker.
 - Coordinate all aspects of the evening including: secure the venue, advertise, setup and cleanup for the event.
 - Work closely with the other sponsoring organizations to ensure the event's success.
- Work with the Parent University Planning Committee to identify topics and suggest speakers for Parent University (if planned for the year).
 - Help coordinate all aspects of the evening including: secure the venue, advertise, setup and cleanup for the event.
 - Work closely with the other sponsoring organizations to ensure the event's success.
- Be liaison between PTA and district Head Nurse.

Health & Safety Committee Representatives shall:

- Meet with their principal and building safety team to participate in tabletop and school drills.
- Meet with the school nurse (as needed) to discuss any outstanding health or safety issue.
- Communicate with the student body via the cafeteria bulletin board (nutrition, staying healthy during flu seasons, exercise, etc.).
- Provide support for school district Health & Safety programs for the student body: F.O.C.U.S Blood Drives, CPR, First Aid classes and Health & Safety clubs.
- Provide support for GC PTA Health & Safety programs: Safe Driving campaigns and others, as

- determined in beginning of the year planning meeting.
- Become familiar with National and NYS PTA positions that pertain to health, safety and environmental issues.
- Inform district Chairperson(s) of any health, safety and/or environmental concerns as well as addressing concerns of member units.
- Communicate with other representatives to discuss issues of importance and concern.
- Represent the committee at your building's PTA Meetings by attending PTA meetings: provide updates, address concerns parents may have, and promote committee events.

Legislation Committee

Detail in Executive Committee Section. This Committee is also referred to as Advocacy on the PTA website.

Nominating Committee

Serving on a Nominating Committee is an exceptional opportunity for PTA members to have a voice in selecting the Executive Committee members. Executive Committee members volunteer their time and talents to help maintain PTA sponsored programs, enhance the educational experiences of our children, promote family engagement, and advocate for every child.

The Nominating Committee consists of two representatives each from: High School, Middle School, Stewart and Stratford schools as well as one representative each from: Hemlock, Homestead and Locust Schools. Volunteers are elected, by the membership, at their school's PTA meeting. In addition, three representatives (2, plus an alternate) are elected from the Executive Board to sit on this committee.

The Nominating Committee shall:

- Be formed in the Fall in enough time to ensure that all members of the Committee are identified and elected by the general membership at a school PTA meeting prior to the Committee convening to review potential board candidates.
- Timing should also allow all Committee members to attend Nassau Region PTA's Nominations and Elections workshop prior to convening.
- There shall be a Nominating Committee consisting of thirteen (13) members (all shall be PTA members), two (2) of whom shall be elected by the Executive Board from its body and eleven (11) who shall not be members of the Executive Board, elected by the unit at a regular meeting of the unit at least sixty (60) days prior to the election meeting. In addition, one (1) member of the Executive Board will be elected to serve as an alternate for this committee. The election of officers occurs at our annual meeting as defined in our bylaws.
- The interim Chairperson of this committee is the Executive Vice President. The committee may select an alternate Chairperson once the committee is in place, if they choose to.
- Consist of the following representatives from each building that were elected by general membership.
 - High School - 2 representatives
 - Middle School - 2 representatives
 - Stewart School - 2 representatives
 - Stratford School - 2 representatives

- Hemlock School - 1 representative
- Homestead School - 1 representative
- Locust School - 1 representative
- Call alternate to serve if a representative is not available. The Chairperson shall make every effort to schedule the meeting at time most convenient to all.
- After deliberation, the Nominating Committee shall nominate at least one person for each office to be filled but is encouraged to identify more.
- Members of the Nominating Committee may be nominees for office without resigning from the committee.
- Only those persons who have consented to serve if elected shall be nominated for or elected to such office and serve two one-year terms.
- Provide a slate for the following positions, as needed:
 - President-Elect
 - Secretary
 - Treasurer
 - Executive Vice President
 - Vice President Legislation
 - Vice President Curriculum
 - Vice President Communications
 - Seven School Directors: High School, Middle School, Stewart School, Stratford School, Hemlock School, Homestead School and Locust School.
- The new slate must be announced two (2) weeks prior to the general membership meeting held in May.
- The Nominating Committee shall present its report at the regular meeting of the unit in May at which time additional nominations may be made from the floor.
- Additional nominations may be made from the floor provided the written consent of the nominee has been secured and the chair of the Nominating Committee has received notice at least two business days prior to the election meeting of the candidate's intention to run.

The Nominating Committee Chairperson shall:

- Obtain and distribute copies to all members of the Committee:
- Complete job descriptions for each position.
- Promote Executive Committee Positions open through PTA Communication Channels. See [Communications Guidelines](#).
- Request and receive in writing, recommendations from any member.
- Attend and encourage all members to attend, the "Nominations and Elections" workshop presented by Nassau Region.
- Telephone immediately each nominee for acceptance of his or her nomination.
- If nominee is not reachable, the Chairperson shall receive a vote of confidence from the Committee to try and reach the nominee for the unfilled position as soon as possible. If the nominee refuses the nomination, the Committee may reconvene or they may present the incomplete slate to the voting body at which time nominations may be made from the floor.

The Nominating Committee Members

Care should be taken when electing the members of the Nominating Committee. The charge to

this committee is a very serious one. Each Nominating Committee member should be prepared to nominating at least one viable candidate for each open position on which to deliberate when the committee convenes.

The Committee Members should:

- Include both experienced, ongoing leadership as well as newer members.
- Cannot serve two (2) consecutive years.
- Be elected on merit and ability—not on popularity.
- Be aware of the importance of their assignment.
- Have knowledge of PTA goals, purposes and programs.
- Have knowledge of potential nominees' qualifications and abilities.
- Give objective consideration to find the best-qualified leaders for the PTA.
- Be able to express ideas and to defend their convictions.
- Use sound judgment in evaluating possible nominees.
- Be tactful, have integrity and use discretion.
- Keep all deliberations confidential.

Special Notes:

- Each person is entitled to one vote.
- Any person on the Committee may request and receive a closed ballot vote.
- A majority of those present is needed to win the nomination.
- Abstentions count with the majority. Abstentions cannot break a tie.
- Any person nominated for a position from the Committee shall leave the room during the discussion of their nomination.

Parent University Committee

Parent University is an evening set-aside for parents and caregivers of children in grades Pre-K to 12 to participate in a series of workshops facilitated by area professionals and district personnel. The free workshops are sponsored by community organizations, including educators, to best reflect current topics and trends. It is an opportunity to sharpen parents' skills as we work together to raise healthy, well adjusted, and successful children. Studies prove when communities, caregivers, and educators work together to create supportive and safe environments for children to grow and learn – they thrive. All residents are invited to attend this event (website description).

Parent University Chair(s) shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairperson](#), [Procedures Folder](#), and [Google for Education](#).
- Work closely with the other sponsoring organizations to ensure the event's success.
- Create a timetable for the event.
- Call to order Parent University meetings.
- Working with Parent University Planning Team coordinate all aspects of the evening including:
 - identify topics and secure guest speakers,
 - prepare all registration forms and marketing materials,

- update Eventbrite and website,
- identifying presenters requirements and plan logistics with the High School administration,
 - organize babysitting with GCTA, if feasible
-
- setup and cleanup for the event,
- send out participant and presenter evaluation forms to gather feedback about the event
- Maintain Parent University website
- Ensure all Parent University expenses incurred by the PTA (and other sponsoring organizations) are divided among the sponsoring organization and PTA is reimbursed, if necessary.
- Promote Parent University through PTA Communication Channels. See [Communications Guidelines](#).

PARP Committee

Pick a Reading Partner (PARP) is a NYS PTA program designed to foster the love of reading. The primary goal of PARP is to promote childhood literacy by asking parents or caregivers to set aside time each day to read with their child. PARP encourages programs during the school year that supports reading and participation of children, caregivers, teachers, administrators, school staff and the community by reinforcing the pursuit of reading for enjoyment. The committee works closely with building administrators and teachers in our K-5 schools. This Committee has Committee Chairperson(s) and School Building Representatives. (website description)

PARP Chair(s) shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairperson](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Administer and facilitate the annual PARP program throughout In all K-5 taking into consideration the NYS PTA PARP guidelines.
- Attend region and state PTA workshops and conferences for leadership training at PTA expense. Encourage Committee Representatives to attend as well.
- Along with the President, develop a working calendar for the program.
- Along with the President, President-Elect, and Treasurer develop a budget for this committee and ensure all expenditures meet the guidelines of the approved budget.
- Be the PTA Liaison to the District PARP Committee comprised of teachers and administrators assigned.
- Promote the PARP Program to parents, students and teachers through PTA Communication channels. See [Communications Guidelines](#).
- Oversee the Committee Representatives of all seven schools.

PARP Committee Representatives shall:

- Represent the committee at your building's PTA Meetings by attending PTA meetings: provide updates, address concerns parents may have, and promote

Reflections Committee

Reflections is a National PTA cultural arts program, designed to encourage students to express their thoughts and feelings through creative arts. The Reflection Committee coordinates the

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student entries into the PTA's Reflections Contest. This contest originates at the National PTA level, with a theme for each year's competition. Students submit entries in Literature, Photography, Visual Arts, Music, Dance, and Film to the Reflections Committee. The Reflections Committee, utilizing rules set forth by the National and State PTA, facilitate the judging of the submissions. Selected winners from each category advance to the Nassau Region Level. Upon completion of the program at the Nassau Region and NYS PTA levels, Reflection Ceremonies are held throughout the District acknowledging the winners. This Committee has Committee Chairperson(s) and School Building Representatives. (website description)

Reflections Chair(s) shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairperson](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Attend region and state PTA workshops and conferences for leadership training at PTA expense. This training takes place in August.
 - Encourage school Committee Representatives to attend as well. Alternatively, encourage they take the National PTA Reflection eLearning Course.
 - Read Nassau Region Toolkit (along with NYS PTA and National Toolkits)
- Administer and facilitate the annual PTA Reflections contest throughout the district in accordance with National and NYS Reflections rules.
 - Register GC PTA with National PTA Reflections Program in July
- Administer and facilitate the annual PTA Reflections contest throughout the district in accordance with National and NYS Reflections rules.
 - Register GC PTA with National PTA Reflections Program in July
- Serve as the liaison to Nassau Region PTA.
- Create exclusive GC PTA Reflections Entry Form for participants adapted from National/NYS PTA Entry Form. Note: See Canva
- Along with the President, President-Elect develop a working calendar for the program.
- Along with the VP Communications/Website Coordinator update website with National PTA participant Rules and Instructions.
 - This should be completed as soon as available but before the start of school.
 - Note DO NOT post National/NYS PTA Entry Form
- Promote the Reflections Program to parents, students and teachers through PTA Communication channels. See [Communications Guidelines](#).
- Promote the Reflections Program to parents, students and teachers.
 - Contact all principals with Reflections Program Information
 - Contact District Curriculum Coordinate for Art and Music with Reflections information related to: Film Production, Musical Composition, Photography, Visual Arts
 - Ask contact rules and information be shared with K-12 Art & Music Teachers.
 - Contact District Coordinator of Athletics with Reflections Information related to Dance Choreography
 - Ask contact rules and information be shared with advisors for Cheerleading, Kickline, and Dance Team Clubs.
 - Contact District Coordinator of English related to Literature
 - Ask contact rules and information be shared with 6-12 English Teachers.
- Establish deadlines for the program based on prior year and Nassau Region PTA drop-off

dates. Note this is subject to change:

- Start / End dates for participants should be set along with the PTA Calendar in May/June.
 - Include kickoff and deadline dates on school calendar
- Judging drop-off dates and deadlines
- Secure Volunteer Judges for Each Category:
 - must work in the field they are judging and cannot be associated with Garden City Schools or have school age children in the district.
 - exception: due to the difficulty securing judges in the Visual Category - GCPS Art Teachers can be used to judge blind submissions for student not currently enrolled in their school building.
 - Provide judges the necessary rules

Shepherd student entries through the process.

- The process includes getting entries to a central point in Garden City where they will be judged and to get winning entries to the next level of advanced judging at the Nassau County PTA level.
- Complete Nassau Region **Order Form** for Buttons, Pins, Certificates on time.
- Send winning entries to the region level of judging
- Contact winning students - this is done immediately at the completion of each phase of the competition: Local, Region, States, Nationals. Contacting students can be done by Committee Representatives.
- Return artwork to students along with Participation Award Certificates. This is done by Committee Representatives.
- Announce student achievements along the entire program in all PTA Communication Channels:
 - Winners at GC Level - be sure to acknowledge all participants who entered by stating the number of entries received by school
 - Winners at the Nassau Region Level
 - Winners at the NYS PTA Level of the competition: Work with President to get students at this level recognize by the Board of Education in June.
 - Winners at the National Level: Work with President to get students at this level recognize by the Board of Education in June.
- Oversee the Committee Representatives of all seven schools.
 - Oversee the online Student Entry Form submission process - this is done by committee representatives in shared Google Docs
- Along with Directors and Committee Representatives plan a Reflections ceremonies honoring all volunteers & students who participated.
 - Prepare programs. Take particular care proofreading student names. Utilize principals office, committee reps, and more to proof!
 - These Award Ceremonies take place in the spring of each school year: Primary Award Ceremony (all three schools), Elementary Award Ceremony (both schools), and MS/HS Awards Ceremony. Dates for awards ceremony are set during the in the spring during the review of the district calendar.

