



# **HARRY B. THOMPSON MIDDLE SCHOOL PTSA PROCEDURES**

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# INTRODUCTION

## **What are “procedures”? Why are they needed?**

**Procedures (Standing Rules) are essential.** They are a cumulative record of the association’s experience and serve as a guideline for current and future officers and chairpeople.

Procedures are details of PTA work that may be changed from year to year or from meeting to meeting. Procedures complement bylaws by providing details not outlined there. Together, the bylaws and procedures provide for the authority and administration of the affairs of the PTA.

Procedures are adopted and may be amended at any regular meeting of the executive board by a majority vote of members present and voting with prior notice; otherwise, a 2/3 vote is needed. 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 New York State PTA and National PTA bylaws. They should be considered a living document and be constantly updated in accordance with the procedures adopted at any meeting.

## **Procedure Books**

**A procedure book is a resource file containing basic information.** An effective procedure book is a loose-leaf binder which can easily accommodate additions and deletions. In order to keep records current, it is a good idea to note at the end of each section, the date it was revised, or the date it was adopted, if it is an addition to the book. Each section of this book has spaces to note when that specific section was revised.

It is a good idea to note the specific revision(s) on the back of that section's page.

This procedure book of the Harry B. Thompson Middle School PTSA was adopted on October 13, 2022. Any revisions to the original documents contained herein are dated on the individual pages themselves, with notes on the back of the same individual pages. Any procedures added to this book should follow the same format containing a line for adoption of the new procedure and lines for revision. For example:

Adopted:\_\_\_\_\_

Revised: \_\_\_\_\_

Any procedures that are added/deleted (i.e.: procedures relating to adding/deleting specific committees) should also be noted in the “General Additions/Deletions” page with the date and explanation.

**General Revisions - Additions/Deletions:**

Please add if the revision is an addition or deletion and then include a general description of the revision and the date. (i.e.: addition-committee xyz 9/15/2020, or deletion committee abc 4/18/20, or deletion: committee abc and committee def 1/2/20, AND added committee ghi 1/2/20 which is a combination of committees abc and def.)

# **PRESIDENTS' GUIDE**

## **Basic Information**

Become familiar right away with Unit Bylaws, Syosset Council of PTAs Procedures and NYS PTA Resource Guide (take note especially of the budgeting & finance and nominating sections).

Harry B. Thompson Middle School PTSA should adhere to the Unit Bylaws and PTA Guidelines to preserve the unit's PTA charter. All PTSA activities also need to preserve the unit's non profit status.

Executive Committee: consists of Co-Presidents (or President), 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Vice Presidents, Treasurer, Corresponding Secretary, Recording Secretary, (Elected Officers). (Consult Bylaws for most updated list of positions)

Executive Board: Officers (see above), Committee Chairs and Council Delegates. PTSA General Membership: All PTSA members.

## **Meeting Schedule**

The Principal - presidents meet with the principal a few times a year. The meetings usually take place on a quarterly basis but can be monthly if the need arises.

Executive Committee – a summer meeting may be held as necessary, but more often, information is just sent via email. Meetings are not typically held during the year. If schedules do not permit in person meetings, google meets or zoom meetings are possible.

Executive Board – a minimum of two meetings per year with 10 days prior written notice given, is required per the bylaws. More meetings are not usually necessary as most of the work is done prior to school starting. The meetings are usually held during August to go over the transition of committees and PTSA agenda for the school year.

Committee Chairs – typically meetings are not formally held (except for Staff Rec, 8th grade committee) but Presidents/VPs should maintain contact as needed especially as an event is approaching.

General Membership – Monthly PTA meetings (dates set by District), rotating between 10:00 am and 7:45 pm in the Harry B. Thompson Middle School cafeteria.

Council General Meetings\* – Every other month attended by Mr. Bonanno, Mr.

Harrigan, Mr. Narine and Ms. Waters, Presidents and Council Delegates. Send reminders to delegates before the meetings.

Council Executive Committee Meetings\* – Every other month attended by Presidents only.

Harry B. Thompson Middle School PTSA hosts **either** Executive Committee Meeting (approx. # of attendees=50) or General Council Meeting (approx. # of attendees=100) each year.

### **BLERT**

The PTA President(s) are members of the BLERT team. The Building-Level Emergency Response Team (BLERT) is appointed by the School Building Principal. The major focus of this team is to create, monitor, and update the Building-Level Emergency Response Plan. This team, at a minimum will include the following representation: Teacher, Administrator, Parent Organization, School Safety Personnel, Community Members, Law Enforcement, Fire Officials. For more information on this program please go to the Syosset Central School District District Wide School Safety Plan. <https://www.syossetschools.org/domain/126>

### **Maintaining Positivity in the PTSA**

While not always easy, the Presidents must balance the responsibility of the position with personal feelings and relationships. The PTSA presidents should always strive to be impartial and make decisions for the good of the entire PTSA. Remember, when you speak it must be on behalf of the PTSA, not your own point of view. When needed, the Presidents should consult the Executive Committee when deciding on important matters.

The PTSA Presidents should always maintain confidence and lead by example. Although rare, there can be a time where an issue arises that needs to be kept confidential. The Presidents should honor that at all costs. Conversely, the Executive Committee should always be kept in the loop, so they are fully aware of the activities and decisions of the Presidents.

### **Weekly Email Blasts**

Every week on Sunday at around 8pm, the PTSA Presidents send out a “blast” to members via MemberHub. These emails can include reminders, thank-yous, links, unit events, Council events, District news, etc.

Reminders can be kept for more than one week, but the reminder should be removed

when the event/activity is concluded. It is good to check the President's email in-box and old sent emails for the previous week to make sure everything is included for that week. In addition, the Council President will send an email by the end of the week, usually on Fridays, and may ask for certain information to be included. It is good to include thank-yous to any committee that has just completed their work.

### **Budgeting & Reserves**

The Co-Presidents should work with the Executive Committee to manage income and expenses each month. The Budget section of the Resource Guide has practical information for doing so. If a scenario exists where less income is coming in, expenses should be adjusted down or cut. If a line item needs to be increased, the Committee Chair should make a motion to increase the budget at the next PTSA meeting. Then a vote is conducted at the meeting.

Budget is developed in the Spring with input from the Budget Committee.

### **Monthly Budget Updates**

The treasurer should update the budget each month after receiving the bank statement. All expenses and income should be reviewed monthly to ensure the budget stays on track. The treasurer should also be reminded before every PTSA meeting that they are expected to provide a monthly reconciliation report at the meeting. The books should also be reviewed by a PTSA executive board member at the start or end of each meeting.

### **Banking**

When a new treasurer and/or president takes over a new signature card will need to be completed at the bank. Typically, the bank will require Minutes from the meeting where the new officers were installed and a letter from the PTSA. The previous years letters are kept in the PTSA presidents or treasurer's "financial" shared google drive.

### **Taxes**

The taxes should be prepared and filed by the Treasurer in the Fall. NYS PTA will send reminders and information on how to file.

### **Insurance**

Insurance renewals will be sent in the Spring and should be completed promptly. Insurance policy will not be sent until they have received a check and the Form A

has been completed on Member Hub. You do not name the school district as an additional insured.

### **Membership Payments**

MemberHub will provide the dates and amounts for each state payment. The first payment is usually due on or around October 31. The final payment will be due by May 31. Payments must be made on time to keep the unit in good standing. There are awards for paying at a certain time. Review awards schedule to see which one we qualify for each year.

### **Council Dues**

Syosset Council of PTAs dues are usually due in August. Council will send an invoice directly to the treasurer.

### **Treasurer Forms**

The treasurer should update each year, as needed, the Tax-Exempt form, cash/check deposit form and check request/reimbursement form. All committee chairs should be provided with these forms. Nassau Region PTA can help secure a Letter of Determination form from the IRS should it be needed.

### **Email Account**

The Harry B. Thompson Middle School has both a gmail account and a hbtpsa.org account – [hbtpsa@gmail.com](mailto:hbtpsa@gmail.com) and [presidents@hbtpsa.org](mailto:presidents@hbtpsa.org). The “technology admin log” spreadsheet located in the president's google drive will have all the accounts and passwords associated with the HBT PTSA. The password should be changed each year. E-mails are stored in folders. They are self explanatory, but a quick search of a topic can direct you. While it is completely up to each President, a good system is to file an email once it has been handled. Emails should be retained to preserve the history of each committee/presidency. Incoming presidents can delete and reorganize the president's account at their discretion.

