

BELLMORE ELEMENTARY PTA

Winthrop Avenue School

C.A. Reinhard Early Childhood Center

Shore Road School

May 2024

Dear Parents,

We are looking forward to organizing our PTA appointed committees for the 2024/25 school-year.

Our Executive Committee will be as follows:

Co-Presidents: *Jamie Guggenheim Shiner & Brianna Bachrach*

Shore Rd. EVPs: *Jill Mosca & Emily Slutsky*

Winthrop Ave. EVPs: *Aliza Schauder & Kristin Neville-Oakes*

Reinhard EVPs: *Carla Wong & Jennifer Barrio*

Recording Secretary: *Jessica Freeman*

Corresponding Secretary: *Allie Costanzo*

Treasurer: *Gina Kilian*

All appointed committees are very important in helping our PTA function for the good of our schools, children and community. Please read through each of the committees and consider volunteering to make the upcoming school-year a successful one.

Our PTA consists of stay-at-home, part-time, and full-time working parents. We have notated which positions we think would be best for working parents. *We truly appreciate any type of involvement.*

Please send the attached form back to school in an envelope labeled “**PTA Appointed Committees**” by **WEDNESDAY, JUNE 5th**. Alternatively, you can fill out the form online at <https://forms.gle/t2zjMy72W8sqh6299>, or take a picture/scan your form and email it to bellmorestarspta.events@gmail.com with the subject of “**PTA Appointed Committees**”. Once we receive the forms, our Executive Committee will organize the committees and notify you (Mid-Late June) of your position for the 2024/25 school-year.

WE NEED YOUR INVOLVEMENT to guarantee the continued success of our PTA's many wonderful programs that benefit our children. We are always open to fresh ideas and welcome new parents to join our PTA parent community.

We are Bellmore Stars and Together We Shine!

Please contact a member of the executive committee with ANY questions you may have or feel free to email bellmorestarspta@gmail.com

PTA APPOINTED COMMITTEES

*Appointed Committee responsibilities include: keeping in contact with the Executive Committee for guidance or approval, operating within your committee's budget, and adhering to the "flyer approval process". All appointed committee members **must** be a paid PTA member for the current year holding the position.*

Book Fair Committee: 2 positions per school

Organize and run two book fairs, in addition to literacy night in January.

- Coordinate schedules with your building principal/secretary
- Schedule Scholastic book company (Chairperson)
- Update the flyer
- Secure volunteers to help run the book fair
- Set up day prior and decorate
- Work with Treasurer/President/EVPs to submit deposit of funds
- Literacy Night book fair at Reinhard in January
- The Book Fair event takes place over a 2.5-day period for Reinhard, and only 1.5 day for Winthrop & Shore Rd

By-laws Committee: 1 position

Oversee the by-laws and procedures (standing rules) of the organization. Review by-laws, revise as necessary and submit to NYS PTA in a timely manner. *This position would be good for a working parent.*

Bulletin Board Committee: 2 positions at each school

Responsible for creating a monthly Bulletin Board for students' birthdays. This can be done before or after school hours. *This position would be good for a working parent.*

Chess Club Coordinators: 2 positions per school

Responsible for coordination of chess club at their school. Must be available to attend all sessions (once a week for 4 weeks in January/February).

- Organize in conjunction with your principal/secretary
- Contact Chess Nuts to organize instructors (chairperson)
- Update the flyer
- Create a spreadsheet of participating students and group by level
- Create student passes (Reinhard only)
- Organize parent volunteers

Cultural Arts Committee: 2 positions at each school

Plan and organize assemblies with your school principal. Schedule Nassau County BOCES approved Arts in Education Programs, such as music, theater, dance and visual arts performances, workshops and legacy projects to enhance the children's educational experience.

Garden Club Coordinators: 2 positions per school

Coordinate and organize during the fall and spring (must be available 1-2 day(s) per week during recess hours):

- Discuss and organize ideas and dates with your building principal
- Update the flyer
- Organize passes (Reinhard only) and parent volunteers
- Organize and purchase crafts/activities

Grade Representatives: 1 position per Grade Level

Contact person for their grade and class parents. *This position would be good for a working parent.*

- Recruit and assign all Class Parents at the end of August.
- Organize Teacher/Class Parent Meet & Greet at beginning of school year (chairperson)
- Act as liaison between Executive Vice Presidents and Class Parents throughout the year
- Welcome new students to their specific classroom
- The 2nd and 4th grade reps are responsible for coordinating the 2nd grade moving up ceremony and the 4th grade celebration along with the principals and school EVPs
- The Pre-K grade rep helps plan pre-k field day.