Reflections Committee Representatives shall:

- Communicate the initial announcement about the Reflections contest to everyone in their respective school and set up a box where entries may be deposited prior to the deadline.
- Once the deadline arrives, verify that each entry meets the criteria in the PTA Reflections rules, and that each entry is properly labeled with the official submission form. If not, contact the student and rectify before delivering to the District Chair.
- Log the entries for their school to shared Google Doc and get the entries to the District Chair for judging.
- Return any non-winners to the school and retain winning entries for the Awards Ceremony where they will be displayed.
- Along with Chairs and Directors, coordinate Reflections Awards Ceremonies.
- Return all winning entries to participants after the awards ceremonies.
- Represent the committee at your building's PTA Meetings by attending PTA meetings: provide updates, address concerns parents may have, and promote committee events.

Spirit Week Committee

Spirit Week activities engage and involve all district families and the community to participate in the excitement of Homecoming. This Committee works directly with school administration to help organize and assist with Spirit Week activities at the primary and elementary. This committee offers a great opportunity for someone who would like to be involved but has limited time to commit. This Committee has a Committee Chairperson and K-5 School Building Representatives. (website description)

Spirit Week Chair(s) shall:

- Read and review the following sections of this document: Executive Board, [Committee Chairperson](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#) (if applicable to committee or position).
- Organize group meeting with Directors and their Spirit Week Committee representatives to review tasks and timeline of events set by building principals.
- Oversee Spirit Week Committee Representatives at each of the seven schools.
- Work with administration, as needed, to help with Spirit Day T-shirts. Note: PTA only provides the volunteers and does not collect, deposit, distribute PTA funds for the T-Shirts. This is a school sponsored event.
 - Schools (3 primary/2 elementary) collect orders for t-shirts. Note: rising 5th graders do not participate in t-shirt orders for the fall of the following year when they will be in the Middle School.
 - Order total and money processed at Stewart School
 - Money counted and reconciled and handed by Stewart School's office
 - Final count t-shirt order is placed by Stewart School.
 - Help organize and plan shirt delivery and distribution date
- In addition to supplying the volunteers for Spirit Week school activities stated above, the PTA has sponsored a Spirit Day Poster Contest at the elementary schools.
 - Promote the Spirit Day Poster Contest through PTA Communication channels. See [Communications Guidelines](#).

Spirit Week Representatives shall:

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- Primary/Elementary school reps: Help with t-shirt orders / distribution
- Elementary school reps: Poster Contest
 - Advertise Poster contest
 - Help judge Poster contest along with Director.
 - Help display all entries in auditorium for pep rally
 - Ask businesses on 7th Street to display winning entries for Homecoming parade
- Represent the Committee at your building's PTA Meetings to provide updates and promote the event.

Staff Appreciation Committee

Teachers play a key role in student success and sometimes a simple "thank you" is all a teacher needs to feel valued. Since 1984, National PTA has designated the first week in May as a special time to honor the men and women who lend their passion and skills to educating our children. The GC PTA provides an opportunity for our school community to participate in a small celebration of thanks to those who educate and care for our children.

In early spring, the PTA and parents host a Staff Appreciation Luncheon in each of our seven school buildings. The school Staff Appreciation Committees and the Staff Appreciation Chairperson plan and organize all aspects of these events. Staff appreciation luncheons provide all school families the opportunity to participate in these celebrations through convenient online sign-up tools. This Committee works directly with the Staff Appreciation Chairperson and School PTA Director.

This committee offers a great opportunity for someone who would like to be involved but has limited time to commit. This Committee has a Committee Chairperson and School Building Representatives. (website description)

Staff Appreciation Chair(s) shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairperson](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Staff Appreciation dates are determined during the district calendar process in the Spring.
 - Staff Appreciation dates should be updated on the PTA website and communicated to all Directors.
- Select the Staff Appreciation PTA caterer and plan the menus for each of the school buildings.
 - arrange that the caterer can accept parent payments for food directly.
 - PTA shall not collect money for this event
 - PTA will provide in its annual budget a small Staff Appreciation contingencies for **necessary** event items not donated by school families.
- Provide VP Communications updates to the PTA Website including main events page and Committee Page.
- Organize group meeting with Directors and their Staff Appreciation Committee representatives in February. At this meeting:
 - Obtain from Directors and Building Representatives the personal headcount for each school building to properly plan the menu.
 - Communicate the menu to all building representatives.

- Provide the PTA Staff Appreciation Guidelines and Sign-Up Genius Instructions to all Directors and Building Representatives - see [Directors' Handbook](#).
- Along with the Directors, oversee the Staff Appreciation representatives at each of the seven schools.
- Review all communications, including all completed Sign Up Genius.
 - Promote the Staff Appreciation Luncheons and Sign Up Genius through PTA Communication channels. See [Communications Guidelines](#).
- Confirm the PTA President has sent an invitation to Central Administration for all seven Staff Appreciation dates.

School Director and/or Staff Appreciation Representatives shall:

- Read Staff Appreciation Guidelines and Sign-Up Genius Instructions.
- Plan all aspects of the event, oversee committee volunteers, advertise for parent donations, setup, decorate, and cleanup using SignUp Genius.
 - Finalize the SignUp Genius and obtain Director and Chair approval.
- Get building principal approval of any communications sent home with students for special messages / decorations for the event.
- Represent the Committee at your building's PTA Meetings to provide updates and promote the event.

Ways and Means Committees:

These are committees established to raise funds for PTA purposes. See *Ways & Means Guidelines* included in Exhibit III.

Dinner Committee

The Dinner Committee hosts a spectacular fundraiser each year with our annual Dinner Event held in the spring. The Dinner is our largest fundraiser of the year. There are many ways to get involved with this event and at various levels. Flexible volunteer and nighttime opportunities are available for this event. This Committee has Committee Chairperson(s) and School Building Representatives. (website description).

Dinner Chair(s) shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairperson](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- **Organize all aspects of dinner**
 - Select a venue and date for the event. This is generally completed by April for the following year and includes:
 - President to sign the contract with the venue and Treasurer to make the initial deposit
 - Select a theme. The theme may correspond with National Reflections theme.
 - Select a menu,
 - Select the venue decorations and table arrangements.
 - Secure all suppliers for the event.
 - Secure the entertainment: DJ or Band
 - Arrange for pictures of the evening. Either a parent or High School Senior in

- Photography class to act as photographers. Arrange through Photography teacher.
- Act as host of evening of dinner in conjunction with the President.
- **Develop a Financial Plan for the Event**
 - Prepare a written budget, including all revenue sources and expenses to achieve the revenue goals set for this fundraiser.
 - Submit a summary of the event and the budget to the Executive Committee for approval.
 - Work directly with Treasurer to ensure the proper recognition of all revenues (reservations, sponsorships, donations and raffles prizes) and expenses. Including
 - the timely deposits of checks and cash received and payments to vendors.
 - Maintain detailed records of all donors and donations, including non-monetary donations and their respective fair market value.
 - Arrange for start-up cash from the Treasurer.
 - Arrange for the evening's required payments in advance: catering hall, gratuities, and entertainment.
- **Promote the Dinner to parents, teachers, and community through PTA Communication channels. See [Communications Guidelines](#).**
 - Prepare all advertisements, flyers, and the event logo.
 - Signage and night-of printing.
- **Donations and Sponsors**
 - Solicit event donations and sponsors through PTA Communication Channels: newsletter, social media, PTA meetings, local print, and backpack flyers in accordance with PTA Communication Guidelines.
 - Working with the Technology Coordinator update Wufoo Donation Form.
 - Working with the Vice President Communications update paper Donation Form to mirror online form - see Canva
 - Plan and organize the raffle prize gift-wrapping event.
 - Design and coordinate the evenings program.
 - Prepare and send receipt letters in the form of Thank You Letters to all donors, as required by unit bylaws. To be mailed by June 1st.
 - Prepare the Thank You advertisement for the local newspaper to be printed within 30 days of the event.
- **Ticket Sales Leading Up to the Evening**
 - Working with the Technology Coordinator update online Ticket Form that include dinner tickets, Grand Raffle and Basket Ticket sales.
 - Working with the President of the GCTA, encourage all teachers to purchase tickets online.
 - obtain list of Guests of the GCTA along with payment.
 - Working with the Treasurer of the Administrator Union, obtain list of Administrator Guests along with Payment
 - Working with the Co-Presidents of SEPTA, obtain lists of Guests of SEPTA along with Payment.
 - Working with the President of the PTA, obtain lists of Guests of PTA. Guests of the PTA are gratis.

- Reconcile all Dinner Ticket Sales and Advance Raffle Prize Sales with the Treasurer before the evening of the event.
- **Ticket Sales Night-Of**
 - Working with the Treasurer setup procedures for Square Sales (credit card processing) and cash/check sales of Grand Raffles, Raffle Tickets, and Balloon Pop
- **Honorary Life Member Honorees and Invited Guests of the PTA**
 - Send invitations to school district personnel, members of the Board of Education, and PTA Honorary Life Award Recipients.
- **Student Performance**
 - Work with the District Coordinator of Art/Music and High School Band Director to arrange for High School Jazz Ensemble to perform during the Cocktail Hour.
- **Volunteers**
 - Oversee the Dinner Committee Representatives
 - Organize volunteers for the evening's event; including set-up, raffle sales, and cleanup
 - Coordinate with High School advisors for student volunteers.
 - Communicate directly with the students of what is expected and where to be; have community service letters ready for the evening.

Dinner Committee Representatives shall:

- Help plan and execute the event.
- Assist with raffle efforts including, but not limited to, mailing, soliciting of prizes, wrapping baskets, follow-up, and Thank You letters.
- Day of Event: helps with decorating the venue, stuffing "gift" bags, selling raffle tickets, working balloon pop, etc.
- Helping with cleanup after the event.
- Represent the Committee at your building's PTA Meetings to provide updates and promote the event.

Photography Committee

The Photography Committee organizes the photo days for our K-8 students. This team of volunteers help out on school photo days and act as the liaison between the parents, schools and the outside photo company. This Committee has Committee Chairperson(s) and School Building Representatives.

Photography Chair(s) shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairperson](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Be the main contact between the buildings and the Company for all issues or scheduling conflicts that may occur.
- Promote the Photography Event, including retake days, to parents through PTA Communication channels. See [Communications Guidelines](#).
 - Be sure all photo information is included in Summer Mailings to Kindergarteners and Back to School Messages for the first day of school.
 - Monitor the direct solicitation of district families by the photo company. Be careful to limit the number of emails after families have ordered their photos.

- Oversee the representatives at each of the seven schools.
 - Organize and conduct a meeting in early September with and school representatives and directors.
 - School representatives staff all schools on photo day (if necessary) and acting as liaison between parents, schools, and the photo company.
- In December or January
 - meet with the photo company at the end of the program debrief and offer suggestions for changes or improvement.
 - Follow up with the Company to ensure rebate check(s) are received and supporting detail of packages ordered by school are given to the Treasurer.
- Planning for following school year:
 - Work with the President and President-Elect negotiate the the terms of the photo contract with the photo company.
 - Detail all GC requirements as an written attachment to their standard photo contract.
 - As soon as the contract is signed, work with the photo company, directors, and principals to select photo dates for the following school year.
 - Communicate photo dates to the Calendar Chair once approved.
 - Work with the VP Communications and Website Coordinate to update website page with the photo dates after the PTA Calendar Meeting but before the start of school.
 - Working with the VP Communications, GCPS' Director of Educational Technology, and the photo company to establish the timeline for the release of student data information to the photo company. Note: The photo company must comply with the district's student privacy requirements and protocol.
 - High School Freshmen: one week before the Freshmen Orientation
 - High School Underclassmen (10/11): same time as Freshmen or when the HS portal opens.
 - All other schools after the start of school.

Photography Committee Representatives shall:

- Responsibilities include staffing schools on photo day and acting as liaison with parents.
- Coordinate communication with the parents to ensure the photo dates and the procedures for ordering and paying for photographs are understood.
- Represent the Committee at your building's PTA Meetings: give updates, address concerns parents may have, and promote committee events.

School Supplies Committee

Thanks to the efforts of the School Supplies Committee, parents can spend more time at the beach than in the stores over the summer break. The School Supplies Committee organizes this convenient, one-stop shopping event that offers school and grade-specific required supplies to school families. The Committee works to ensure the best quality and pricing of the products offered. This Committee has a Chairperson(s) and volunteers for School Supply Pick Up Day in June. (website description)

School Supplies Chair(s) shall:

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- Read and review the following sections of this document: [Executive Board](#), [Committee Chairperson](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- In September, Follow up with the Vendor to ensure rebate check(s) are received and given to the Treasurer for deposit.
 - Note there are two checks one for the original sale and one for packs sold on the day of pickup.
 - Sometimes checks are mailed to the Middle School instead of the PTA Mailing Address: 56 Cathedral Avenue.
 - Obtain from the Vendor all necessary reports, reconciling packs ordered by building and by grade to the rebate check(s) received.
 - This report should be obtained in the spring when the portal has closed and all orders are processed.
- In the Fall
 - Review the *School Supply Lists* with building principals and teachers to create building and grade specific list all K-8. *School Supply Lists* should be updated by the schools no later than the end of November.
 - Special note: supply packs should be starter packs for students to start the school year and should be a reasonable cost to parents. Investigate expensive items requested and discuss with the building principals to reduce the cost of the packs.
 - Meet with the school supplies vendor to negotiate the terms of the contract including costs and quality of the school supply packs and the profit per pack.
 - Review the contract with the President, President-Elect.
 - President will sign the contract.
- Promote the School Supplies Event, including Ship to Home option in late June for new students, to parents through PTA Communication channels. See [Communications Guidelines](#).
 - Be sure to advertise to all incoming Kindergarten families at K Registration/Orientation.
- Work with the President to determine the start and end dates for the event for the following school year in time for the Calendar Meeting.
 - Working with the Website Coordinator update the website
- Organize all aspects of school supply pick-up day including: staffing, supplies, middle school cafeteria set-up, and advertising.
 - Submit all committee expenses on Expense Remittance Forms to the Treasurer the Monday after pickup - deadline for expenses fast approaching.