### **Approvals**

Mr. Bonanno approves flyers/materials that are generated by Harry B. Thompson Middle School PTSA. Approved flyers received from the Syosset Council of PTAs can just go out. All flyers or PTSA materials must have the HBT PTSA logo or the words “Harry B. Thompson Middle School PTSA” on it. You should typically give Mr. Bonanno 1-2 days for approval. Only the Presidents send materials to Mr. Bonanno for approval.

Everything is sent electronically to parents.

### **Preparing for Monthly PTSA Meetings**

Prior to each meeting three documents should be shared with all PTSA members: the previous month's minutes, the monthly budget update, and the meeting agenda. Please note the agenda shared with members can simply be a list of items. Often it is easiest to edit the agenda from the previous year. The full detailed agenda should be prepared before the meeting and sent to the recording secretary. If the meeting is in person the recording secretary should bring to the meeting copies of minutes from the last meeting, an attendance sheet and committee report sign-up sheet. The attendance and committee report sheets should be circulated at the start of each meeting. Be sure to check for a quorum (stated in the bylaws – 14) at the start of each meeting so you may conduct business.

### **Voting**

#### **Voting During Your Meeting**

Each year, the Council of PTAs presidents will sound out scripts for many of the votes, but here is a sample to use when needed. Before you take a vote at a meeting it is good to explain the procedures to your meeting attendees:

Suggested script:

As many of you know from time to time, we need to vote at our PTSA meetings. In order to have a vote we will need a quorum of 14 members. Please remember that you may only vote if you have a PTSA membership for this year. As Co-Presidents we can only vote together as one vote. Traditionally presidents do not vote unless there is a need to break a vote that is tied.

When we conduct a vote, a motion will be made. If the motion is coming out of a committee it will not need a second. The person making the motion will explain their motion briefly and then say, 'I move to....' and then the co-presidents will say 'Is there any discussion? Then the co-presidents will restate the motion: 'A motion has been made to.... (Conduct vote – see next bullet) The (motion, budget, etc.) has been approved/adopted.'

If you have to conduct a vote at your virtual meeting the recommended option is to conduct a roll-call vote. For a roll call vote you explain the vote to your attendees, ask them if there is any discussion, remind them that only members can vote and

then your recording secretary calls the name of each member. Please remind your members they have the option to abstain, vote yes or no for each item. The recording secretary should record each person's vote. This is recommended as the most accurate and transparent way to vote.

The recording secretary can set up a vote on Zoom using the polling feature. The recording secretary can then record each vote by viewing the poll.

If you have more than one item to vote on you are permitted to conduct a block vote. In this case you would explain any items that need to be voted on and ask members to vote once. For example, "Today we need to approve the budget for the year and vote on NYS PTA Legislative Resolutions. When we call each name (or when you enter your response in the Zoom poll) you need to state whether you are abstaining from the vote or voting yes or voting no. Be aware that if requested any item in the block can be discussed individually before the block vote is conducted.

To get your Minutes approved at each meeting, you should make sure the previous month's Minutes have been emailed in advance of your meeting. As per the NYS PTA Resource Guide Unanimous (General) Consent is a useful shortcut in voting, permitting the assembly to take action without going through the process of a formal vote. It is an excellent time saver and should be used wherever there seems to be general agreement among the members. For example, "Minutes were emailed before our meeting. Are there any corrections to the Minutes? If there are no corrections the Minutes stand approved." Should one or more persons say, "I object," then the motion must be put to a formal vote.

As a reminder, unless otherwise noted, most votes can be conducted as a majority vote for approval. Scenarios where a 2/3 vote is needed (also check your Bylaws) and general voting guidelines can be found here: [https://nyspta.org/wp-content/uploads/2019/12/07-Bylaws\\_Procedures-19-CVR.pdf](https://nyspta.org/wp-content/uploads/2019/12/07-Bylaws_Procedures-19-CVR.pdf)

## **Fundraising**

Be sure to remember that fundraising should never become the primary mission of the PTSA. It's important to follow the PTSA fundraising guidelines in the Resource Book – for every fundraiser there should be three student/family activities/events. Your fundraisers do not have to directly support your activity individually but should fund your general budget.

The main fundraiser for the HBT PTSA is membership. Additional fundraisers are generally, food related fundraisers, spirit wear fundraisers, holiday boutique sales or scholastic book fair sales.

## **Event Guidelines**

- Committees should submit in writing the list of necessary items (e.g. tables, chairs, etc.) at least three weeks prior to the event. Do not assume all the needed materials are at the school.
- Building requests are completed by the PTSA presidents through the School Dude system. Chairpersons must request the way the space is set up (chairs, tables, projectors, etc) and wifi access as there is very poor reception at HBT.
- Special care should be given to make sure the event appeals to as wide an audience as possible. Always remember that HBT is a diverse community. Events should be inclusive and accessible to everyone.
- The Resource book insurance section outlines activities that could jeopardize insurance if conducted.

## **Sending Reminders**

As a courtesy, it is nice to send reminders via email before an event or due date. You may also use the Remind text system to send texts for deadlines and urgent information. Remember to use it sparingly.

## **PTSA Areas at HBT**

The PTSA has a few areas at the school. The first is the “mailbox” in the main office. The mailbox should be checked frequently at the beginning of the year. You need to call the main office prior to coming to retrieve the mail. There are locked areas where PTSA materials are housed. It is a closet/cabinet just outside of the Auditorium across from the main office on the left hand side. It is good to check the closet a few times a year to make sure it is organized, clean and has a good understanding of what items are there. Committees should also check both areas before purchasing items to see what we have.

## **Scheduling Events at HBT**

All events must be scheduled by confirmation with the Principal and once approved, scheduling space using the School Dude system. All events should include access to Wifi whether you think you need it or not. Cellular service in the building is sparse. For more information on how to log into school dude and how to enter your information, go to the HBT Technology admin sheet in the google drive.

## **Special Committees**

Audit – Three people should be appointed. The Audit committee receives materials from the Treasurer in June.

Nominating – Follow Bylaws for rules on selecting the Nominating committee. Three members come from and are elected by the Executive Board. Two members come from and are elected by the general membership. Elections for the nomination committee members should be held in November. The Nominating Committee needs to follow specific guidelines – see Resource Book and Bylaws. The election of officers is held in March. The group of members elects a chair who then can then update the materials and send them to the Presidents so they can distribute them to the membership.

Awards - Committee members are appointed by the HBT PTSA presidents by November. Make sure the Committee members have access to the Awards section of the resource guide. They should also be given the Historian Report (which comes from Council). Be sure to tell them to check maiden names when thinking about staff members.

**Also, please check with Mr. Bonanno to determine if any staff member is retiring.** The committee needs to update the materials and send them to the Presidents so they can distribute them to the membership.

Mr. Bonanno / Stacey Karas can help coordinate the presentations and family attendance for staff awards. The awards committee should prepare presentations and contact families for the PTSA member awards. For both staff and PTSA members, the Awards Committee should purchase flowers for each recipient. Names of award recipients need to be provided to the Council Historian.

## **Council Committees**

If you do not have a chair for a Council Committee, it needs to be assigned to a VP. The VP needs to act as the committee chair until one can be found. It is very important to have VPs check in on Council committees to make sure HBT is represented. Council Delegates are expected to attend Council meetings and report back at monthly PTSA meetings.

In the Spring Council we will ask HBT Delegates to complete a committee selection form. Once the Council committees are formed, Council will let you know which committees your delegates will serve on. As president, you must find a chairperson for any other open Council committees.

## **Gifts & Donations**

The PTSA cannot make a monetary donation to another charity. Should there be an occasion to send sympathy on behalf of the PTSA, no money can be used from PTA funds. The Executive Committee can collect directly from parents if desired. Regardless, a sympathy card can always be sent by the corresponding secretary. The same applies for gifts of congratulations.

At the holidays and the end of the year PTSA funds are used to present a small food token to the main office, nurses office, administrative assistants office, guidance office, security staff and the custodial staff.