Health and Safety Committee: 2 positions per school

This committee helps to plan the assemblies and activities that relate to the Health and Safety of our children.

- Plan, in conjunction with the school principal, a Health and Safety Week
- Make arrangements with outside organizations to present various health and safety programs
- Coordinate the program schedules with the principal, staff and volunteers.
 - **Reinhard School** takes place throughout the year
 - **Winthrop Ave School & Shore Rd School** takes place one week October

Historian Committee: 2 positions per school

This committee is responsible for taking pictures at PTA events, such as:

First day of school, 100th day celebration, Book Fairs, Pumpkin Patch, Assemblies, Yoga, Chess Club, Field Day, etc. Camera and SD cards are stored at each school for easy access.

- Upload photos to online photo storage

Membership: 2 positions at each school

Responsible for collecting membership forms **and inputting them into the online portal.** *This position is good for a working parent* and the majority of it is done in September and October.

PARP (Pick a Reading Partner) Education Committee: 2-4 positions in each school

NYS PTA Pick A Reading Partner (PARP) program. Someone from the committee should be available to be in the school if needed during the month of January for PARP.

PARP will include:

- Work with your building principal to plan and organize PARP theme/schedule.
- Create packets and flyers to be sent home
- Kick-off assembly/presentation by an author/illustrator
- Calculate minutes read & decorate the bulletin board
- Literacy Night (Reinhard only)
- Coordinate book swap, create daily trivia questions or tasks relating to the chosen theme and reading (Shore Rd)
- *Shore Road is only one week during the month of January.*

Program Coordinators: 2-4 positions per school

Responsible for coordination of special events in each school.

- Work in conjunction with the school principal/secretary
- **Reinhard:** Pumpkin Patch (October), Game club (January), and Field Day (June)
- **Winthrop:** Bingo Night, Special Persons Dance (3rd grade), and Field Day (June)
- **Shore:** Special events, Cornhole Tournament (fall), Yoga day (winter), and Field Day (June)

PTA Founder's Day Committee: 2 positions

Work with unit co-presidents to plan and implement a Founders Day celebration during the month of February. Founders Day is an evening where we recognize outstanding administrators, teachers, staff and PTA members for all of their hard work. *This position is good for a working parent.*

- Organize refreshments and snacks
- Assist with running the program and with any surprise guests that evening

School Board Representative: 2 positions

Attend monthly Board of Education meetings and report at the monthly PTA meetings. *This position is good for a working parent.*

SEPTA: 2 positions per school

Serve as a liaison and point of contact between the schools and executive board on SEPTA related activities and concerns. Coordinate and organize meetings and speakers pertaining to the needs of the special education school community. Plan and organize fundraisers and events throughout the school year for both parents and children

Social Media, Technology and Website: 1 position

Coordinate with the Executive Committee to post flyers, add information, update the calendar and keep our parents informed of what is going on with the website. Create posts for PTA Social Media including Facebook and Instagram (new for 2024-25). Serve as the moderator when PTA meetings are held on zoom. Work with schools to hold our meetings and membership to have zoom available to PTA meetings *This position is good for a working parent.*

Reach for the Stars Auction Committee: 6-8 positions

Organize, plan and run the Spring Auction. *These positions are good for working parents.* These 3 sub committees will work together to plan a successful evening of fun and fundraising.

Please specify which sub committee position you would like.

Sub Committees:

- **Vendor Coordinator Committee (1 positions):** Identify location and work with vendor (food, decorations)
- **Administrative Coordinator (1 position):** Update flyers and invitations, promote ticket sales
- **Donation Team (4-6 positions):** Secure donations of raffle prizes

Sixth Grade Committee: 11 positions (ONE must be a 5th grade parent, who will be the chairperson the following year)

Organize various activities relating to 6th grade, including fundraising to support graduation, celebrations, and events. The committee will work in conjunction with Shore Road EVP's and Co-Presidents.