Sportswear Committee

The Sportswear Committee is responsible for keeping our community decked in maroon and gray. Garden City sportswear and related Garden City spirit items are offered primarily for online sale to order however, there is always a selection of cash and carry merchandise on hand at school events.

This Committee has Committee Chairperson(s) and School Building Representatives and offers flexible volunteer and nighttime opportunities. (website description)

The Sportswear Chair shall:

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- Read and review the following sections of this document: [Executive Board](#), [Committee Chairperson](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Determine with the President and President-Elect the calendar dates for sale kick-off and deadlines and pickup for both Fall and Spring in time for PTA Calendar meeting.
- In June or before:
 - Meet with the President, President-Elect and Treasurer to discuss budget, inventory selections, pricing, order sheet and planned advertising.
 - The President will obtain approval from the full Executive Committee for budget or changes in Sportswear approach.
 - Select a list of Sportswear Inventory for the following Fall Sale, in accordance with the committee suggested guidelines.
 - Sportswear guidelines give parameters and suggestions for the selection of inventory based on two factors 1) the history of past sales and 2) gross margin goals (including the impact of the online store transaction fees).
 - Working with approved outside vendors, obtain samples, setup online store.
 - Prepare a schedule detailing item, cost, retail price and assumed profit for all ordered inventory and cash & carry inventory. Note: all cash & carry items MUST be available for order as well to reduce the risk of unsold inventory.
 - Determine the amount of up front financial investment for samples and the purchase of cash & carry inventory.
- In mid July, finalize items in enough time for printing and/or screening of logos.
 - Finalize Sales Forms & Advertising flyers will be sent home in backpacks in early September.
 - Order and Cash & Carry items
- Promote the sales events to parents, teachers, and community members through PTA Communication channels. See [Communications Guidelines](#).
 - Contact Directors to secure sales areas at all Back to School Nights.
 - Prepare volunteer signup sheets for all sale events. Contact and remind volunteers before each event.
 - Verify the Executive Vice President has obtained the GC Village Permit (that requires PTA's Insurance Certificate) event held at St. Paul field (Sportswear Saturdays and all school facilities permits for BTSN sales).
- Working with the Treasurer, prepare sales procedures, sales forms, and inventory control sheets. All monies collected must be deposited immediately. Track inventory, sales, orders and monies after each sales event.
 - Receive count and inspect all inventory ordered as it arrives.
 - Maintain and house all cash and carry inventories.
- In August, plan meeting with committee representative to introduce the inventory, costing, outlining their responsibilities and obtain sign-ups for all Sportswear sales.
 - Oversee the Committee Representatives.
 - Keep committee representative and Executive Committee informed of progress throughout the program.

Sportswear Committee Representatives shall:

- Attend introductory meeting in August.
- Be familiar with the inventory, pricing and sales procedures.
- Sign-up for at least five (5) sales events and Sportswear pick-up day.
- Must assist with the set-up and cleanup at all assigned sales events.
- Assist whenever and however possible to make the sales events a great success.
- Inform chairs if you are not able to attend your assigned event you must find a replacement.
- Represent the committee at your building's PTA Meetings by attending PTA meetings: give updates, address concerns parents may have, and promote committee events.

Special Committees

Special or ad hoc committees are formed to accomplish a specific objective. Their existence stems from a new or current concern or project the PTA is facing. The Executive Committee may form a special or ad hoc committee to consider or handle a single subject. When the project is resolved, the information is gathered, or the project is completed, the committee will disband. The life of the special or ad hoc committee may be no longer than a few days or may span a considerable period of time, according to the nature and complexity of the situation.

Audit Committee

The Audit Committee shall certify the accuracy of the books and records of the PTA and to assure the membership that the PTA's resources and funds are being managed in a business-like manner within the procedures established.

- The Audit Committee shall consist of no less than three members of the Executive Board who are not check signers for the PTA and two alternate members in the event one of the first three can't attend.
- The Treasurer, President, and President-Elect can never serve as part of the Audit Committee because they are authorized check signers.
- Members of the Audit Committee shall be appointed at least two weeks prior to the first general PTA meeting of the school year.
- The Chairperson shall be the Vice President Legislation.
- All books must be audited monthly. In addition, an audit shall also be performed in accordance with NYS guidelines.

Mid-year (January) and annually at the closing of the fiscal year (June 30th).

- When any authorized check signer is added or deleted on any bank account. Whenever the Treasurer position is changed or at any time deemed necessary. The Treasurer shall provide the following:
 - A copy of the annual report and the IRS Forms: 990 EZ.
 - A copy of the last audit report bank reconciliations, bank statements, and general ledgers.
 - Bank statements and deposit receipts and Remittance Forms Treasurer's ledger book
- Vouchers and/or invoices of bills paid and expense reimbursement forms.
- All financial reports for the period being audited.
- Minutes that would include an adopted budget and/or any amendments that were approved during the year.
- Any other information requested by the Audit Committee.

- If satisfied that the Treasurer's accounts are correct, the Committee Chair and its members sign a statement to that fact, to be presented for adoption by the voting membership at the first general meeting of the school year complete with the signatures of the Chairperson and Committee members and added to the minutes.

The Chairperson shall:

- Shall be elected by the Audit Committee.
- Perform all duties as outlined in the Committee Chair people section and become familiar with the Committees section of the Bylaws as it may pertain to this Committee.
- Be familiar with NYS and National PTA Guidelines related to PTA finances.

Budget Committee

PTA Budget Explained

Fundraising is not the primary function of PTA. When we fundraise, we do so:

- to fulfill our mission (*"to make every child's potential a reality by engaging and empowering families and communities to advocate for all children."*)
- to foster a strong sense of community.
- to provide enrichment activities for children and families.
- to enhance the educational, social and emotional experience for children.

The PTA Executive Board will determine the PTA's goals for the next school year. As part of this process, financial plan (budget) is created.

The budget:

- is prepared in advance of the school year in June (preliminary budget) to allow for spending over the summer months and revised again in October/November (final budget) when the new membership is in place,
- allocates all *anticipated* net proceeds generated from PTA fundraisers: Membership, Dinner, Sportswear, School Supplies, and Photography,
 - may allow for a carry forward of funds from the prior year.
 - From time to time, fundraisers performed better than planned or programs costs were lower than anticipated and excess funds exist at the end of year. **These funds can either be carried forward to the next year** (only if an identified purpose exists at the time final budget is approved by membership) **or transferred to the PTA Executive Grant Account.**
- has three parts: net revenues from fundraising, unit expenditures, and program expenditures,
- should be fair and equitable across all schools and students to the fullest extent possible
- should be in balance with revenues equalling expenditures.

All PTA expenses (unit and program) should:

- adhere to our mission statement,
- meet guidelines for a 501(c)(3),
- be approved (by the ratification of budget) by Executive Committee, Executive Board, and membership.

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PTA programs are planned events to serve children, parents, and community.

- GC PTA programs like the First Grade Cultural Trip, Fifth Grade Trip to the Met, and PTA-SEPTA High School Awards to graduating seniors.
- National PTA Reflections Program and NYS PTA PARP Program
- Other programs exist based on the needs identified by our unit: parent and student education, health and safety initiatives, and advocacy efforts.
- All remaining anticipated net fundraising dollars are allocated to each of our seven school buildings to be used to enrich the educational, social emotional experience of students in the upcoming.
 - Directors along with their principals should have a planned use for these funds by the time the final budget is approved in the fall.

Cash reserves and start-up cash

The emergency reserve fund is considered an integral part of each PTA's planning and budgeting process. The emergency reserve fund is intended to serve as a means to retain financial stability in the event of an unforeseen development such as unplanned expenses arising from a project or an unexpected increase in inflation. NYS PTA states a healthy reserve is between one-half to one year's average expenditures.

- The Executive Committee has set the cash reserve at \$20,000 plus start-up cash for each of our fundraisers requiring funds in advance of sales.

The **Budget Committee** shall develop an outline of estimated income and expenses with explanations of the kinds of PTA programs expected to be carried out and how much needs to be raised to carry out those programs. A budget must be in place, at all times, for expenditures to be made and fundraisers to be conducted. Therefore a preliminary budget for the upcoming year is presented to membership in May at the Annual Meeting or at a PTA Meeting before the end of the school year. This budget, if approved, will remain in place throughout the summer allowing for expenditures to be made. An amended budget will be presented after the start of school and after the current membership is in place. The membership drive is substantially complete after back to school nights are over.

The **Budget Committee**, if deemed necessary, shall be appointed by the Executive Committee and should include:

- The President
- The President-Elect
- The Treasurer
- and at least one other Executive Committee member who have an understanding of the financial needs of the PTA.

The Chairperson shall be the current Treasurer and shall:

- Perform all duties as outlined in Committee Chair people section and become familiar with Committee section of the bylaws as it may pertain to this Committee.
- Study the previous year's budget and financial reports to determine how that budget met the unit's needs.

- Receive all budget requests from the Executive Committee and Committee Chairpersons.
- Estimate probable income from all sources as well as estimated proceeds from each approved fundraiser.
- Draft a preliminary budget based on previous year's budget.
- Present the budget to the Executive Committee and Executive Board for review and approval prior to the annual meeting (May).
- Present item by item and allow time for discussion and amendment of each item.
- Submit an annual report at the annual meeting in May with a copy to the Secretary.
- The treasurer will present the Preliminary Annual Budget for the following school year to the general membership to be approved in June enable the association to carry on its program during the summer and prior to the start of membership enrollment in the fall. A final operating budget, adjusted for any changes to estimated figures over the months since June, must be presented to the membership in the fall for approval.
- Submit Procedure folder to Executive Vice President within days of the annual meeting in May or immediately upon resignation as Chairperson.

Bylaws Committee

The Bylaws Committee shall review and amend the bylaws of the unit to conform to New York State and National PTA Bylaws and the changing needs of the GC PTA. The Chair of this special committee is the Executive Vice President.

The Chairperson shall:

- Perform all duties as outlined in Committee Chair people section and become familiar with Committees and Amendments section of the Bylaws as they may pertain to this Committee.
- Attend Region and/or State Bylaws workshops.
- Receive and review New York State PTA Resource for amending Unit Bylaws.

The Committee shall:

- Consist of Chair and two other members of the Executive Committee.
- Possess a copy of the current bylaws and review them to ensure that they conform to the needs of the unit.
- Gather written recommendations from units during the year in which the Bylaws are to be renewed.
- Submit, in writing, recommendations to the Executive Committee for approval prior to approval by membership.
- Revise the bylaws according to the methods prescribed in the Bylaws and NYS guidelines.
- Submit an annual report at the annual meeting in May with a copy to the President and President-Elect. Submit Procedure folder to President within 30 days of the annual meeting in May or immediately upon resignation as Chairperson.

Grant Committee

The Grant Committee is a sub-committee of the Executive Committee, to be convened if needed. This committee will serve to identify the use of PTA funds in the form of grants to GCPS.

The Grant Committee should consist of, at the minimum, the President, President-Elect, Treasurer, and representatives from the primary (1), elementary (1), Middle School (1) and High School (1). The Treasurer shall serve as Chairperson of this committee.

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The Committee shall work with Superintendent, Administrators, building Principals, to identify a feasible use for additional funds that may arise from actual net revenues exceeding budget in a given year or over a series of years.

Grant Account

Monies in the PTA Executive Grant are made available to the unit and school district throughout the upcoming year. Monies are available across the entire district and are not allocated to a specific school.

PTA Executive Grant Account funds may be requested by:

- district administration for a specific purpose or
- or Executive Committee for a specific purpose
 - If requested by a member of the Executive Committee and the expenditure will be paid by the PTA a formal grant request and approval from the Board of Education is not necessary. Since the expenditure was not approved as part of the annual budget process – approval must be obtained by membership.

Requests for funds from the Executive Grant Account must meet the same criteria and follow the *same approval process as our annual budget* and must:

- adhere to our mission statement,
- meet the guidelines for a 501(c)(3),
- be approved by Executive Committee, Executive Board, and membership, and
- be accepted by the Board of Education if a deemed a **grant** to the district.

PTA Grants

Grant Guidelines our outlined on the [website](#) and below:

A grant is a gift of funds to the school district for a specific purpose.

A grant automatically occurs when:

- the gift of funds is for the purchase equipment or
- the PTA makes a payment directly to the district.