## **OFFICER DESCRIPTIONS**

### **Officers**

The officers of our unit are determined in the bylaws in Article VII, Section 2a. In our unit, they consist of a president, co-president, three vice presidents, a corresponding secretary, a recording secretary, and a treasurer. In the Syosset HS PTSA, as per our bylaws, Council Delegates are not officers.

*\*HBT PTSA adopted new Bylaws at the November 2022 meeting. These new Bylaws are currently awaiting NYS PTA approval. If approved there will be up to 10 Council Delegates, but we may only fill 7 of those positions.*

**While PTA encourages student participation and leadership**, New York State law requires that the office of president, recording secretary (or secretary), and treasurer be filled by a person at least 18 years of age. Any vice president under the age of 18 may aid the president but may not perform any of the duties of the president.

### **President**

**(Refer to Bylaws, Article VIII, Section 1)**

**The president shall:**

1. Prepare an agenda for each meeting with the assistance of the recording secretary.
2. Preside at all meetings.
3. Maintain a fair and impartial position at all times.

4. Vote when voting is to be by ballot or to make or break a tie.
5. Have a copy of the association's current state-approved bylaws at every meeting.
6. Consult with the Principal on the preparation of the calendar for the upcoming year.
7. Coordinate the work of the executive committee and chairpeople so that the goals of the PTA are realized.
8. File signature at the bank where the funds are deposited and can sign checks with the treasurer.
9. Sign all contracts for the unit with name and title (president).
10. Appoint a committee to select recipients of unit awards. Make this appointment as early in the year as possible to enable the committee to get to know the members who are deserving of awards.
11. Appoint Audit Committee.
12. Attend PTA region and state leadership training workshops and encourage board members to attend as well.
13. Represent the unit at PTA region and state functions or assign an alternate.
14. Review all flyers created by various committees before they are sent to the administration for circulation to non-PTSA members. President should forward flyers for distribution, not committee chairs or committee members.
15. Maintain contact with administrators.
16. Appoint all committee chairs/co-chairs.
17. Maintain regular communication with members via weekly/bi-weekly emails
18. Circulate PTSA meeting agenda and minutes from previous PTSA meeting via email, to the membership, at least 2 days prior to the monthly meeting.
19. Approve committee expenditures for reimbursement.
20. Prepare an annual budget with the budget committee and, where appropriate, the Past President.
21. Forward the nominating committee flyer to the president/co-presidents of the elementary schools and request that they share it with their 5<sup>th</sup> grade parents.
22. If the president has been advised that there will be nominations from the floor

during the nominations meeting, she/he will have two (2) pre-selected counters ready to count the paper votes.

Revised: \_\_\_\_\_

### **Co-Presidents**

If the unit/council has elected co-presidents, the duties of the office of president are then shared. The duties and responsibilities of each co-president must be clearly designated. Co-presidents share the responsibility and are held accountable for the decisions of both individuals.

Co-presidents are two people sharing one position. Only one may vote. In the event of the resignation of one, no vacancy occurs.

#### **These are some of the decisions that must be made:**

Which “co”....

- Presides at meetings?
- May sign checks?
- Signs contracts for the unit?
- Assumes the responsibility of making appointments assigned to the president in the bylaws?
- May call special meetings?
- Receives mail from state and National PTA?
- Is first contacted in case of a problem?
- Serves as the delegate to region and state PTA functions and state and National PTA convention?

Revised: \_\_\_\_\_

### **Vice Presidents**

**(Refer to Bylaws, Article VIII, Section 2)**

As per the bylaws of the Harry B. Thompson Middle School PTSA, the unit has three (3)

Vice Presidents. The specific duties and responsibilities of each VP will be determined by the President/Co President each year, based upon the expertise/preferences of each person filling the position. However, as a general rule:

**The first vice president shall:**

1. Act as an aide to the president.
2. Preside at meetings of the unit when the president is unable to attend.
3. Represent the association at meetings the president cannot attend.
4. Not be ex officio of any committee in the president's absence.

**The second vice president shall:**

1. Serve in the place of the first vice president when necessary
2. (i.e., act as an aide to the president, preside at unit meetings when the president and first vice president are unable to attend, and represent the PTA at meetings to which they are assigned).

**The third vice president shall:**

1. Serve in the place of the first and second vice presidents when necessary
2. (i.e., act as an aide to the president, preside at unit meetings when the president and first vice president are unable to attend, and represent the PTA at meetings to which they are assigned).

**The duties of the vice presidents shall also include:**

- Overseeing each of the unit's committees as assigned in the committee's descriptions.

Revised: \_\_\_\_\_

**Treasurer**

**(Refer to Bylaws, Article VIII, Section 5)**

**The treasurer shall:**

1. Be custodian of ALL funds.

2. File new bank cards when the new officers assume office, no later than the end of the first week in July, indicating that two signatures are required on all checks.
3. Include the following in report at all meetings:
  - a. Balance on hand in all accounts at the beginning of the period covered by the report.
  - b. Total receipts and disbursements in all accounts.
  - c. Total balance on hand on date of report.
4. Have bank statements reconciled monthly by a member who has not signed checks during that period.
5. Report at the meeting of the unit the name of the person who reconciled the bank statement.
6. Keep an accurate and detailed account of all monies received and disbursed.
7. Receive all monies for all accounts and keep an accurate and detailed account of all monies received.
8. **Pay all bills by check.** Make no disbursements without proper receipts and only for approved expenditures.
9. Keep the president advised of financial transactions.
10. Present a budget report to the president every three months or as requested.
11. Alert the president to budget lines near depletion as well as those over budget.
12. Include PTA name and code number on all checks submitted to region, state, and National PTA.
13. **Submit insurance premium to the insurance provider by June 1.**
14. Submit the state and National PTA portion of dues collected to the PTA state office indicating units name and code number with accurate membership count. **First payment must be submitted by November 1** and subsequent payments made thereafter. **Final payment must be in the state office by March 31.**
15. Keep the record of state portions of dues separate from the record of the unit's general fund.
16. Pay council dues as required by council bylaws.
17. Deposit all funds received into the PTA account as soon as possible.

18. Have books, records, and receipts prepared for audit at least two weeks prior to the meeting at which the audit report is due (Bylaws, Article XII, Section 8).
19. **Prepare and file the IRS 990 form when required, within 4 1/2 months after the end of the fiscal year.**
20. Note on each check written for reimbursement the expense(s) being reimbursed.
21. Budget shall be kept in a 4-6 column format for comparison from year to year for transparency.

Revised: \_\_\_\_\_

### **Recording Secretary**

**(Refer to Bylaws, Article VIII, Section 3)**

**The recording secretary shall:**

1. Assist the president with preparation of the meeting agenda by providing a list of unfinished business.
2. Bring to each meeting the following:
  - a. Copy of the unit's current state-approved bylaws and the procedures
  - b. Agenda
  - c. Minutes of the previous meeting, including the treasurer's report
  - d. Sign in sheets
3. Obtain committee reports from committee chairs via email prior to the monthly meeting so that they will be ready for the minutes and minimal editing will need to take place during the meeting should anything change. This will ensure accurate minutes of committee reports.
4. Record minutes/previously sent committee reports at executive committee, executive board, and unit (general membership) meetings.
5. Maintain a permanent printed file of minutes, committee reports, membership lists, and records of the unit.
6. Transfer all permanent files to next recording secretary at the end of the term
7. Indicate in the minutes the name of the member who performed the monthly

reconciliation of the bank statement.

8. Indicate in the minutes the start and end time of the meeting
9. Ensure that there is a substitute in place to record the minutes of the meeting, should she/he not be available on a specific occasion. Obtain the minutes after the meeting and place them in the permanent file.
10. Minutes of the meeting shall be emailed to the president no less than 7 days prior to the next month's scheduled meeting for distribution to the membership.

Revised: \_\_\_\_\_

### **Corresponding Secretary**

**(Refer to Bylaws, Article VIII, Section 4)**

**The corresponding secretary shall:**

1. Conduct correspondence of the association as directed by the president, the executive board, or the unit. Keep membership informed of all correspondence received, by sharing it at the monthly meetings.
2. Sends related cards on behalf of the HBT PTSA to teachers/staff members - retirement, sympathy, congratulations, etc.
3. Maintain an up-to-date file of all correspondence.
4. Post unit/council flyers and information on the HBT PTSA instagram, website and FaceBook page.
5. If at some point in the future, the HBT PTSA is permitted to have one or more than one bulletin board in the school building, the Corresponding Secretary will assist the VPs in keeping all related items updated as needed.