Sixth Grade Committee Roles: This is a FULL Year Commitment

Please indicate your **TOP TWO ROLE choices**

Your choices will be taken into consideration when organizing the 6th grade committee. While being on the committee requires you to be involved in **ALL roles**, we require you to take on a leadership role in one group.

- ★ **FUNDRAISING:** 6th grade spiritwear, graduation signs
- ★ **FUNDRAISING EVENTS:** bingo (organizing donation baskets, prizes, snacks, bingo night), Dave & Busters, Movies, Restaurants, etc.
- ★ **ORGANIZE YEARBOOK:** well-wishes, pictures, layout, distribution (*computer skills needed*)
- ★ **ORGANIZE DANCE:** Identify location and work with vendor(s), food, coordinate DJ, activities, decorations, chaperones, etc.

Spirit Clothes Committee: 6 positions (prefer 2 from each school)

Organize sale and distribution of Spirit wear. Begin organizing in July. *This position is a good job for a working parent.*

- Contact vendor and choose merchandise for schools in conjunction with Executive Board
- Update the flyer
- Collect orders from the schools
- Sell merchandise at PTA functions (ie. back to school night, bingo, etc.)

Staff Recognition Committee: 2 positions per school

Organize the Holiday Breakfast and annual Staff Recognition Day Luncheon for the schools in conjunction with the Executive Committee. These events occur in December/January and May. Organize and drop-off snacks on parent/teacher conference days in the fall and spring. *This is a good job for a working parent that can take the day off.*

- Contact the secretaries at each school regarding the date and headcount of staff (chairperson)
- Choose a theme, create an invitation and send to the staff for the luncheon
- Order food and purchase snacks
- Purchase decorations, water and other miscellaneous items

Ways and Means Committee (Fundraising Committee): 4-6 positions per school

This committee organizes and raises money for all of our PTA programs at each specific school. The chairperson should help coordinate attendance in all events. The committee members help coordinate, attend and run the events.

Sub Committees ***Please specify which sub committee position you would like.***

- **Spring Sale Committee**
 - **Mother's Day Plant Sale (May)** - 2.5 days at Reinhard 9-3, 1.5 day at Winthrop/Shore 9-3
 - **Father's Day Sale (June)** - lunchtime/recess sale 11-2
- **Winter Sale Committee**
 - **Holiday Boutique (Dec.)** - 2.5 days at Reinhard 9-3, 1.5 day at Winthrop/Shore 9-3
 - **Valentine's Day Sale (Feb.)** - lunchtime/recess sale 11-2

Ways and Means School-Wide Committee (Fundraising Committee): 4-5 positions

This committee organizes fundraisers for all three schools and raises money for all of our PTA programs. The chairperson should help coordinate attendance in all events.

Sub Committees ***Please specify which sub committee position you would like.***

- **Catalog Fundraiser Committee (2 positions):** ex. Miss Chocolate (Fall), etc
 - Updating of the flyer
 - Collecting the orders from the schools
 - Distribution of orders (if not ship to home)
 - Communication with vendors required
- **Event Committee (2-3 positions):** ex. Square 1 Art, Bowling, Movies, Restaurants, Harlem Wizards, Sporting events, Holiday Pies, etc.
 - Work in conjunction with the Executive Committee

Yoga Club Coordinators: 2 positions per school (Reinhard and Winthrop)

Coordinate and organize during your designated month (MARCH-ish).

- Discuss and organize with your building principal/secretary (chairperson)
- Schedule yoga through Nassau Boces Arts in Education
- Update the flyers, passes (Reinhard) and parent volunteers
- Be available 1 day per week during recess hours for 4 weeks

****A Chairperson is selected for each committee by the Executive Committee.****

*****The Executive Board is comprised of the Executive Committee plus the Chairpeople.*****

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APPOINTED COMMITTEE NOMINATION FORM

Please fill out this form if you are interested in holding a PTA committee position.

Position

Sub committee (if applicable)

School

****Would you like to be considered as a Chairperson? Yes / No _____**

If so, which position: _____

Being a chairperson places you on the PTA's Executive Board.

Name (Please print clearly): _____

Address: _____

Phone number: _____ Email: _____

Children's name(s) / Grade in Sept 2024: _____

POSITIONS PREVIOUSLY HELD:

COMMITTEE/SCHOOL	SCHOOL-YEAR	Chairperson? YES/NO