Note: All payments to the school district must be accepted by the Board of Education

- NYS PTA position on grants: *If a unit feels there is a specific need in their school, approach the principal and Site-Based team first, and encourage them to include this item in the individual school building budget or school district budget. It is NOT recommended, but if a unit chooses to donate a gift or money to their school, it should be supportive of school programs and educational needs. The gift must be approved by a unit's general membership and donated to the school district's board of education. The board of education has to approve the receipt of the gift, and the PTA should receive written verification of the school board's acceptance of the gift. Upon the board's acceptance of said gift, the PTA relinquishes all control.*

A grant should:

- fulfill the PTA's mission,
- foster a strong sense of community,
- provide enrichment activities for children & families,
- enhance the educational or social and emotional experience for children,
- be supportive of school programs and educational needs,
- have the support of school administration,
- have the support of the Executive Committee, Executive Board, and membership of the PTA, and
- have the approval of the Board of Education when payment is made directly to the school district.

A grant should not:

- be something that would ordinarily be included in the annual school budget,
- assume PTA is a provider of services, supplies or equipment for schools, even during times of financial strain, or
- set expectations for PTA to maintain the underlying program or asset in subsequent years.

Apply for a grant

Grant requests can be made by members of the school district to the Executive Committee either in writing or through the use of the Wufoo Form: bit.ly/GCPTAGrants available on the website.

A *grant request* **should** provides enough information to help the PTA determine if the request is an appropriate use of PTA funds. The grant request should include, but not be limited to, the following information:

- Description of what the funds will be used for: the purchase of equipment, student or parent speakers, or program.
- Goals and objectives of the grant and its relationship to students, student life, curriculum - education, caregivers, or the school community.
- Sufficient support for the cost of the grant should be provided. Many grant requests are paid directly by the district and reimbursed by PTA. Therefore, the request should comply with the district's internal purchasing guidelines.
- The grant should have the support of Central Administration.

Director - Principal Responsibilities

- The Director communicates the guidelines and the availability of grant funds at the beginning of each school year to their principal.
- The principal prepares the grant request taking into consideration these guidelines.
- The principal ensures the district's internal purchasing guidelines have been met.
- The Director verifies the completeness of the request before it is submitted by the principal to the GC PTA for consideration.
- Grant requests can be submitted by the principal in writing or online.

Executive Committee - Executive Board Responsibility

- The Treasurer, along with the President and President-Elect review the proposed grant to

- see if it meets the guidelines. Follow-up with the responsible parties as deemed necessary.
- Present the proposed grant to the Executive Committee for discussion and vote. This may be an online (email) vote or may be done at a monthly EC meeting. Majority vote is required to accept the grant.
- If approved by the Executive Committee, the grant will be presented to the Executive Board for approval. This may be an online (email) vote or may be done at an Executive Board meeting. Majority vote is required to accept the grant.
- If approved by the Executive Board, the grant will be presented to the general membership for vote during a PTA meeting at the school. The President or Director should present the vote to the general membership. The general membership must be given proper notice of the vote in accordance with the bylaws. Majority vote of the general membership is required to accept the grant. A quorum of 30 members must be present at the PTA meeting to hold a vote.
- The Secretary should notify the Executive Committee immediately of the results of both votes.

Treasurer's Responsibilities

- After the grant is approved by the Executive Committee, Executive Board, and general membership, the Treasurer submits the grant proposal to the District Assistant Superintendent for Business requesting that the grant proposal is placed on the agenda for the next Board of Education (BoE) Work Session Meeting for acceptance.
- Treasurer may use email to send the letter. The letter should be sent to Assistant Superintendent for Business
 - cc: Assistant Superintendent for Business Administrative Assistant
 - cc: Superintendent of schools
 - cc: Accounting Department Liaison
 - cc: President, President-Elect, and School Director
- It is best to get grant requests submitted at least a week before the Board of Education Work Session. Work Session Meetings are normally the second Tuesday of each month, so try to get the request in by the first Tuesday.
- If the grant is accepted by the Board of Education, the Treasurer should inform both the school's PTA Director and Principal (send a cc: to the principal's assistant(s)).
- Grants may contain a date by which the District must spend the grant funds, generally by the end of the fiscal year, June 30th.
- A list of the grants for each school year is posted on the GCPTA website.
- The PTA should refrain from paying grants directly to the vendor. The PTA reimburses the district for the purpose of "granted items".
- Prepares check for reimbursement in accordance with PTA check disbursement procedures.

School District's Responsibilities

- It is the responsibility of the school to make the purchase in accordance with the district's internal purchasing system. The accounting office will then match the purchase to the approved budget line item (PTA Grant) established after the Board of Education approval.
- Once purchases are made, the accounting office will provide information to PTA Treasurer (invoices, reports from the accounting system, etc.) so the PTA may reimburse the District for the items purchased.
- The district is the owner and custodian of the items included in the grants.

Procedures Committee

The Procedures Committee shall keep the Policies and Procedures Manual updated and reflective of current policies and practices. The President-Elect shall serve as the Chair of the Procedures Committee. Other members to this committee shall include the President and the Secretary, at the minimum. The Chairperson shall determine if a committee needs to be formed.

The Chairperson shall:

- Communicates with the Executive Committee and Executive Board regarding the need to add, delete or change anything in the GC PTA Policies and Procedures Manual and/or the Director's' Manual.
- Present procedural changes to Executive Board for vote of approval.

Advisor(s)

From time to time, the President may find the need to appoint an advisor to assist members of the Executive Committee and Executive Board.

Advisors are not members of either the Executive Committee or Executive Board, however, they are appointed volunteers to serve for a specific purpose as defined by the President. Advisors serves in this position for as long as needed but not to exceed two (2) school years. Advisors report to the Executive Committee as requested.

Liaisons

Liaisons are generally appointed by the Executive Committee to serve on District or Community committees when representation is requested and therefore, are not members of the Executive Board. These chairpersons have no Committee though they may have unit counterparts.

The Liaison serves in this position for as long as needed but not to exceed two (2) school years. The Liaison is to report to the Executive Committee as requested. The Liaison may be asked to submit an annual report at the annual meeting in May.

District Interview Committee

Members of the Interview Committee participate in the interview process for new hires to our district. Garden City Public Schools invites caregivers of children currently enrolled in GCPS (parents) to serve on its interview committees. Serving on this Committee is an exceptional opportunity to have a distinct voice in the hiring of teachers and administrators: persons who are directly responsible for the safety and education of our children. The district offers an Interview Training Workshop every year, usually in the fall. The district training workshop addresses question development and techniques. The office of the Assistant Superintendent for Personnel convenes interview committees throughout the school year comprised of parents, teachers, and building administrators.

Interview Committees usually meet after school, Mondays through Thursdays, beginning at approximately 3:30 pm and convenes for 1-2 days, about 2-3 hours per day. Volunteers are expected to commit to the entire interview session. No interviewing experience is necessary.

The Executive Vice President coordinates volunteers and notifies all volunteers of the dates and times for interviews. (website description)

The Executive Vice President, at the start of each school year, shall:

- confirm prior members' interest and commitment to serve on the committee. Currently, a wufoo form titled *Interview Committee Form* is used for this purpose.
bit.ly/InterviewCommittee
- working with Directors and VP Communications solicit new PTA members to serve on the committee.
- verify all members of the committee are PTA members.
- verify that all new members of the committee attend GCPS' workshop.
- coordinate volunteers and notify all volunteers of the dates and times for interviews.
 - notify President and President-Elect of all interview committees.
 - notify Directors of interview committees for their school.

District Site-Based Committee

The purpose of school-based planning and shared decision-making (SDM) is to improve the educational performance of all students in the school, regardless of such factors as socioeconomic status, race, gender, language, background, or disability. At the request of the district, the PTA is charged with the responsibility of selecting the PTA parent members to serve on the district's Site-Based Committees. If selected for this Committee, you will work directly with administrators, teachers, students, and parents addressing issues that may arise related to curriculum, staff development, building and facilities, school procedures, building climate and character, health and safety, extra-curricular activities, and more. **Site Based teams meet up to four times a year usually after school dismissal in the afternoon. Meeting times may vary by building.** The district offers a site-based training in the fall and oversees the activities of the committee members. Applications for Site-Based positions must be completed in the spring of each year before the selection of parent representatives. (website description)

The Site-Based Team (SBT) is a District Facilitated Committee. The following are educational issues that may be subject to the cooperative planning and shared decision making at the building level. The issues identified are broadly stated.

- Staffing
- Curriculum
- Communication
- Budget
- Student Placement/Scheduling
- Staff Development/ In-service
- Assessment: Student, Staff, Program
- Building and Facility
- Procedures (Practices and Regulations)
- Building Climate/Tone
- Safety
- Extra-Curricular/Co-Curricular Activities

Selection of Parent Team Members

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GCPTA and GC SEPTA are the groups responsible for facilitating the selection of parent representatives to the school-based planning teams as outlined in GCPS' SDM plan.

Key Points to Consider When Developing the Method of Parent Selection:

- Establish a clearly defined and democratic process for the selection of parent representatives and publicize it.
- Parent representatives should reflect the school's diversity.
- All parents/guardians with children in the building are eligible to be parent representatives on the team.
- Information such as the job description, expectations and deadlines for applications as per your school district's plan should be distributed.
- Publicize the need for parent representatives on the team and the importance of their membership on the team.

Methods of Selection by GCPTA

- In the spring public solicitation of candidates is made through PTA Communication channels.
- Total number of PTA members by school building: 1 PTA member representing each of the primary schools, and 2 PTA members representing each Elementary school, MS and HS.
- Candidates complete an online application included on the PTA website. Applications are sent to the Executive Vice President.
- In May, but no later than June 30th, the Executive Committee review candidate applications (name of candidate will be omitted for purposes of discussion and voting) and ballot vote is held.
- The candidate selected must have the majority votes of the members of the Executive Committee.
- All applications will be held until the selected candidate is contacted and accepts the position.
- In the event the selected candidate declines, the election process will occur again.
- Site-Based Members serve two one-year terms.

Site-Based representatives work with the Directors to address parents' issues and concerns and report at the individual schools PTA meetings. It is the responsibility of the Site-Based representatives to be accessible and accountable to its constituents (the parents). Bringing input from and giving feedback to the constituents represented; therefore, between SBT meetings, each team member must communicate with persons whom they represent. Each Site-Based team will develop a plan for communicating the work of the team. This shall include, but not be limited to:

- Be willing to make the time commitment.
- Be flexible and work well with people.
- Communicate effectively.
- Become familiar with district plan for school-based planning and shared decision making.
- Participate in team training on school policies, curriculum, educational issues, consensus building, group dynamics, team building facilitator techniques, etc.
- Bring issues and concerns of all parents to the team.
- Focus on making the best decisions for all children.
- Be aware that sensitive issues must be handled appropriately.

- Using the results of the assessment to determine the effectiveness and future direction of the plan.
- Report to Directors a short summary of meetings to be shared with membership.

Note: Minutes of SB Meetings are the responsibility of the district and as such, should be posted to the district website.

Section IV: PTA's Partnerships

Partnership, teamwork and cooperation – these are the building blocks of education leadership. Parents, teachers, principals, superintendents and school boards have a common goal - quality education, which cannot be achieved by anyone acting alone. Developing a working partnership – communicating with each other, sharing in the decision-making, and mobilizing the community to action – can lead the way to success for all students.

Website Description: There are many wonderful organizations in our community serving our children and our public schools. The PTA often partners with these organizations to bring programs and events to our community.

For more information about our community partners, visit their websites:

Garden City Special Education PTA
 Garden City Community Coalition
 Garden City Teachers' Association
 Garden City Friends of Music
 Garden City Friends of STEM
 The Men's Association of Garden City

The PTA works closely with the Garden City Police Department and is a proud member of the Garden City Chamber of Commerce.

Parents

Research suggests, when parents are involved, students achieve more!

- The more extensive the parent involvement, the higher the student achievement.
- When parents are involved in their students' education, those students have higher grades and test scores, better attendance and complete homework more consistently.
- When parents are involved, students exhibit more positive attitudes and behavior.
- Different types of parent/family involvement produce different gains. To have long-lasting gains for students, parent involvement activities must be well planned, inclusive and comprehensive.

As a PTA we must encourage parent involvement and offer ways for this to occur. Involvement comes in many forms - education and information as well as through volunteerism.

Teachers

- Make parents and other members of the community aware of school policies and programs.
- Help parents understand the importance of their support of school rules and procedures.
- Educate parents in ways to support children's learning at home.
- Strengthen parent-teacher communication and understanding through newsletters,

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- workshops, events and activities.
- Provide insight into family and community structures, attitudes and influences that affect the children they teach.
 - Assist parents through outreach programs and referrals to community resources.
 - Conduct volunteer programs in schools.
 - Help to integrate in-school and out-of-school activities.
 - Educate its members through programs that improve the lives of children and youth – i.e., to prevent alcohol and drug abuse, encourage reading, develop self-discipline and enhance the overall health and safety of children.
 - Encourage parents and community members to unite to improve the lives of children and youth through programs that address social problems.

Teacher Liaisons

Teacher Liaisons (or Representatives) are assigned at each school by the building principal and are a link between the PTA and the teachers. Directors should be the point person for communication to the Teacher Liaisons. Committees should contact the Directors first before the Teacher Liaison.