Revised: \_\_\_\_\_

### **Council Delegates**

**(Refer to Bylaws, Article XIII)**

**Council delegates shall:**

1. There are 7 delegate positions that are filled. Each year the delegates need to fill out their Council Delegate selection form, distributed in the spring, and return it to

the Unit President (Co-Presidents) in a timely manner, so that it can be forwarded to the Council President (Co-Presidents) in a timely manner.

2. **Attend a majority of the council general meetings each year and sign the attendance sheet at the meetings. Currently, the Syosset Council of PTAs holds five (5) council general meetings per year. Therefore, council delegates shall attend a minimum of 3 council general meetings per year.**
3. Shall notify the unit president if they are unable to attend a council general meeting.
4. Shall attend the committee meetings and events for the committee which they are a part of. In the event that they are unable to attend a meeting or event, they are responsible for finding a replacement to attend. They are responsible for obtaining the information from the replacement and disseminating it back to the unit. It is further their responsibility to notify the committee chair, as well as the unit VP who oversees their committee, as to who their replacement will be.
5. Shall keep accurate notes on their committee and prepare a detailed end of year report, to be given to the president, which will act as a guide for future HBT delegates to their committee.

Revised: \_\_\_\_\_

### **Immediate Past President**

The role of the immediate past president is an advisory one. Therefore, that individual is a member of the executive committee as indicated in our unit's bylaws. The participation of the past president should be helpful but should not interfere with the new president's methods. The past president should not impose her personal philosophy on the new administration.

#### **The immediate past president shall:**

1. Serve in an advisory capacity giving advice based upon experience when called upon.
2. Act in a helpful manner.
3. Assume an active role on the board at the request of the new president.
4. During the period of transition, the immediate past president shall make available all documents/records/emails to the new president.

Revised: \_\_\_\_\_

### **Executive Committee**

**(Refer to Bylaws, Article IX)**

**As per our bylaws, our Executive Committee consists of: President (or Co Presidents), Vice Presidents, Treasurer, Corresponding Secretary, Recording Secretary.**

**If there is no quorum, a meeting will be considered for conference purposes only. A quorum may be a simple majority.**

**Executive committee members shall:**

1. Attend all unit meetings.
2. Attend region and state PTA workshops and conferences for leadership training at PTA expense.
3. Meet at the call of the president or a majority of committee members.
4. Notify the President when unable to attend a meeting.
5. Perform duties as assigned.

Revised: \_\_\_\_\_

### **EXECUTIVE BOARD**

**(Refer to Bylaws Article X)**

**The executive board shall consist of the executive committee, the council delegates, and all committee chairs/co-chairs.**

**The executive board shall:**

1. Meet in August to prepare for the upcoming year.
2. Adhere to the proposed budget for each individual committee.
3. Each committee shall report to the unit all updates when necessary.
4. Committee chairs/co-chairs shall regularly attend unit meetings and must sign the attendance sheet.

5. **Committee chairs/co-chairs shall attend a majority of the unit meetings each year. Currently, the Syosset HS PTSA holds eight (8) meetings per year. Therefore, committee chairs/co-chairs shall attend a minimum of five (5) meetings per year.**
6. Attend region and state PTA workshops and conferences for leadership training at PTA expense.
7. Notify the President when unable to attend a meeting.
8. Be prepared to report at executive board and unit (general membership) meetings when appropriate. If unable to attend a meeting at which a report is due, it is the committee chair's responsibility to arrange for the report to be available at the meeting and to have the report given by a member of the committee. If no chair/co-chair or member of the committee will be present at the meeting, it is the committee chair's responsibility to arrange for their VP or other executive committee member to give their report.
9. Each chair/co-chair shall maintain accurate notes on their committee and prepare a detailed end of year report, to be given to the president, at the end of the year, or as soon as their event has concluded, which will act as a guide for future chairs of the respective committee.
10. Perform other duties as assigned.

Revised: \_\_\_\_\_

## **Vacancies**

**(Refer to Bylaws, Article VII, Section 4)**

### **When an officer is unable to complete their term:**

1. A letter of resignation shall be sent to the President.
2. The President shall issue notice of an election meeting to the executive board within five (5) days upon receiving a letter of resignation.
3. The President and members of the executive board shall seek candidates for the vacant position from recommended candidates.
4. If the President resigns, the letter shall go to the first Vice President who shall, by the method indicated in the bylaws, fill the vacancy.

5. If there are Co-Presidents, in the event that one resigns, no vacancy exists.
6. If the first Vice President is to assume the office of the president, notice of the election to fill the vice presidency would be served.
7. The executive board will hold an election at the special election meeting.

Revised: \_\_\_\_\_

# **GENERAL GUIDELINES**

### **General Guidelines:**

#### **The following general procedures shall apply to the Harry B. Thompson Middle School PTSA:**

1. Anywhere within these procedures, the word “President” is given to refer to “President” or “Co-Presidents” and does not require a revision to amend the section of the document to change the wording.
2. In an effort to minimize waste, all notices will be transmitted electronically, via email to members, by the President or the President’s designee.
3. The President and Recording Secretary will bring copies of the meeting agenda and previous meeting minutes to the meeting. **No** additional copies shall be made.
4. Member forms will be printed and made available to anyone wishing to pay for membership by cash or check.
5. Any information that needs to be disseminated to the entire school population will be forwarded to administration, only by the President, to be sent via email.
6. The PTSA shall not have a budget line designated for “Sunshine” nor shall the funds be taken from the PTSA for matters that would be categorized as such. That is a violation of PTA regulations. Sunshine Fund donations shall be voluntary from members, at their discretion, as circumstances arise.
7. Any event that appears on the district calendar shall have the building use permit filed by the district office personnel. If a meeting or event is added, the building use permit must be filed by the President.
8. PTSA committees in Harry B. Thompson Middle School consist of a combination of school based PTSA committees and committees which are central to the Syosset Council of PTAs. Anyone wishing to add any committee should make a presentation to the Executive Committee explaining their thoughts. If the majority of the Executive Committee feel that the proposed committee would be a positive addition to the unit, the idea would then be presented to the Executive Board for discussion and decision.
9. Unless otherwise directed, only the Co-Presidents are to request that the custodians unlock the PTSA closet.

Revised: \_\_\_\_\_

## **Committees**

**(Refer to Bylaws, Article XII)**

**The following procedures pertain to all Harry B. Thompson Middle School PTSA committees:**

Standing committee chairs shall:

1. Keep accurate, up to date notes on their committee detailing all work accomplished.
2. At the end of the year, or as soon as the committee's event is completed, prepare a detailed end of year report, to be given to the President, which will act as a guide for future chairs of the respective committee.
3. Keep a copy of the approved plan of work
4. Undertake no work without prior approval of the President or the Executive Committee member that oversees the committee.
5. Obtain prior approval on all expenditures
6. Have all flyers reviewed/approved by the President and forwarded to the membership by the President, as well as to the administration for distribution to the non-membership general school population.
7. Obtain prior approval before making copies of flyers for distribution. We strive to be a paperless unit whenever possible.
8. Submit all receipts for all expenditures attached to the unit reimbursement form to the treasurer before requesting payment. Please do so in a timely manner.
9. Use a tax-exempt form for all unit purchases.
10. Count all income in the presence of a second person and submit to the treasurer as soon as possible after the event. If it is not possible to immediately submit monies to the treasurer, a photo should be taken of the deposit form that both counters have signed and sent via text or email to the second signer, and the treasurer before leaving the event.
11. Submit all bills to the treasurer for payment along with a detailed request for payment form in a timely fashion, to allow the treasurer ample time to make the payment by the requested date.
12. Notify the executive committee member, who oversees the committee, of all

committee meetings to be held (date, time, location), so that the executive committee member may attend, if they choose to.