Teacher Liaisons shall:

- Attend PTA meetings.
- Discuss PTA programs/events at teacher meetings.
- Encourage support for such programs/events.
- Bring concerns of the teachers to the PTA.

Principals

- Encourage the principal to speak openly of his or her goals and concerns. This can be achieved by asking principals to present at PTA meetings.
- Present PTA concerns and issues to the principal. Develop a forum that allows for frank and open discussion.
- Focus on education and how to benefit students.
- Be alert to staff and community talents and resources, and draw on them for the benefit of the entire school.
- Work with Directors to identify PTA Meeting topics that inform parents on important school issues.

Superintendents and Board of Education Trustees

- Become familiar with school policies and procedures. Understand and use administrative channels.
- Know the difference between the responsibilities and roles of the board, superintendent and principals.
- Set priorities and goals and discuss them with the superintendent and board president
- Address issues that will benefit all students.
- Expect to be heard as key community leaders and, if necessary, insist on equal access to the superintendent.
- Involve people who will participate actively on committees and task forces.
- Mobilize coalitions, when necessary, to achieve education goals or to support school issues.
- Be willing to openly discuss issues and options for the school district.

- Be sure to recognize the educational accomplishments of the school system, students and teachers as well as to address problems.

President – Superintendent Meetings

To aid in fostering a healthy partnership with the Superintendent, the Executive Committee meets with central administration approximately every six weeks. These meetings are an opportunity to discuss, in detail, matters of district-wide concern that may come to the attention of the Executive Committee by membership.

The President-Superintendent meeting shall:

- Presided over by President.
- Generally held every six weeks during the school year.
- Attended by Executive Committee, Superintendent and Assistant Superintendents.
- Limited to district-wide and building issues, parental concern and matters that have not been fully resolved through committee procedures or after consultation of building administration.
- Issues of a personal nature should be discussed with the appropriate administrator privately and not at this meeting.
- Meeting follow a formal protocol and the floor is generally not open to question and comment until the President or Superintendent is finished discussion. All conversations will remain confidential when requested.
- Remember to:
 - Dress professionally.
 - Arrive on time.
 - Turn off all cell phones.
 - Be respectful of the person having the floor.
 - Do not engage in any side conversations.

Always remember meetings with the superintendent of schools and the administration are a privilege and are not something awarded to every PTA. Professionalism and respectful dialogue must occur to maintain this

NYS and National PTA

The GC PTA is organized and chartered under the authority of the New York State PTA in the area in which this association functions, in conformity with such rules and regulations, not in conflict with the National PTA bylaws, as the New York State PTA may in its bylaws prescribe. See unit bylaw for more.

Every individual who is a member of this PTA is, by virtue of that fact, a member of the National PTA and of the New York State PTA by which this local PTA is chartered, and is entitled to all benefits of such membership. As such a portion of dues paid by members in Garden City are remitted to NYS / National PTA. Our members can enjoy the member benefits offered from all three organizations and have unlimited access to benefits and information offered by our Parent PTA's. PTA leaders have unlimited access to training resources as well.

Note NYS PTA has access to our membership emails and as such, includes all GC PTA members in
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its e-communication database. Because our members are receiving messages from both GC PTA/NYS PTA - GC PTA Branding is important. Also, respecting our members inbox and limiting the number of emails received should be a priority of the Executive Committee and Communications Team.

GC PTA's NYS PTA Code # 10-319
GC PTA's National PTA Code # 00017111

Delegates to the NYS PTA Convention

Each local PTA in good standing as of September 1 shall be entitled to be represented at the annual convention by its president or alternate and one (1) delegate.

- Local PTAs with a membership over 100 shall be entitled to one (1) delegate for each additional 100 members or major fraction thereof as shown on the books of the New York State PTA as of March 31.
- Each council in good standing as of September 1 shall be entitled to be represented by its president or alternate.

The convention shall be open to all members. The privilege of making motions, debating and voting shall be limited to accredited delegates present from local PTAs, councils, regions, members of the State Board of Directors present and past presidents of the New York State PTA in attendance.

SEPTA – Special Education Parent Teachers Association

Garden City is fortunate to have a Special Education PTA (SEPTA) that is separate and distinct from the GC PTA. Our structure and many goals are similar - with SEPTA serving a distinct segment of our school community. We work together to achieve our respective goals. A SEPTA Representative sits on each of the seven school boards and the Presidents of both organizations meet regularly. Parents and community members are encouraged to join both PTA and SEPTA.

SEPTA's mission is to ensure a quality education for all students. SEPTA collaborates with parents, administration, and teachers to advocate for each and every student. Everyone benefits when we work together as we strive for success for every student in our community!

SEPTA:

- Supports a variety of services that address unique learning abilities (including, special education classes, resource rooms, consultants, speech and language therapy, occupational therapy, physical therapy, counseling, Quest programs, etc.)
- Advocates for inclusion of students receiving special education
Improve communication between parents, school personnel and administrators
- Educates the community on the benefits of including children of ALL abilities in the exceptional social, athletic and cultural events that take place in Garden City
- Hosts a variety of speakers to address common parental concerns (i.e. Assistive Technology, Auditory Processing, Anxiety, Homework, etc.)

Section V: PTA Communications

The PTA recognizes the importance of communication within its membership, as well as with the

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Garden City School District and our community. PTA communication exists in various forms; verbally (in person or on the phone), through traditional mailings, backpack flyers, newsprint, emails, and social media.

- Include the Garden City PTA's heading, the name of the Committee and a contact person on all flyers, announcements, etc.
- The President must approve any correspondence sent out under unit's name.
- If communication is to be distributed through the school's electronic communication system or distributed to the students, the President will obtain the Superintendent's approval.
- A letter, in which a committee takes a stand or expresses an opinion, need approval by Executive Committee and is sent on official stationery.
- Letters requesting information do not need approval.

Use of PTA Logos

National PTA has established [guidelines](#) for the proper use of the PTA name, logos, and tagline (everychild.onevoice). When used properly, PTA's logo and tagline create a consistent message, help to unify all PTAs, and set PTA apart from the competition. The success of the PTA brand identity system depends on all PTAs' adherence to the established guidelines. The guidelines are provided to establish a uniform, effective system for PTAs to use in order to maintain a consistent, visual style and brand identity for all PTA-produced materials.

Use of the Garden City PTA Logo is limited to PTA purposes only and should not be shared with any outside entities, suppliers, or vendors. Contact the President and Vice President Communications for additional information.

PTA and Social Media

We have only one district-wide platform for social media. Individual school social media accounts including closed social media accounts are not permitted. Our Facebook, Twitter, Instagram Accounts are under the direction of the Vice President Communications, President, and President-Elect

We know there are many closed Facebook community groups including ones with school names or "class of" pages. Do not share PTA posts within these groups or represent the PTA when posting. Encourage parents to connect with us @GardenCityPTA or connect with the various school twitter for school information.

Communications Guidelines

In an effort to keep the channels of communication clear and information consistent throughout the PTA, the [Communication Guidelines](#) have been prepared and are included in Exhibit II.

Photo Use Policy

In the digital age where a picture can spread across the Internet in a matter of minutes, many families are sensitive about their privacy, particularly when it comes to their children. To protect the PTA from possible legal difficulty and to respect these sensitivities, it is recommended that you obtain permission from the principal and the child's parent before sharing. The District photo consent is NOT transferable to the PTA. Large group shots or photographs from behind are generally ok. Shared photos, even if consent was obtained, shall never include a students

image.

The PTA posts the following opt out message on its website and its other communication channels:

The Garden City PTA will be photographing and/or filming students, staff, and PTA members as they go about the business of learning, succeeding and participating in PTA events and activities. This media may be published on the Garden City PTA website, monthly e-newsletters, social media sites (Facebook and Twitter), and in the Garden City News. Student names will never be published.

If you do not wish to have your child or yourself photographed and/or videotaped, submit your request to communications@gardencitypta.org in writing. Full-class or group photographs and videotapes should not be included in your request.

Use of Membership and Class Lists

The use of class lists is a privilege. Class lists shall not to be used for any purposes other than official school or PTA business. Member/Parent contact information may not to be shared with any other group, posted to social media, or made public in any form. Violations could jeopardize the access to this information for ALL parents. Any volunteer that knowingly or egregiously violates this policy may be asked to step down and may not be able to serve as a volunteer with access to this information in the future.

Exhibits

Exhibits are provided as additional information to the user of this document. Changes to exhibits can be incorporated into this document, as needed, without requiring the PPM to be amended.

Exhibit I: More about the Garden City PTA

Who We Are

Since 1945, the Garden City PTA has been dedicated to serving children and families in our community. Today's GC PTA is a network of 3,000 parents, teachers, administrators and community members devoted to the educational, social and emotional success of children. Our commitment to creating a collaborative environment where families and the school community can work together has and will continue to foster positive change in our schools and within our community. Together, we are a powerful voice for all our children, a relevant resource for our families and community and a strong advocate for public education.

Through our annual membership drive and fundraising efforts we are able to provide cultural programs, speaker engagements, health and safety programs, monetary awards to high school seniors and so much more. Many of our events and programs have become long standing traditions in our schools and for our students. Our grants have enhanced the educational experience for students in each of our seven schools. Our members can be found volunteering their time and talents in our schools and throughout our community.

Mission Statement

PTA is a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for the education and wellbeing of every child.

Vision Statement

Making every child's potential a reality by establishing the GC PTA as the leading organization for parent involvement and advocacy for all children.

PTA Values

- Collaboration: We work in partnership with a wide array of individuals and associations to accomplish our agreed-upon goals.
- Commitment: We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.
- Accountability: We acknowledge our obligations. We deliver on our promises.
- Respect: We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves as we do from others.
- Inclusivity: We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.
- Integrity: We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.

PTA Purposes

- To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- To raise the standards of home life;
- To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- To promote the collaboration and engagement of families and educators in the education of children and youth;
- To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- To advocate for fiscal responsibility regarding public tax dollars in public education funding.

Beliefs

- Every child deserves to have his/her basic needs met.
- Every child deserves an education designed to meet the child's needs.
- Public education is the appropriate forum to prepare children for participation in a democratic society.
- Every child deserves our continued commitment to advocacy.
- PTA will take the lead in parent involvement by training parents to be partners in education.
- PTA will take the lead in promoting the value of parent involvement with the community and educational partners.
- We are responsible for identifying, understanding, and meeting the needs of our diverse membership.
- Educators are integral part of our association.
- Education and leadership training and self-evaluation are essential at all levels.

- Programs and materials should be provided to enhance parenting skills.
Challenging oneself leads to growth.

Organizational Chart

Our PTA is unique in its functioning from other PTAs in the state and nation; it operates on a district-wide basis rather than school-by-school. This format allows the organization to focus its efforts on the entire educational spectrum. Our programs, advocacy, and fundraising efforts benefit all schools, and our members join only once, regardless of how many schools their children attend.

Each school maintains its own PTA organization headed by a director who develops programs that meet the particular needs and interests of the individual school. The organization at each school consists of a PTA board, teacher representative, grade representatives, and class parents. Each school has regularly scheduled meetings to conduct PTA business, and discuss issues and concerns of the particular school. These meetings often include presentations and guest speakers that highlight the needs of our children at every stage of development. All school PTA meetings are open to all members of our school community.

The PTA Executive Committee members are nominated and elected by the membership. The Executive Committee meets regularly to oversee the individual school PTAs and coordinate the business and activities of the organization. District chairs of PTA committees along with the members of the Executive Committee comprise the Executive Board.

[GC PTA Organization Chart Website](#)

Email Directory

PTA emails will be transferred to your successor and are transferred every two years, therefore do not assign individual volunteer names to emails in either your Google Drive Directory or personal directory. Leave the First/Last Name as stated on the in the [Email Directory](#).

<u>First Name</u>		<u>Last Name</u>	<u>Email Address</u>
Advisor	GCPTA EC/EB		advisor@gardencitypta.org
ArtsInEd	GCPTA EB		artsined@gardencitypta.org
Calendar	GCPTA EB		calendar@gardencitypta.org
Vice President Communications	GCPTA		communications@gardencitypta.org
Curriculum	GCPTA EC	EC/CR	curriculum@gardencitypta.org
Dinner	GCPTA		dinner@gardencitypta.org

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Editor	EB GCPTA EB	editor@gardencitypta.org
Executive Vice President	GCPTA EC	executivevp@gardencitypta.org
General	GCPTA -	gcpta@gardencitypta.org
Health & Safety	GCPTA healthandsafety@gardencitypta.org	EB
Hemlock School	GCPTA EC	hemlock@gardencitypta.org
High School	GCPTA EC	highschool@gardencitypta.org
Homestead School	GCPTA EC	homestead@gardencitypta.org
Vice President Legislation	GCPTA EC	legislation@gardencitypta.org
Locust	GCPTA EC	locust@gardencitypta.org
Membership	GCPTA membership@gardencitypta.org	EB
Middle School	GCPTA middleschool@gardencitypta.org	EC
PARP	GCPTA EB	parp@gardencitypta.org
Parent University	GCPTA parentuniversity@gardencitypta.org	EB
Past President	GCPTA pastpresident@gardencitypta.org	EC
Photography	GCPTA photography@gardencitypta.org	EB
President	GCPTA EC	president@gardencitypta.org
President Elect	GCPTA presidentelect@gardencitypta.org	EC
Publicity	GCPTA EB/CR	publicity@gardencitypta.org
Reflections	GCPTA EB	reflections@gardencitypta.org
School Supplies	GCPTA schoolsupplies@gardencitypta.org	EB
Secretary	GCPTA EC	secretary@gardencitypta.org
Signup	GCPTA	signup@gardencitypta.org

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Social Media	EB GCPTA	socialmedia@gardencitypta.org
Spirit Day	EB/CR GCPTA	spiritday@gardencitypta.org
Sportswear	EB GCPTA	sportswear@gardencitypta.org
Staff Appreciation	EB GCPTA	staffappreciation@gardencitypta.org
Stewart School	GCPTA	EB stewart@gardencitypta.org
Stratford School	EC GCPTA	stratford@gardencitypta.org
Technology	EC GCPTA	technology@gardencitypta.org
Treasurer	EB GCPTA	treasurer@gardencitypta.org
Website	EC GCPTA	website@gardencitypta.org
	EB/CR	

- EC: Executive Committee group email: executivecommittee@gardencitypta.org
- EB: Executive Board group group email: executiveboard@gardencitypta.org
- CR: Communications Requests group email: communicationrequest@gardencitypta.org

Executive Committee Job Descriptions

President-Elect

Works closely with the president to assist when needed and provide adequate on the job training to be properly prepared to succeed the President after a one-year term. The president-elect is responsible to oversee the work of PTA Standing Committees and maintain the PTA Procedural Manual.

Secretary

The secretary is responsible for keeping accurate records of the proceedings of the PTA, including the minutes of all meetings of the Executive Committee and the official PTA calendar.

Treasurer

The treasurer, as authorized custodian of the funds of the association, receives and disburses all monies authorized by action of the PTA. The treasurer will be responsible for all forms of financial reporting including overseeing the filing of the PTA's tax return. It is highly recommended the treasurer have accounting or bookkeeping experience.

Executive Vice President

The Executive Vice President aides the President helping wherever needed. The Executive Vice President oversees the work of the PTA Nominating Committee and the selection of PTA parent members serving on the district's Site-Based and Interview Committees. The Executive Vice

President is the Chair of the Bylaws Committee if convened during their term (every three years).

Vice President Legislation

The Vice President of Legislation oversees the work of the Legislation Committee responsible for providing information to members about proposed legislation, regulatory issues, and local decision-making affects the health, welfare, safety and education of children. This includes providing members information on how the school district's budget impacts school curricular and extracurricular programs. The Legislation Committee works closely with the PTA's Health & Safety and Curriculum Committees and district administration.

Vice President Curriculum

The Vice President of Curriculum is the Chair of the PTA Curriculum Committee. This committee has representatives from each of the seven schools. The Curriculum Committee keeps our membership up-to-date on various curriculum and instruction topics including but not limited to: learning standards, assessments and grading, and co-curricular activities throughout the district. The committee works closely with the district administration and provides a conduit for the school community to provide feedback on topics addressed by this committee.

Vice President Communication

The Vice President of Communications is the Chair of the PTA Communications Committee. This committee is responsible for all internal and external communications projects and functions including newsletters, website, social media, print media, and other communication tools.

School Directors

Work closely with building administration to oversee the work of the PTA in each of our seven schools. The director is also responsible to facilitate the work of school-based committees under the direction of building administration.

Locust, Hemlock, Homestead, Stewart, Stratford, Middle School, High School

Standing Committee Descriptions

Membership

Every voice, every member matters when it comes to making your child's education the best it can be. The more members we have, the stronger we are, and the more influence we have on decisions involving the welfare and education of our children.

The Membership Committee develops the annual campaign and calendar of activities to encourage PTA membership to all parents, teacher/staff and community members. The Committee designs and communicates all publications and promotional materials to aid in recruiting and retaining members. The Committee is also responsible for all aspects of membership from member sign-up and payment to distribution of membership cards.

Our annual membership drive is also a significant fundraiser and offers flexible volunteer and nighttime opportunities. This Committee has Committee Chairperson(s) and a team of

volunteers.

If you enjoy creating a sense of community, have a knack for marketing and communications and enjoy working with a dynamic team, then this is the committee for you!

PTA Dinner

The Dinner Committee hosts a spectacular fundraiser each year with our annual Dinner Event held in the spring. The Dinner is our largest fundraiser of the year. There are many ways to get involved with this event and at various levels. Flexible volunteer and nighttime opportunities are available for this event. This Committee has Committee Chairperson(s) and School Building Representatives.

If planning a party for 450 of your closest friends and neighbors sounds exciting, then this is the committee for you! We promise you will have a great time in return.

Sportswear

The Sportswear Committee is responsible for keeping our community decked in maroon and gray. Garden City sportswear and related Garden City spirit items are offered primarily for online sale to order however, there is always a selection of cash and carry merchandise on hand at school events.

This Committee has Committee Chairperson(s) and School Building Representatives and offers flexible volunteer and nighttime opportunities.

If you just love spreading Garden City spirit and have a flair for fashion, then this is the committee for you!

Photography

The Photography Committee organizes the photo days for our K-11 students. This team of volunteers help out on school photo days (only two-three days depending on the school) and act as the liaison between the parents, schools and the outside photo company. This Committee has Committee Chairperson(s) and School Building Representatives.

If you want to help record those childhood memories and spend a few hours volunteering in your child's school, then this is the committee for you!

School Supplies

Thanks to the efforts of the School Supplies Committee, parents can spend more time at the beach than in the stores over the summer break. The School Supplies Committee organizes this convenient, one-stop shopping event that offers school and grade-specific required supplies to school families. The Committee works to ensure the best quality and pricing of the products offered. This Committee has a Chairperson(s) and volunteers for School Supply on pick-up day in June.

If you want to help a few hours volunteering on a Saturday, then this is the committee for you!

Arts in Education

The Arts in Education Committee explores programs, across the broad spectrum of the arts, and makes recommendations for experiences that would enhance and enrich the cultural education of students. Exposure to the arts is valuable to learning since it stimulates creativity, curiosity, and awareness of the world around us.

The Arts in Education Committee works directly with building Administration and the District's Coordinator of Music and Fine Arts. The District currently provides the funding for the programs selected. This Committee has Committee Chairperson(s) and offers a great opportunity for someone who would like to be involved but has limited time to commit.

If you enjoy the arts, believe exposure to the arts is valuable to learning and want to bring additional enrichment opportunities to our students, this is the committee for you!

Communications

The Communications Committee keeps our members, and our community informed about PTA and school district events. This Committee's work helps to build a connection between the PTA and the community. Developing a strong and clear connection will grow our membership, foster values for the PTA's mission and programs and strengthens the importance of community engagement in the education of children. This Committee's work includes all forms of media: print, photography, graphic design for print, e-communication, and social media.

There are many ways to get involved with this committee and at various levels and abilities. This Committee has a chairperson (Vice President of Communications) and a team of volunteers.

If you love writing, photography, graphic design, or are a techie, this is the committee for you!

Curriculum

The Curriculum Committee keeps up-to-date on curriculum and instruction, grading, student placement, and co-curricular activities throughout the district. The committee works closely with the district administration; provides members information about changes or trends in curriculum, and provides a conduit for the school community to provide feedback on topics addressed by this committee. This committee requires a certain level of time commitment to be most effective in this volunteer role. The building representatives meet with a school administrator several times a year, attend PTA Curriculum meetings with the Chairperson, participates in meetings of the Committee with the Assistant Superintendent of Curriculum (school hours meetings to accommodate teacher schedules), and attends meetings of the Board of Education if the topic is relevant to the committee (evening meetings). This Committee has a Committee Chairperson and School Building Representatives.

This Committee has a Committee Chairperson (Vice President Curriculum) and School Building Representatives.

If you enjoy discussions about curriculum, want to learn more about student learning and ways to improve the educational experience for students then this is the committee for you!

Health & Safety

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Caregivers, our schools, and our community are responsible for caring for the health and welfare of our youth. The Health & Safety Committee addresses health and safety issues related to the students and families. The activities of the Health & Safety Committee are designed to educate and inform caregivers about the health needs of children and how best to meet those needs. The Health & Safety Committee works to see that programs are available to meet the needs of our members.

This Committee works closely with School Administrators, District Health & Safety Teams, the Legislation Committee and other community organizations, such as the Garden City Community Coalition. This Committee has Committee Chairperson(s) and School Building Representatives.

If you are interested in being part of a team that provides students and families relevant information regarding issues of health and safety, then this is the committee for you!

Interview

Members of the Interview Committee participate in the interview process for new hires to our district. Garden City Public Schools invites caregivers of children currently enrolled in GCPS (parents) to serve on its interview committees. Serving on this Committee is an exceptional opportunity to have a distinct voice in the hiring of teachers and administrators: persons who are directly responsible for the safety and education of our children. The district offers an Interview Training Workshop every year, usually in the fall. The district training workshop addresses question development and techniques. The office of the Assistant Superintendent for Personnel convenes interview committees throughout the school year comprised of parents, teachers, and building administrators.

Interview Committees usually meet after school, Mondays through Thursdays, beginning at approximately 3:30 pm and convenes for 1-2 days, about 2-3 hours per day. Volunteers are expected to commit to the entire interview session. No interviewing experience is necessary.

The Executive Vice President coordinates volunteers and notifies all volunteers of the dates and times for interviews.

If you are interested in being part of a team tasked with the responsibility of selecting the best and most qualified candidates for employment within our district, then this is the committee for you!

Legislation

PTA is the largest association dedicated to promoting the welfare of children and youth. Advocacy is an integral part of the PTA. Advocacy comes in many forms and occurs in every action designed to improve the lives of children. PTA promotes the educational needs and values of its school community and addresses how decisions by school administrators, the Board of Education and elected officials, meet those needs. This Committee's activities are designed to inform, empower and engage members by providing the information and tools they need to be active participants in the decision process and effect positive change, by communicating concerns to key policy makers both within our district and beyond.

This Committee works closely with District Administration, the Board of Education, the PTA's Curriculum and Health & Safety Committees and other community organizations, where appropriate, to achieve PTA goals for children and youth. This committee offers flexible volunteer and nighttime opportunities. Attending Board of Education Meetings and taking notes is a wonderful way to contribute to the work of this committee. This Committee has a Committee Chairperson and School Building Representatives.

If you are interested in learning the impact of decisions made by key policymakers on our public school and believe in the power of working together with one "collective voice," then this is the committee for you!

Nominating Committee

Serving on a Nominating Committee is an exceptional opportunity for PTA members to have a voice in selecting the Executive Committee members. Executive Committee members volunteer their time and talents to help maintain PTA sponsored programs, enhance the educational experiences of our children, promote family engagement, and advocate for every child.

The Nominating Committee consists of two representatives each from the High School, Middle School, Stewart and Stratford schools as well as one representative each from Hemlock, Homestead and Locust Schools and an alternate. Volunteers are elected, by the membership, at their school's PTA meeting.

If you are interested in being part of a team tasked with the responsibility of selecting the best and most qualified candidates to serve on the Executive Committee, then this is the committee for you!

Parent University

Parent University is an evening set-aside for parents and caregivers of children in grades Pre-K to 12 to participate in a series of workshops facilitated by area professionals and district personnel. The free workshops are sponsored by community organizations, including educators, to best reflect current topics and trends. It is an opportunity to sharpen parents' skills as we work together to raise healthy, well adjusted, and successful children. Studies prove when communities, caregivers, and educators work together to create supportive and safe environments for children to grow and learn – they thrive. All residents are invited to attend this event. This Committee helps to plan, organize and facilitate the events of the evening. This Committee has Committee Chairperson(s) and offers a great opportunity for someone who volunteers to lend a hand the night of the event.

If you are interested in being part of a feel-good community event, this is the committee for you!

Pick a Reading Partner (PARP)

PARP is a National PTA program designed to foster the love of reading. The primary goal of PARP is to promote childhood literacy by asking parents or caregivers to set aside time each day to read with their child. PARP encourages programs during the school year that supports reading and participation of children, caregivers, teachers, administrators, school staff and the

community by reinforcing the pursuit of reading for enjoyment. The committee works closely with building administrators and teachers in our K-5 schools. This Committee has Committee Chairperson(s) and School Building Representatives.

If you want to help share the love of reading throughout our school community, then this is the committee for you!

Reflections Committee

Reflections is a National PTA cultural arts program, designed to encourage students to express their thoughts and feelings through creative arts. The Reflection Committee coordinates the student entries into the PTA's Reflections Contest. This contest originates at the National PTA level, with a theme for each year's competition. Students submit entries in Literature, Photography, Visual Arts, Music, Dance, and Film to the Reflections Committee. The Reflections Committee, utilizing rules set forth by the National and State PTA, facilitate the judging of the submissions. Selected winners from each category advance to the Nassau Region Level. Upon completion of the program at the Nassau Region and NYS PTA levels, Reflection Ceremonies are held throughout the District acknowledging the winners.

This Committee has Committee Chairperson(s) and School Building Representatives and offers flexible volunteer and nighttime opportunities.

If you enjoy the arts and believe exposure to the arts and self-expression is valuable to learning, this is the committee for you!