13. Pass any contracts to the co-President for signature, as only the President may sign any contract.
14. Report updates on the committee at unit meetings. If an update needs to be presented and the chair is not able to be present at the unit meeting, it is the chair's responsibility to advise the President and to arrange for someone to give their report.
15. Send copies of their committee report to the recording secretary prior to the unit meeting so that it will be in the minutes.
16. Know the committee's budget and make every effort to adhere to it.
17. Should additional funds be needed by any committee, beyond the budgeted amount, the chair shall prepare a report with an explanation as to why the additional funds are needed and request a budget amendment at the next unit meeting by making a motion for the additional funds.
18. Regularly attend unit meetings and sign the attendance sheet.
- 19. Attend a majority of the unit meetings each year. Currently, the HBT PTSA holds nine (9) meetings per year. Therefore, committee chairs/co-chairs shall attend a minimum of six (6) meetings per year.**
20. Sign the committee report sheet before the unit meeting begins when they have a committee report to give, so that the President knows their committee has a report to be given.
21. If a given committee has any requested income in the form of donations, those donations should be requested and encouraged to be in the form of a check, or online donations in order to avoid discrepancies in funds. Any donations received in any form must be counted and deposited with the treasurer and then receipts are submitted for expenses. In the event that any cash donations are received, they are to be treated the same as check/online donations. They are not to be considered funds to be spent without full documentation.
22. When the committee has completed its work for the year, an end of year summary report with all information about the work of the committee (cost, contacts, etc.) should be forwarded to the President.

Revised: \_\_\_\_\_

# CURRENT COMMITTEES

## **Annual District Election & Budget Vote:**

This is a Syosset Council of PTAs committee. The chair for Harry B. Thompson Middle School is a member of the Council committee regardless of whether or not they are a council delegate.

Time commitment: 2-3 committee meetings during the three-month period prior to the May budget and election vote. Timely email communications with the Council committee chair are essential. 2-3 HBT PTSA meetings to report on the Budget and conduct the Budget confidence vote.

Council Description: Disseminates information related to the annual district election and budget vote in May. Attends Board of Education Budget Information Meetings and Hearing Meeting and the Know Your Candidate event in May. Please note this position requires attendance at several night meetings from January to May. If chairing this committee, you will help organize biographies for candidates running for the Board of Education and also organize the Know Your Candidate event in May.

If you are unable to attend any meeting, you must inform the committee chair, as well as the HBT executive member that oversees your committee, and find a replacement to attend the meeting. Notify the committee chair and executive member of who will attend in your place. Obtain the information from the person who attended and report on that information at the next unit meeting.

## **Awards**

The Awards Committee is also responsible for selecting deserving PTSA and staff winners as recipients of NYS PTA Awards and may also nominate recipients for Nassau Region PTA awards. The committee should meet by early March to prepare the awards nomination form, research potential NYS PTA awards and review the historian report. Recipients should be selected based on their service to the PTSA and the community and efforts should be made to match an individual to the criteria of specific awards. Please note NYS PTA awards may take several weeks to be received. The awards nomination form is distributed to all members.

When recipients are selected the NYS PTA entry forms should be completed and check requests made to the PTSA treasurer. Awards are presented at the May meeting.

The awards committee contacts the families to invite them to the May meeting, prepares speeches for each winner, frames the speeches and awards as necessary and purchases flowers for each winner. The administration can assist in contacting staff

members' families.

## **Bylaws and Procedures:**

Bylaws are our guidebook. They are designed to help the group function in an orderly manner. The bylaws of the association include all the rules that the society considers so important that they (a) cannot be changed without previous notice and (b) cannot be suspended. The Bylaws establish procedures for holding elections, organizing meetings, quorum requirements, membership structure (if needed) and other essential operations. They are governed by the New York State PTA. Bylaws are always in effect, and unlike Procedures, cannot be changed at will. Bylaws are valid for three years and must be renewed at that time and any changes to the Bylaws must also be made at that time. Any changes needed before the three-year period, require an amendment.

The Bylaws committee will, upon consultation with the President, make recommendations to the unit for changes in the Bylaws. 30 days' notice must be given before the changes can be voted on.

Once voted on, the committee chair will present the changes to the President to be entered into the Bylaws Wizard.

The Procedures Book (this book) contains the "job descriptions" and procedures that each individual committee or position is responsible for. The chair of this committee should keep a log of any changes to the Procedures Book (as all changes must be voted on) and should check at the end of the year to make sure that all such changes have been noted in the book. If the chair finds that a change was not documented, the chair should notify the President, providing information on the change and the date, so that the President can correct the omission. Keeping the Procedures Book updated is important for the functioning of the unit.

## **Book Fair:**

Two Chairpersons who work with 3rd VP. This committee will have members to help assist on the day of as well as an organizing needed. In general only one book fair per year is needed, but if the book fair is very successful we may offer to do a second one.

The chair responsibilities include coordinating with HBT administration (Mr. Bonanno/Mr. Harrigan) and Scholastic, hanging promotional posters around HBT, writing promotional blurbs for HBT PTSA email blasts, and working with and submitting revenues to the Treasurer as per our PTA resource guides. The chairs will also coordinate for the cash drawer to be filled prior to the event so that there is

money available to provide change to the students as well as zip lock bags for the end of day/event money submission to the treasurer. They will also acquire shopping bags and rubber bands for the event. The chair will create a flyer and forward it to the President for distribution to the membership.

The chairpersons will create a sign up through signup.com and submit to the coPresidents to blast to members of the PTSA. Chairs and committee members set up and work at the book fair as well as break down the book fair at the end of each day. The book fair is held during the day and students come during their ELA period in the library. When setting up the event for building, request wifi to be provided from the district when working with the presidents as well.

Report at HBT PTSA monthly meeting with updates.

### **Communications Conference:**

The chair of this committee will be part of the larger council committee. The committee meets (4) four times per year, twice in the evening and twice during the day.

Council Description: Solicits and coordinates the unit topics for submission to the District Administration prior to the Fall and Spring Communication Conference. Reps meet 4 times a year (two meetings at night/two meetings during the day).

Once the topics are compiled and sent to administration to be answered, the date is set for the daytime meeting of committee members with central administration. The chairperson representing the HBT PTSA on this committee must remember that this forum is a privilege, not a right. They are to conduct themselves in a professional and respectful manner at all times. Questions can be asked and discussed but should not be presented in a confrontational manner. Decorum must always be maintained.

When the answer document is published by the district, the chair should notify the unit members during their committee report at the PTSA meeting and remind the President to email the link to the document during their weekly email.

### **Cultural Unity / Buddy Program:**

The Cultural Unity Committee is a Council Committee and the chair of the committee for the middle school is a member of the larger council committee.

As with every council committee, the representative from HBT is expected to attend all committee meetings and relay information back to the unit. The representative is also

expected to attend all events sponsored/run by this committee and, if unavailable, find a replacement to fill in for them.

**Council Description:** Members of this committee, representing the many cultural communities within the district, will work together to bridge and support cultural differences while also encouraging and facilitating participation in PTA and school programs. Meetings are held approximately 4-6 times a year.

The Cultural Unity Committee is also responsible for the PTA Buddy Program in the district. This program is mainly responsible for helping to provide translation services and assistance in navigating the schools for new to the district parents who do not speak English. We also have a HBT buddy program chair that is not part of the council committee but should be considered a “2nd” chair. The council delegate or “1st” chair, should walk through the program with the “2nd” chair to help assign buddies.

Assistance is always needed for help with translations in many languages. Chinese, Korean and Japanese continue to be the most prevalent languages needed. The chair of this committee should help in seeking out parents who would make good members of the Buddy Program and try to recruit them.

### **Curriculum Enrichment:**

The Curriculum Enrichment Committee is a Council Committee and the chair of the committee for the HBT is a member of the larger council committee. This also includes the position of the chair of the Arts in Education committee. Therefore, there may be (1) one chair under Curriculum Enrichment or at times (2) two chairs - Curriculum Enrichment and Arts in Education.

The chair(s) is able to work with the designated HBT administration representative and select programs from the Nassau BOCES catalog of Arts in Education participants. HBT has been allocated about \$10,000 of Syosset Central School District funding to utilize annually working with a District designated person.

As with every council committee, the representative from HBT is expected to attend all committee meetings and relay information back to the unit. The representative is also expected to attend all events sponsored/run by this committee and, if unavailable, find a replacement to fill in for them.