Site-Based

The purpose of school-based planning and shared decision-making is to improve the educational performance of all students in the school, regardless of such factors as socioeconomic status, race, gender, language, background, or disability. At the request of the district, the PTA is charged with the responsibility of selecting the PTA parent members to serve on the district's Site-Based Committees. If selected for this Committee, you will work directly with administrators, teachers, students, and parents addressing issues that may arise related to curriculum, staff development, building and facilities, school procedures, building climate and character, health and safety, extra-curricular activities, and more. **Site Based teams meet up to four times a year usually after school dismissal in the afternoon. Meeting times may vary by building.** The district offers a site-based training in the fall and oversees the activities of the committee members.

If this committee is of interest to you, applications for Site-Based positions must be completed before the selection of parent representatives. Applications will be available online at the PTA website in early spring of each year.

Spirit Week

Spirit Week activities engage and involve all district families and the community to participate in the excitement of Homecoming. This Committee works directly with school administration to help organize and assist with Spirit Week activities at the primary and elementary. This committee offers a great opportunity for someone who would like to be involved but has limited

time to commit. This Committee has a Committee Chairperson and K-5 School Building Representatives.

If you are interested in spreading Garden City school spirit and community pride or spending a few hours in your child's school, then this is the committee for you!

Staff Appreciation

Teachers play a key role in student success and sometimes a simple "thank you" is all a teacher needs to feel valued. Since 1984, National PTA has designated the first week in May as a special time to honor the men and women who lend their passion and skills to educating our children. The GC PTA provides an opportunity for our school community to participate in a small celebration of thanks to those who educate and care for our children.

In early spring, the PTA and parents host a Staff Appreciation Luncheon in each of our seven school buildings. The school Staff Appreciation Committees and the Staff Appreciation Chairperson plan and organize all aspects of these events. Staff appreciation luncheons provide all school families the opportunity to participate in these celebrations through convenient online sign-up tools. This Committee works directly with the Staff Appreciation Chairperson and School PTA Director.

This committee offers a great opportunity for someone who would like to be involved but has limited time to commit. This Committee has a Committee Chairperson and School Building Representatives.

If you are interested in spending a few hours giving back to your child's school and their staff, then this is the committee for you!

Exhibit II: Communication Guidelines

NOTE: To reach all members Communications Team. Send communication requests: information, write-ups, images to communicationrequests@gardencitypta.org. This group email will connect you with:

- Vice President Communications: communications@
- Website Coordinator: website@
- Social Media Coordinator: socialmedia@
- Publicity coordinator: publicity@

GC PTA Directed Events/Programs can be sent through the following communications channels:

1. MailChimp: **Newsletter**
2. PTA **Website**
3. PTA **Social media** accounts
4. PTA Section of the **GC News**
5. **Class Parent Chain** (K-5 only)

6. MailChimp: Stand alone PTA e-blasts used on a limited basis.
 - a. Try advertising #1-5 first.

Newsletters and Stand Alone Eblasts

1. Primary form of communication.
2. Plan one month in advance. All EB notified of communication plan and deadline for submissions.
3. Highlights what is happening in PTA for the month
 - a. School PTA / building events should be communicated in School Reports
4. Recap of significant PTA event from month before.
5. Include a sneak peak into next month's major event.
6. Significant GCPS highlights and Education News highlights (NYS PTA, National PTA, and NYSED)
7. Tests of newsletter should include an editorial team.
 - a. Should be completed several days before the beginning of the month.

Newsletters should include: All PTA Meetings, Committees, Programs, Notice of Membership Votes including Grants, (including all matters covered in the PTA's annual budget = funded by PTA).

Newsletter Schedule: District-wide newsletters: mid-September, first of the month October thru May, end of school mid-June. Directors' school newsletters: September 1st & June 1st.

All PTA eCommunications sent using our MailChimp service are sent by the VP Communications. These can be sent out to the entire population of school parents or to one specific group of parents (i.e. primaries, elementary, middle school, high school.)

- Send all e-communication requests to VP Communications communications@gardencitypta.org CC President/President-Elect/Directors involved. VP Communications will manage the timing and the grouping of eblasts.
 - Be sure to include the exact wording for the message and any related images/flyers/forms
- Questions generated by the eblasts from parents will be forwarded to responsible parties for a proper reply.

Website: website@gardencitypta.org

PTA website is maintained by our Website Coordinator.

1. Front page and Committee pages should be updated monthly to coincide with the newsletter.
2. Try to keep page names generic (refrain from using year in page name) and make content fonts/presentations consistent.

Social Media Platforms: socialmedia@gardencitypta.org

PTA website is maintained by our Website Coordinator.

1. Communication plan for the month should coincide with PTA Calendar.
2. Highlight newsletter and GC News.
3. To provide parents reminders of upcoming PTA Events/Activities – real time.

4. Provide a means to share NYS PTA and National PTA posts/information with members.
5. Provide relevant articles of interest to our community and members - **consistent with our mission.**
6. Highlight limited community events* see community partner. Caution: protect PTA branding and image.

GC News: publicity@gardencitypta.org

1. Due to editor by Wednesday noon for Friday's edition. Goal: Tuesday PM.
2. Includes a look ahead at next week's PTA and GCPS events, highlight significant PTA events (recap with pictures) and historically provided a health & wellness tip.
3. Prepared by the Communications team member using both PTA Calendar of Events and GCPS calendar. Final approval by President.

Town Kiosks – Deliver 14 copies of flyer or marketing materials to Village Office and fill out form.

1. Flyers should be approved by President before printing.
2. Color can be used for **Town Kiosk** displays around town, 14 copies are needed for that. Must get budget approval for this from President or President-Elect.

Class Parent Chain:

1. Approved by President.
2. Sent to Directors: Directors to Grade Reps to Class Parents

Tools used for communicating with volunteers and members: MailChimp, Facebook, Instagram, Twitter, Wufoo Forms Builder, SignUpGenius (school accounts/PTA Pro Account), Hootsuite, Canva, Google for Education Platform, School Messenger (website), Doodle, Vimeo and EventBrite, and YouTube Channels (Google Suites).

SEPTA: Our sister organization:

If requested, consult with the President. If approved generally included in:

1. Newsletter
2. Social Media
3. GC News

GCPS Directed Events/Programs:

1. Communications should be sent by the school district*.
2. Communication can be included in the Director's Newsletter as part of the PTA's monthly newsletter.
3. Communications can be send through K-5 Class Parent Chain, if after 1-2 and by President.
4. Communication, depending on the event, can be included on PTA social media platforms.
5. Stand alone e-blast used on a limited basis.

***For example, parent volunteer SignUp Genius for school based activities even if PTA helps to facilitate:** Library, Chess, Inclement Weather, Crafts, Garden, Beautification, Field Day / Olympics, Pizza Friday, Stewart Craft Fair, Pool Party, all Middles School Grade Parties, Freshman BBQ, Skit Night, HS PVC, Box Tops, Stop & Shop, School/Class Events.

Events/Fundraisers of other non-profits:

If they are considered a community partner (see this document or defer to President):

1. Social Media advertising only.

In an effort to keep the channels of communication clear and information consistent throughout the PTA, the following guidelines have been outlined.

Internal emails related to Executive Committee and Board emails.

- cc President and President-Elect on all general committee emails, announcements, etc. as an FYI.
- Upon receiving emails from President/President-elect/Directors, etc. acknowledge receipt with a simple response.

Eblasts

Eblasts or PTA eCommunications sent using our MailChimp service are sent by the VP Communications. These can be sent out to the entire population of school parents or to one specific group of parents (i.e. primaries, elementary, middle school, high school.)

- Send eblast copy and/or forms to VP Communications. cc President/President-Elect/Directors involved. VP Communications will obtain President approval, manage the timing, and the grouping of eblasts.
- Questions generated by the eblasts from parents will be forwarded to responsible parties for a proper reply.

Printing

General rule of thumb: Flyers for distribution should only be in black and white.

- Prepare flyers a couple of weeks out to stay within the deadline. Send draft to the president for approval. Cc president-elect if a committee chair. Wait for approval from President (who may need to obtain the approval of the Superintendent).
- Send copy to Jetco Mailing Service attention to Bobbi Leiter (bobbi@jetcomailing.com) always cc the treasurer and president.
 - State your name and PTA position clearly in the email
 - Ask for black & white copies only.
 - For any color jobs request a written quote from Jetco and get approval from the President before proceeding. Save the quote and provide to the Treasurer if approved.
 - Pick up at Jetco Mailing Service 1150 Shames Drive Westbury.

For the PTA printer:

- At the beginning of the school year, request the printer provide PTA a schedule of printing charges/fees: including the cost for basic color copies cost, collating, stapling, standard in-house color poster.
 - Provide this schedule to the entire executive committee and board.
- Request invoices to the PTA include one job/event at a time and include the name and the committee/school requesting the job.

Exhibit III: Ways & Means Guidelines

Adapted from NYS PTA Handbook Finance and Insurance Section 5, May 2011

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Ways and Means

The primary emphasis of PTA should be focused upon the promotion of the Purposes of PTA, not upon fundraising. However, all PTAs need to do some fund-raising. PTA funds should always be used to further a PTA's educational purpose and should be raised in a manner that promotes a PTA Purpose. The PTA should begin the year with specific program goals in mind before deciding what fundraisers will be conducted to raise the necessary funds.

For most PTAs, the best solution is a single money-raising project. One well-planned event, along with the local portion of dues, usually raises sufficient funds to finance the year's activities. The fund-raising event should reflect the high principles of the unit. It should have educational, social, or recreational value. Be careful to avoid parent burnout. Too many fundraisers may drive away members. With fundraising, less can be more. Fundraisers should not be conducted simply to raise money for which there is no planned use. Check with other groups in the area to see what fundraisers they are doing in order not to compete with one another. Timing as well as product needs to be considered.

Relationship of members/students to fundraisers

PTA members are volunteers dedicated to improving the environment for their children. As such, no individual PTA volunteer shall profit monetarily from any fundraiser. PTA boards should select and approve fund-raisers to preclude any potential "conflict of interest." Children must never be placed in a position of risk to further any fund-raising project. How money is handled, earned, or expended must be determined solely on the basis of maximizing the benefits available to children. The primary emphasis of PTA should focus upon PTA Purposes, not upon fundraising. Units must refrain from organizing and participating in any fund-raising activity that may entice a student to go door-to-door (1998 New York State PTA Resolution). Award programs, if used, should thank and recognize all families for their help and participation, not just a few "top sellers." Do not use a program in which the value of a fundraising award may entice door-to-door sales.

The Chairman's Duties:

- Establish a plan of work.
- Coordinate and work with a committee.
- Comply with local, state, and federal laws and with school district rules.
- Check to see that the company is a recognized fundraising company. How long has it been in business?
- Ask for and check references.
- Obtain the name of the company's local sales representative.
- Establish who will take care of problems-the company, the sales representative, or the PTA.
- Verify that the president has signed the contract or agreement. Remember, only the president may LEGALLY sign a contract.

Ask the following questions when planning a fundraiser:

- Does the fund-raising event conform to the basic policies and Purposes of the PTA?
- Does the activity serve as a good example for children and youth?
- Does the project have the approval of the general membership?

- For what purpose will the money be used? How much will be needed? How long will it take to raise it?

During the fundraiser the chairman should:

- Make certain that all money collected is turned over to the treasurer immediately.
- See that all money is always counted by two people from separate households, one of these being the treasurer, and a receipt verifying the amount is signed by both.
- Ensure money is promptly deposited to the PTA bank account.
- Present all bills to the treasurer to be paid by check-NEVER BY CASH!

Following the fundraiser the chairman should:

Report to the board and the unit all expenditures and profit from the fund-raising event at the meeting immediately following the activity.

PTA must never be involved in the sale or purchase of alcohol, nor promote it as a means to fund-raise. The 3-to-1 Rule: When planning the year's activities, PTAs need to use the 3 to 1 Rule: There should be at least 3 non-fund-raising projects aimed at helping parents and children or advocating to every 1 fund-raising event. (National PTA Policy & IRS Guideline)

Fundraising should:

- Be carried on within the framework of PTA policies.
- Not be undertaken by a PTA if it is detrimental to character building.
- Make children's roles be either a natural outgrowth of regular schoolwork or a constructive leisure-time activity.
- Not allow children to be exploited or used as fundraisers.
- Create goodwill for the PTA.
- Be approved by the unit members.
- Funds must be raised ethically and must conform to community standards.
- All income and expenditures must be recorded accurately.
- Proceeds from a fund-raiser must NOT be used to finance the work of any other organization or group.
- Units shall not consider lottery sales as a fund-raiser.
- Federal, state, and local laws, including school district policies, must be followed.

Why Funds Are Needed

PTA funds should be used for PTA purposes. Money should be raised ethically, recorded accurately, and spent wisely. The following are some functions for which funds should be budgeted:

- **Leadership Training:** Legitimate expenditures for payments of delegates' expenses to Summer Leadership Conference, PTA conventions (State and National), Region PTA conferences and workshops. Other areas include payment of delegates' expenses to meetings on education, health, safety, and similar topics, and/or conferences.
- **Legislation, Programs, and Parent Education:** Expenses may include speakers, film/video rental, materials for a PTA library, and special programs such as Reflections for the children and general membership.
- **Bonding/Insurance:** It is required that the unit pay the yearly premium for fidelity bonding

for the treasurer and all other persons authorized to handle funds and securities of the unit, as well as liability or property insurance.