**Council Description:** Organize and attend curriculum enrichment programs (formerly Arts In Education) in your school and share program information with other Unit reps. Curriculum Enrichment programming covers a range of topics including arts/theater, character education, STEM, health & nutrition, etc. Reps should attend Nassau Region PTA Arts-In-Education Showcase. Meetings are held approximately 3 times a

year.

### **Directory Spot / Student Directory:**

One chairperson who works with the 1st VP. The chair must edit and update the directory spot website for the HBT PTSA via spreadsheet.

Enter new families into the system at the beginning of the year (July), provide access to new members, and work with the Membership Chairs to support our membership goals.

Each June presidents send out an email to all elementary school PTAs that attend HBT to get a 5th grade directory spot list. All schools usually submit by the end of the school year. Make sure presidents are aware of any missing schools at the beginning of each year so that the directory is up to date with all students and families.

Only current year paid members will have access to the directory after July 1st. Prior to turning off access lets presidents know that they must send an email to all contacts in memberhub that they must sign up for the current year to get access back to the directory.

The chairperson must complete a check request form to have a check cut for the payment due to the Directory Spot account within 30 days of expiration to keep us in good standing and no late fees. The account passwords and login are on the technology Admin sheet held by the presidents. Any updates to the passwords must be sent to the presidents for updating as soon as they occur.

### **8<sup>th</sup> Grade Celebration Committee:**

The 8th grade celebration committee is made up of a minimum of two Chairpersons and committee members who work with the coPresidents. The budget: approx. \$8 per child and may go up when approved by membership.

Plan and manage an in-school event just before graduation where 8th grade students can socialize, eat and have their yearbooks signed. Yearbooks are managed by the building and we do not have input into the design or quality.

Starting around March or April, look for a vendor to make the graduation lawn signs. We used Chris at MinuteMen Press in Plainview and he was a pleasure to work with. Here is his contact info:

Chris DiPierri, Minuteman Press of Plainview  
10 Washington Avenue, Suite 2, Plainview, NY 11803  
Phone: 516-681-3610, Fax: 516-681-3612

email: [minutemanpressplainview@yahoo.com](mailto:minutemanpressplainview@yahoo.com)

He charged us \$6/sign b/c we submitted a bulk order with Southwoods and Berry Hill. We charged \$20/sign. A sale can be set up through MemberHub. The president or treasurer will assist with all set ups.

You can run the sale for about 4 weeks, through PTSA emails each week and also to ask administration to send one email out to the whole 8<sup>th</sup> grade. Also post on social media, especially the last day of the sale.

Once your order is submitted, he gets them to you in less than 2 weeks.

We did a pick up at HBT in the circle after school for about 1.5 hours. After that, it is your choice to hold another pick up at HBT or have people pick up from your house.

I ordered about 10 extra signs for people who missed every email/forgot to order. You can put in an extra order for a much smaller amount, he will just charge you a higher price, but it would not be over \$10. You will still make a profit.

The main event is the yearbook breakfast in June (usually first week). You have some options on how you would like to host it. The school will allow parents in the morning the kids to get yearbooks, for 2 periods (usually 1<sup>st</sup> and 2<sup>nd</sup>) You can organize a signup genius for volunteers - committee members get first dibs - in previous years we had 15 people, there were plenty of hands to help and make it easy.

Generally, we order bagels and drinks. This year we got Ralph's ices. It was held indoors b/c it was bad weather, but had been planned for outdoors. Any ordering of food should be done through the presidents to ensure all district policies are followed.

The building organized the 8<sup>th</sup> grade social which was planned for the same afternoon and so we purchased a bunch of favors for the kids- Class of 202\* paper glasses, silicone bracelets (the kids loved these, order extras), and glow bracelets. We bought the mini waters- can be purchased at BJ's/Costco/Restaurant Depot.

We sent out a google form to order bagels and ices. The kids were given the choice of plain bagel, bagel with butter, bagel with cream cheese, no bagel. Ralphs Ices- Rainbow, Blue Hawaii, Cookie Craze, no ice. All forms should be sent through the presidents so that the Administration can help facilitate.

Even if some kids do not order, just order the remainder so it adds up to the correct amount of children with a few extras. We did not cross the names off when the kids came up, it was too time-consuming. It just gave us a better general idea of what to order. There were plenty of choices and food for the kids. We gave the leftovers to the staff.

We ordered Bagels previously from Neil at Family Bagel- here is his contact info. He was very easy to work with and delivered the bagels to the school: Family Bagel - Neil - 140A Manetto Hill Rd, Plainview 516-681-4949 and previously we used Ralphs- Deb Sisun- 516-965-3090. She will deliver to the school as well

You also have the option to use your money to buy each child one larger gift. In the past they got each child a towel. The year before was a drawstring bag and a special Syosset cookie.

You will need to request the presidents complete the Facility Request through the School Dude system and ask for about 5 long tables for the food and a cooler with ice for the waters.

If you paid for anything out of pocket, you would fill out a Check Request form and give it to the Treasurer (treasurer@hbtptsa.org). Anything you purchase, use a tax exempt form, as you will not be reimbursed for the tax.

You have the choice to run any other type of fundraisers specific to 8<sup>th</sup> grade. The lawn sign sale is very profitable and should cover all your needs, along with the budgeted money you receive from the PTSA.

## **Fundraising:**

### **Fundraising: Graduation Flowers:**

This committee works with The Commencement Group to arrange a flower sale prior to graduation. A portion of the sales profit the PTSA.

<https://www.thecommcementgroup.com> The chair will create a flyer in and forward it to the President for distribution to the membership. All vendor checks should be either picked up or mailed to the treasurer.

### **Fundraising: Spiritwear:**

One or Two Chairpersons and works with 2nd VP. The co-chairs of this committee are responsible for organizing the Fall (organizing begins in late July early August) and Spring PTSA spirit wear sales or other spiritwear related activities.

Spiritwear should be ordered in small quantities, to prevent an abundance of “dead stock.” Vendors that will do “on demand” ordering are preferable to work with rather than vendors who require minimum purchases. The chair will create a flyer in and forward it to the President for distribution to the membership. All vendor checks should be either picked up or mailed to the treasurer.

Any other fundraising events should be decided upon in conjunction with the Presidents.

**Fundraising: School Supply Kits:**

One Chairperson who works with the 3rd VP. Consult with the administration to select school supplies recommended for the upcoming year around January, and with our vendor to package and price the school supply bundles.

Distribute information to purchase the grade level packs using the vendors website and if you want, you are able to manage distribution of supply packs but normally we have them shipped directly home. Review the previous plans of work for vendor information. Report at HBT PTSA monthly meeting with updates during the spring meetings. All vendor checks should be either picked up or mailed to the treasurer.

**Fundraisers: Food-Related :**

One or Two Chairpersons who work with 2nd VP. Plan and promote events at local restaurants where parents present flyers at time of purchase and the restaurant shares profits with HBT PTSA.

This includes the annual White Post Thanksgiving Pie sale. Pies were ordered in advance and distributed in school. White Post Farms should be contacted in early Fall, a flyer made and distributed and the distribution plan needs to be coordinated with the administration. The chair will create a flyer in and forward it to the President for distribution to the membership. All vendor checks should be either picked up or mailed to the treasurer.

Other Examples are Moe's, Qdoba, Panera, Chipotle, & Hurricane's. It may include organizing fundraisers for HBT with WP Farms Thanksgiving breads, pies, cookie dough fundraisers, and more.

For the White Post Farms Pie Sale, the pies were ordered and paid for in advance through memberhub and an order was placed by the chair with White Post Farms and then distributed after school. White Post Farms should be contacted in late summer, a flyer made and distributed and the distribution plan needs to be coordinated with the presidents and the administration. The pricing should be coordinated with any other PTAs that are selling the same items so that people purchase from their school and not shop around since this is actually a fundraiser.

## **Health, Nutrition and Safety:**

This is a Syosset Council of PTAs committee. The chair for HBT is a member of the Council committee regardless of whether or not they are a council delegate.

**Council Description:** Coordinates activities/programs throughout the district encompassing social and physical wellness related to drugs, alcohol, bullying, AIDS awareness, positive decision-making, nutrition etc. Organize and attend district wide and in school programs. Meetings are held approximately 3-4 times per year.

The chair should announce updates at PTSA meetings. The chair is expected to participate in committee meetings as well as events. If you are unable to attend any meeting or event, you must inform the committee chair, as well as the HBT executive member that oversees your committee, and find a replacement to attend the meeting. Notify the committee chair and executive member of who will attend in your place. Obtain the information from the person who attended and report on that information at the next unit meeting.

Each year the council provides a program related to health, nutrition and safety for the students of the middle school. Very often it is about vaping, drug abuse or internet safety. Previously we have done programs like Ryan's story or LICADD has presented important programs for us during advisory.

## **Holiday Boutique:**

Two Chairpersons who work with the 1st VP. This committee will have members to help assist. Coordinate, promote and manage finances. Boutique is open for two/three days during lunchtime in late November/early December. These dates are usually around holidays so the kids can buy their gifts for family and friends. Optional spring boutique. The chair will create a flyer in and forward it to the President for distribution to the membership. As well as writing promotional blurbs for HBT PTSA email blasts, and working with and submitting revenues to the Treasurer as per our resource guides. The chairs will also coordinate for the cash drawer to be filled prior to the event so that there is money available to provide change to the students.

We have used Little Shoppers for the last few years and receive a bonus for the graduating 8th graders, usually a pen. We can accept cash and credit cards using the memberhub swipe account. The chairs must update all the items listed in the sale in the memberhub prior to the sale in order to use the credit cards. Review the

plan of work to find out the contact information of the vendor used previously. Report at HBT PTSA monthly meeting with updates.

## **Legislation:**

This is a council committee. The person representing the unit to the committee is responsible for obtaining the information on the NYS PTA proposed resolutions and amendments that will be voted on at the NYS PTA convention in November.

The proposed resolutions and amendments should be forwarded to the President for distribution to the membership, prior to the October PTSA meeting during which they will be reviewed.

Council Description: Helps disseminate information to Unit Reps on NYS PTA resolutions and current PTA legislation items of interest, including NYS budget. Helps plan Legislation Breakfast with neighboring districts. Meetings are held approximately 2-4 times during the year.

At the October PTSA meeting, during the committee report, the chair will review the proposed resolutions and amendments and clarify for the members any items that may be confusing. The proposed resolutions and amendments can be rather long and confusing when written.

After all the proposed resolutions and amendments are reviewed and clarified, the chair must make a motion to take a vote on whether or not the unit is in support of the proposed resolution and amendments. Since the motion will be coming out of committee, no second on the motion is needed. The vote is taken, and the results are provided to any voting member of the unit attending the convention. The voting member shall vote according to the vote result of the unit.

## **Membership:**

The membership chairperson will assist the 1st VP with all aspects of the HBT PTSA membership drive, which runs from July 1<sup>st</sup> through May 31<sup>st</sup>.

This person will assist with membership tables at all events (newcomers welcome, open house, parent teacher conferences, incoming 5<sup>th</sup> grade orientations, homecoming and any others that arise). This person does not need to be at the table the entire time, but rather work in conjunction with the VPs to ensure that the table is always covered during the events. This will include reaching out to PTSA Alumni members and asking for assistance during the busiest of events, and when current members may not be able to

assist, such as during parent teacher conferences.

The purpose of the tables is to enroll members in the PTSA. The goal of every year should be to garner the support of more members than the previous year. Staff should consistently be encouraged to become members/supporters of the PTSA. The Membership chair must use the email [membership@hbptsa.org](mailto:membership@hbptsa.org).

### **Newcomer's Welcome:**

The Newcomers Welcome takes place in September, before the Open House night and before the first PTSA meeting.

The chair will create a flyer in August and forward it to the President for distribution to the membership. The President will forward it to administration for distribution to the incoming class. The goal of this event is to provide a welcome to all parents that are new to HBT, and to encourage membership in the PTSA.

The chair should remind the membership chair of the event and ask that a membership representative be on hand. The chair should also reach out to the Cultural Unity chair and request to have a few parents available to translate, if needed. The ways and means unit person should also be invited to attend and bring items that the unit is currently selling (spirit wear, etc). The chair will create an online rsvp form (optional), so that there will be a known number of expected attendees, however, people do show up without signing up. A reminder can be sent to those who signed up, a few days prior to the event. Each parent will be asked to sign in as well at the event and provide their email address. A thank you email should be sent to attendees, including the membership form, after the event. The chair will arrange for light refreshments for the attendees as well. The cost of the refreshments can be reimbursed through the hospitality budget line.

The chair will make sure that the list of frequently asked questions is updated annually as needed, at the end of the year, to prepare for the upcoming year. The presidents will send the finalized to the principal (and secretary) who will then review for accuracy.

The event consists of an introduction by the committee chair, a message from the President, and then members of the administration will speak about their areas and then finish off with a Q&A session. After the discussion, a member of the administration will lead the attendees in a tour of the school (optional). The chair will meet with the member of the administration responsible for leading the tour to review the tour plan.

## **Nominating Committee:**

### **(Refer to Bylaws, Article VII, Section 3)**

As per our unit's bylaws, our nominating committee shall consist of three (3) members from and elected by the executive board and two (2) members from and elected by the general membership. An alternate will be elected as well. Once the nominating committee is elected, they will meet to elect their chair (as per the bylaws):

### **The chair of the nominating committee shall:**

Collect contact information from each of the members of the committee.

1. Revise the flyer of the nominating committee to reflect the school year for which nominations are being taken, the current members of the committee, the contact information for the chairperson of the committee and the deadline date for submission of nomination. Use the HBT nomination committee email address, [nominations@hbtpsa.org](mailto:nominations@hbtpsa.org).
2. Forward the flyer to the president for circulation at HBT and to the 5<sup>th</sup> grade parents at each elementary via the elementary PTA presidents.
3. Survey the members of the committee as to availability of dates to meet after the nomination submission deadline, and set up two meetings, if the committee is unable to prepare a slate after one meeting.
4. The members of the nominating committee are to hold all discussions and deliberations in the strictest confidence.
5. The chair will read the slate of officers prepared by the committee at the March meeting of the unit.
6. If anyone has made it known that they will be running from the floor, the members of the committee will be prepared with ballot papers to hand out.

The responsibility of the Nominating Committee is to prepare a slate of officers for the forthcoming school year. The candidates chosen by the committee should include the best candidate for each position. If the committee feels that the candidates who are nominated for the positions are not the best candidates for the position, it is within their purview, and more to the point, their responsibility, to seek out other, more qualified candidates for the position(s) for which they feel they do not yet have the best candidate(s). The nominating committee should not simply accept whom they have been presented with because no one else volunteered or because that person has requested to stay on in a position.

The members of the nominating committee are at liberty to speak to other individuals that they feel would be good candidates to gauge their interest.

### **Parent Resource Group:**

The chair of this committee represents HBT on the Council Parent Resource Group Committee.

Council Description: Organize district wide presentations and/or parent roundtables to discuss relevant topics on education, parenting, and district resources. Possible topics can include gifted & talented students, homework strategies, navigating the parent portal, etc. Meetings are held approximately 4 times during the year.

Presentations/roundtables will be held at night. The committee may choose to address other educational issues that they feel are important and bring them to the attention of the administration.

The chair of this committee, as part of the larger council committee, will participate in the creation of the folders and support all presentations derived from the work of the committee. The chair will report at PTSA meetings as well as forward to the President any necessary flyers or information for distribution to the membership.

As with every council committee, the representative from HBT is expected to attend all committee meetings and relay information back to the unit. The representative is also expected to attend all events sponsored/run by this committee and, if unavailable, find a replacement to fill in for them.

### **Parent's Night Out:**

Two Chairpersons who work with the 2nd VP. Usually done during the first few weeks of school to give parents access to new parents since schools are combining and to promote sign up for the PTA.

Coordinate and promote one to two adult nights out. Review the previous plans of work for information. The chair will create a flyer in and forward it to the President for distribution to the membership.

### **Publicity & Social Media:**

The publicity & social media chair also known as Publicity Chair, is responsible for submitting articles on HBT PTSA events to the local newspapers (Syosset Advance and Syosset Jericho Tribune), posting on social media and facebook. The chair should either attend the event, and take photos, or obtain photos from the committee chairs/members.