- **PTA Administration:** Expenditures for the secretary's and treasurer's record books, duplicating materials, office supplies, postage, telephone calls, and other necessary expenses of the president, officers, and chairmen.
- **Expenditures of all Committee Chairmen:** Funds are needed for the preparation of newsletters and other material explaining PTA activities. Subscriptions to the New York Parent Teacher are available through the New York State PTA Office. Our Children is a National PTA publication and can be obtained through the National PTA. Funds should be set aside for chairman's guides, additional copies of the New York State PTA *Resource Guide*, and a second mailing from State PTA for the secretary or vice president. Funds should be included for New York State PTA and National PTA National PTA's Life Achievement Award to PTA leaders and other civic leaders for outstanding service to children and youth. Other special honors include Distinguished Service Awards, a past-president pin, and other recognitions that further the Purposes of PTA.
- **Specific to the Garden City PTA Unit:** Funds may be spent for other activities specific for the PTA's purpose and needs of the PTA.

Exhibit IV: Voting Guidelines

Executive Committee Online Voting Procedures

Online voting shall not be permitted for membership votes, however, from time to time, online voting may be permitted for votes of the Executive Committee (EC) and Executive Board (EB). Online voting should never replace voting at a meeting of the EC or EB and should be used in limited cases. Overview of online voting procedures:

- EC member who is requesting an online vote must contact the PTA President and get the approval of the President to put forth an online vote.
 - President will inform the secretary to begin the online vote.
- The secretary will inform the EC of the proposed online vote.
- The secretary will outline the parameters of the discussion and vote (i.e. duration of online discussion, date of online vote, etc.)
- A 48-hour discussion period will precede the online vote.
 - The secretary will stipulate the discussion deadline.
 - All discussions should be shared with the entire group, use "reply-all" to share comments or questions.
 - The EC member requesting the online vote should answer all questions / comments in the discussion period.
- The secretary will announce the completion of the discussion period and move the motion to a vote.
 - A 24-hour voting period will follow the discussion period.
 - The secretary will stipulate the voting deadline.
- Each EC member will reply ONLY to the secretary with a vote of Yes or No.
- The secretary will notify the EC of the outcome of the vote upon its conclusion.
- If an online vote has been approved by the EC, the Secretary will get the approval of the President to put forth an online vote to the EB (if required).

- The PTA President will discuss with the secretary the parameters of the discussion and vote (i.e. duration of online discussion, date of online vote, etc.)
- Same procedures to apply to an EB vote.

Note: The President can cast a vote if by ballot but it shall not be used unless to break a tie.

Executive Board Voting & Online Voting

If a committee has two or more Chairpersons they are deemed Chairperson and Assistant Chairperson(s) for purposes of voting (allowing two or more votes). Each Committee must nominate one (1) Chairperson who will cast a vote on behalf of the Executive Board (EB) when voting takes place.

- In accordance with Robert's Rules of Order Newly Revised, it is important to remember that one person may fill only one position. In PTA, only one name may be listed for each office or chairmanship and only one person may vote. However, duties of the committee and or chair responsibilities may be equally divided. The chairs will support each other and share responsibilities to achieve the objectives of the committee.

Note: that every EC Member shall vote as a member of the EB and both EC and EB members shall vote as a general member.

General Membership Voting

The secretary will inform all responsible parties when a general membership will take place and provide summary and supporting detail to the Communications Team and School Director.

- In accordance with the bylaws, votes must be announced ten (10) days prior to the meeting. Notice can be given in the following methods: District Calendar and or PTA Communication Channels: Newsletter, Social Media, GC News, or website.
- In accordance with the bylaws, thirty (30) members shall constitute a quorum for the transaction of business in any meeting of the association.
- Only current members of the PTA can participate in PTA votes
- Guests at a PTA meeting may not vote or make motions. They may speak with the approval of the President, Executive Committee, Executive Board or voting body.
- In accordance with the bylaws, thirty (30) members shall constitute a quorum for the transaction of business in any meeting of the association.
- In accordance with the bylaws, votes must be announced ten (10) days prior to the meeting. Notice can be given in the following methods: District Calendar and or PTA Communication Channels: Newsletter, Social Media, GC News, or website.
- The secretary should document the resolution made, the method of voting and the results in the minutes of the meeting.

Meeting Minutes vs. Meeting Highlights

School PTA meetings often are planned around special presentation, guest speakers, or workshops sponsored by the PTA. School PTA Meetings also serve as public meetings for which PTA business is conducted. It is preferred to conduct PTA business in the beginning of the meeting prior to the special presentation, guest speaker, or a workshop

sponsored by the PTA. If PTA business shall take place (like a vote) the meeting shall be divided into two sections:

- **PTA General Meeting Portion:** for which minutes must be prepared in accordance with the Rules of Roberts and Policies and Procedures Manual; and
- **Presentation Portion:** for which “*highlights*” should be prepared to provide members not present at the meeting a brief overview of the meeting’s events.

PTA General Meeting Minutes

PTA General Meeting Minutes should serve as a public record to document the interactions where the membership is deciding on how the PTA is going to be carrying forward with an action. This could include voting on allocation of funds, changing a vendor, voting on candidates for positions, presentation of committee reports, etc. If any business needs to be conducted during this meeting, it is important to remember that only PTA members may vote.

Minutes must include:

- Kind of meeting – general, regular, special, annual or adjourned.
- Name of governing body (general, executive board or executive committee)
- Date, place and hour of meeting.
- The names of the presiding officer and secretary pro term (member taking minutes).
- The attendance counts to establish a quorum to conduct business (30 members).
- Statement concerning the minutes of the previous meeting, whether they were approved as read or as corrected or whether reading them was dispensed with and why.
- Include a list of reports or handouts provided to members, note the motion being put forth, the method of voting, the final outcome of the business conducted (like voting results).
- Hour of adjournment.

Minutes should:

- Be as brief as possible and should be reported in the order in which business is presented at the meeting.
- Include the action taken by the association, not what is said by the members, is recorded.
- Include the exact wording of every motion, the name of the member who introduced the motion, and the actions taken on the motion.
- Approved by the preceding officer at the meeting and the president before being presented at the next general meeting.
- Minutes of the previous meeting are read or distributed for approval at the opening of next scheduled general meeting.

- Distribution can be in the form of printed copies provided at the meeting or electronic copy shared prior to the meeting with the meeting agenda.
- Any corrections should be incorporated into the official copy.
- Approval:
 - Minutes of the Executive Committee are approved by the Executive Committee.
 - Minutes of the Executive Board are approved by the Executive Board.
 - Minutes of the association (General PTA Meetings) are approved by the general membership at the next PTA meeting.
 - Minutes of a special meeting are approved at the next PTA meeting. Minutes are not approved at a special meeting.
- The minutes are signed by the secretary using “approved” or “approved as corrected” and the date of approval should be written at the end of the minutes of each meeting and kept on hand for seven years before archiving.
 - Final minutes with reports attached should be maintained in Google Drive: Team Drive: Permanent Folder.

Presentation Highlights

Highlights are brief summaries of meeting’s events, presentations to provide an overview for those who could not attend.

Highlights should:

- Contain no additional content or information than minutes.
- Can be reviewed by principals, however, approval is not necessary.
- Shared with the membership through monthly newsletters - school sections.
- Can include slide show presentations, video, and or audio recordings, if available.

Can remain on the school page on PTA website until the following month’s newsletter report or next school PTA meeting.

Choosing the Method of Voting

It is the privilege of the presiding officer to choose the method by which a vote will be taken. This choice is usually made on the basis of the size of the group, the nature of the motion being voted on, and the anticipated closeness of the vote. However, any member has the right to suggest the voting method to be used by making a motion. It requires a second, is not debatable, and is passed by a simple majority vote.

Voting Methods

- **Show of Hands:** An alternate method that can be used in place of a rising vote in very small assemblies.
- **Ballot:** Used when secrecy of the members’ votes is desired, such as in elections.

Voting Results

When determining the result of a vote, you should be concerned only with the votes cast, not the number of people present, and since no one is required to vote.

Majority

This means more than half the votes cast. Majority vote is commonly used in elections and on most motions.

Eight steps to a motion

Only members are legally qualified to make motions, discuss and vote.

1. Member obtains the floor.
2. Chair assigns the floor. Member is recognized by the chair, who nods or announces member's name.
3. Member makes the motion.
4. Another member seconds the motion. "I second the motion." If there is no second, the chair says, "Motion is not on the floor for lack of a second."
5. Chair states the motion.
6. Chair opens debate or discussion of the motion. "Is there any discussion?"
7. Chair calls for a vote. "All in favor say 'aye.'" OR "All those opposed say 'no.'" OR "The 'ayes' have it and the motion is carried, and we will..." OR "The 'nos' have it and the motion is lost."

Amendments Before the vote is taken on a motion, it may be amended by:

- Inserting or adding a word or words, or paragraph
- Striking out a word or consecutive words
- Striking out words and inserting others in their place
- Substituting one paragraph or another motion for the original

Exhibit V: Record Retention Policy

Certain PTA records should be stored in a safe place and kept. Refer to [NYS PTA Resource Guide: Finance](#) for the most updated policy

It is very important that certain records be retained. It helps to develop a records retention policy. Listed on this page are items that should be reviewed on a periodic basis and kept in a safe place. Records to be retained retention period:

One Year:

- Bank reconciliations
- Correspondence with customers or vendors
- Duplicate deposit slips

Three Years:

- Correspondence (general)
- Employee records (post-termination)
- Employment applications
- Petty cash vouchers

Seven Years:

- Accounts payable records
- Cash receipt records
- Checks (canceled) (see exception, next line)
- Contracts and leases (expired)
- Inventories (products and materials)
- Invoices
- Purchase orders
- Sales records
- Vouchers for payments to vendors, officers, etc. (includes allowances and

- reimbursements to officers, members, etc., for travel and other expenses)

Ten Years:

- Financial statements (year-end) and budgets
- Grant award letters of agreement

Permanently:

- Annual audit reports
- Bylaws, including all amendments
- Checks (canceled) for important payments, i.e., taxes, special contracts, etc. (checks should be filed with the papers pertaining to the transaction)
- Contracts and leases still in effect
- Corporation reports filed with the secretary of state
- Correspondence (legal)
- Equipment owned by PTA
- Insurance records, accident reports, claims, policies, certificates,
- Journals
- Minute books of directors and committees
- PTA charter

- Record retention policy
- Standing rules (current)
- Tax-exempt status documents
- Application for tax exemption (federal and state)
- Letter of determination (recognition) of tax-exempt status (federal and state)
- Group tax exemption documents, if applicable
- Letter assigning IRS Employee Identification Number (EIN)
- Form 990/990-EZ and Schedule A, and/or Form 990-N (e-Postcard) as filed with IRS
- Form 990-T, if applicable, for unrelated business income
- Correspondence with IRS
- State tax forms filed, if any
- Other information returns filed with the government
- Charitable Solicitation Registration, if applicable
- Trademark registrations

Exhibit VI: Expense Reimbursement Policy

Volunteers may submit expenses incurred personally or to be paid to a third party vendor if the expense is:

1. related to PTA business;
2. was included in the PTA Operating Budget and therefore approved by Membership; and
3. is within the amount budgeted for the expenditure.

Note: Obtain current PTA Operating Budget Treasurer at the beginning of the year and know the budgeted amount assigned to your committee/position, if any.

Request for reimbursement must be submitted to the Treasurer:

1. using the Expense Reimbursement Form Payment with supporting documents/receipts attached;
 - within one week after the expense has been incurred or 7-10 business days before due date to a third party vendor.
 - All expenses must be submitted by June 15th. Checks will not be issued after the 15th.

Note: Obtain copy of current PTA Expense Reimbursement Form from the Treasurer at the beginning of the year.

Second approvals process:

- EC/EB should be approved President-Elect if payment to be made to the person submitting expense.
- ALL committee reps on PTA and School Committees must get approval by Committee Chairperson or PTA Director; respectively before submitting the form.
- NOTE: Checks made payable to the person submitting the form will always need a second approval.

Note: The GC PTA is sales tax-exempt organization. Provide vendors with tax-exempt form prior to purchase. Sales tax paid may not be reimbursable. Contact the treasurer for a form before purchasing.

Exhibit VII: SignUp Genius

Each Director has a Sign Up Genius (SUG) account for their school. SUG is used to organize volunteers for school based committees and a few PTA Events like Staff Appreciation. SUG Instructions for school accounts are in the [Directors' Handbook](#).

Pro Sign Up Genius Account

The PTA Pro Sign Up Genius account is used for all PTA events and is available for all school SUG's when the Pro Account features are required. The SUG Coordinator is the administrator of the PTA Pro Sign Up Genius Account and helps with school SUG accounts, as needed.

- Upload Logos/Images on Sign Ups
- No Advertising on Sign Ups
- Design a Custom Sign-Up Theme
- Display Multiple Tabbed Sign Ups
- Admin-Only Hidden Fields
- Cloud File Storage
- Sync Entire Sign Up to Calendar
- Auto-Hiding of Dates on Sign Ups

- Sign Up Start/Stop Dates
- Sign Up Locking by Date
- File Attachments on Sign Up
- Advanced Quantity Limits
- Email Attachments
- Create custom committee names