The Publicity chair should also remind the committee chairs throughout the year to send photos and information about events to the Publicity chair. The Publicity chair should create a written statement or story to accompany the photos.

Most articles will be accompanied by 2-3 photos. Captions are needed when there is more than one photo, but not needed if only one photo is being submitted. However, the Publicity chair can create a caption for a single photo that would include names of those in the photo and committee positions, if applicable.

The articles and the captions for photos should be approved by the President before submission to the publication. Specific student photos should not be included due to possible photo objection forms that the PTSA might not be aware of.

The social media component is to maintain a social media presence as it pertains to HBT PTSA events and information. The person will be added to the unit Facebook page as an editor so that the chair can post items to our Facebook page. The chair of this committee should be proficient in the use of Facebook. Flyers for all events as well as meeting reminders should be posted on the page. The technology admin log will contain all passwords needed for all the site maintenance. This position also has the email address of [media@hbtpsa.org](mailto:media@hbtpsa.org).

Email addresses for publications are:

Syosset Advance: [editor@gcnews.com](mailto:editor@gcnews.com)

Syosset Jericho Tribune: [syossetjericho@antonnews.com](mailto:syossetjericho@antonnews.com)

## **Reflections:**

This is a council committee. The chair from the HBT will be a part of the larger committee. The chair is responsible for adhering to all timelines of this program, as they are set by the region.

Council Description: Disseminates information regarding PTA Reflections program to unit chairs and organizes the Council's reception of district winners. Meetings are held approximately 2-4 times during the year. Also requires attendance at the district Reflections ceremony held at night in February or as determined by the district and the Syosset Council of PTAs.

Once the information on the topic is available, the chair will communicate with the assigned Assistant Principal. They will disseminate the information to their staff and the staff will encourage student participation. The information about the program should also

be sent to the President for dissemination to the membership, as well as the general school population via administration.

The chair will collect the winning entries from each student and forward them to Nassau Region for judging at the regional level. They must be dropped off and picked up in accordance with the established dates. They are submitted to the region in January.

The chair will report any winning students to the President for acknowledgement. The chair can also purchase pins/create certificates for the winning entrants. The chair will attend the district reflections reception and keep the President and department coordinators apprised of any entry advancing to further levels. In the past HBT PTSA has had a Winner in many categories.

This position has access to the [reflections@hbtpsa.org](mailto:reflections@hbtpsa.org) email address.

### **Scholarship Mailing:**

The Scholarship Mailing is a council committee. The HBT PTSA chair is part of the larger council committee. The committee begins their work in the Fall.

Council Description: Organizes the PTA/STA Scholarship Fund direct mailing portion of the fund drive. Assist with mailing at the beginning of the year and promote the scholarship fund at unit meetings throughout the year. Meetings are held approximately 2 times during the year.

### **School and Community:**

This committee is a council committee. The HBT PTSA chair is part of the larger council committee.

The committee meets approximately three times during the year. The main focus of the committee is to discuss important issues going on within the community, and their impact on the schools.

In the past this committee has addressed such issues as: improving communication between the district and the community at large, school lockdown procedures, the sale of the Woodbury School property, cell towers, and the Cerro Wire Property.

Council Description: Keeps PTA informed of community happenings that affect the schools and neighboring communities. Must be able to attend a Town of Oyster Bay

Board meeting. Organize a community service event/drive and participate in a new event TBA. Meetings are held approximately 3-5 times during the year.

The chair is expected to participate in committee meetings. If you are unable to attend any meeting, or event you must inform the committee chair, as well as the HBT Executive Committee member that oversees your committee and find a replacement to attend the meeting/event. Notify the committee chair, as well as the HBT Executive Committee member of who will attend in your place. Obtain any necessary information from the person who attended in your place.

### **SEPTA Liaison:**

The chair of this committee is a representative of the unit to SEPTA. The chair is expected to attend SEPTA meetings and to report back to the unit at regular meetings. The chair should also relay event dates to the President for publication.

The chair of this committee is responsible for obtaining the school donation to the annual SEPTA fundraising event, adhering to budget guidelines. In the past, donations have included tangible items to be raffled off, as well as gift cards to be raffled off. Gift cards are a particular favorite of those participating in the raffles.

### **Staff Recognition Luncheon:**

The co-chairs of this committee are responsible for coordinating the staff recognition luncheon which takes place in the spring (April-May).

The co-chairs will decide on the theme of the annual event. A flyer should be created seeking volunteers to help at the event. If monetary donations are sought, they should only be accepted through check or online donations. Cash donations should be discouraged. The chairs will keep an accurate log of all donations received through the memberhub website. Any that are not made through the website should be deposited with the treasurer (who will update the website).

The committee will prepare a list of needed items and the chairs will create a “donation page” on one of the online websites designed for that purpose. Donated items can include paper goods, cutlery, tablecloths, as well as food/beverage items. This donation page should also include volunteer time slots so that people can sign up to volunteer at a time that is conducive to their schedule. This will also enable the committee to know which times need additional volunteers so that they can solicit to fill those time slots. The event provides food for approximately 185 people, plus the PTA and administration.

The event takes place onsite and setup for the event takes place the day before or the

morning of the event depending on the location. If needed, the sterno racks are put in place, along with “signs” indicating where all food will be placed as it arrives the next day. The custodians will bring in water to fill the steam pans the day of the event. Décor can be kept to a minimum, and it is a nice idea to coordinate with the two middle school units to “exchange” décor/theme ideas. In this way, items are shared, and each can be used multiple times. This will also serve to reduce committee expenses.

The outdoor set up is as follows: There are 5 circular seating tables. Each table top measures approx. 42" in diameter. There are 4 traditional 6-foot long picnic tables (rectangular) with attached bench seating on either side. There are also 5 park benches for seating (no tables). We also had a total of 11 6-foot long folding tables supplied by HBT. We used the tables as follows: 4 long tables for food, plates, etc, 6 long tables with folding chairs on each side, 1 long table for favors. HBT will provide a large drink/ice cooler for us as well.

The chairs will create a flyer to inform all staff members of the date and time of the event. The flyer will be forwarded to the President who will forward it to administration for circulation to the staff. Only Fran Benjamin can communicate with the BOE. Once your plan is finalized the President(s) will email the invitation and details to Fran and ask her to extend the invitation to the BOE. [fbenjamin@syossetschools.org](mailto:fbenjamin@syossetschools.org). Andrea Sheffield will handle the invite for Central Admin. Once your plan is finalized the President(s) will email the invitation and details to Andrea and ask her to extend the invitation to Central Admin. - [asheffield@syossetschools.org](mailto:asheffield@syossetschools.org).

The day of the event, all volunteers should wear a “name tag.”

## **Technology:**

The technology chair will be responsible for the HBT PTSA website and email system by being the “super admin” of our website ([www.hbtptsa.org](http://www.hbtptsa.org)) and domain through the Wix account.

This chair will maintain the website through Wix, as well as resetting passwords, adding email addresses as needed, maintaining the technology admin log along with maintaining our shared google drives.

This chair uses the email address [webmaster@hbtptsa.org](mailto:webmaster@hbtptsa.org). This chair will also utilize discounts for systems provided by TechSoup.

Any other responsibilities should be decided upon in conjunction with the Presidents.

## **Ways and Means:**

The chair of this committee for HBT PTSA will be a member of the larger council

committee for Ways and Means. Ways and Means is a fundraising committee for council.

The committee rotates between two events over two years – The Harlem Wizards and Chef's Night. Both are very successful events but require a great deal of planning and volunteers.

Council Description: Plan, coordinate and hold annual Council Fundraiser. Meetings are held approximately 3-5 times during the year. Attendance at the main fundraising event for the year is also required.

The chair is expected to participate in committee meetings. If you are unable to attend any meeting, or event you must inform the committee chair, as well as the HBT PTSA Executive Committee member that oversees your committee and find a replacement to attend the meeting/event. Notify the committee chair, as well as the HBT PTSA Executive Committee member of who will attend in your place. Obtain any necessary information from the person who attended in your place.

The chair is responsible for publicizing the event to the unit and should forward all flyers to the President for distribution.