



**Garden City Special Education
Parent Teacher Association
Policies and Procedures**

Garden City SEPTA Members are parents, teachers, paraprofessionals, administrators, and friends. We share a commitment to provide ALL students with the high-quality education provided by our district. All members of the community are welcome to join us in supporting this vision.

GC SEPTA's committee:

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

Executive Committee

Executive Committee consists of the President or Co-Presidents, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, Membership Chair and Treasurer. (As per the PTA Memberhub system) *However, GCSEPTA we will give each VP a specific title and jurisdiction yearly.*

President /Co-Presidents

The President(s) serves as the presiding officer of GC SEPTA and presides over executive board and membership meetings. The president(s) directs the affairs of the association in cooperation with the other members of the executive board for a term of two years. *(See Month to Month list for more responsibilities)*

Secretary

The secretary is responsible for keeping accurate records of our committee members and all proceedings of GC SEPTA, including the minutes of all meetings of and with the Executive Board as well as the official GC SEPTA calendar.

- Schedule Executive Board Member meetings (for example, 1st Thursday of the month) (via Zoom, google meet or in person)
- Confirm availability from the board and ask for agenda items a week prior.
- Invite Building directors (and any other guests as per the Co-Presidents)
- Work with the Presidents to send out a copy of the agenda to all in advance of the meeting.
- Record the minutes of all meetings and send to the Presidents for their approval. (Once approved, minutes should be posted to our site.)
- Schedule Executive Board meetings with the Superintendent, Pupil Personnel and BOE. PPS is typically once a month, Superintendent, every other month. BOE at least 2x per year. Agendas for these meetings should be coordinated by the Executive Committee and sent to the participating members as soon as possible prior to the meeting date.
- Assist with General Membership meetings.
 - Book a room for any in person meetings (GC Library or one of our school buildings)
 - Attend and bring Sign in sheets, tablecloths, and suggestion box
 - Help coordinate any food delivery for morning meetings
 - Keep track of GC SEPTA Bylaws deadline and Form A (This form is done through Memberhub and must be filled out annually before June 30th.
(See Month to Month list for more responsibilities)

Treasurer

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

- Assist the Executive Committee in understanding the 3-to-1 Rule. For every fundraising activity, there should be at least three non-fundraising projects aimed at helping parents or children or advocating for school improvements.
- Keep a full and accurate account of receipts and expenditures to be open for inspection by any voting member of the unit.
- Perform monthly bank reconciliation using the monthly bank statements, checkbook, expense and remittance forms.
- Submit a written Treasurer's report at Executive Committee meetings
- In conjunction with Membership, track the portion of NYS PTA membership dues received from members and submit to NYS PTA in accordance with their payment schedule.
- Make sure monthly audits are completed.
- Coordinate the filing of IRS Form 990EZ with accountant.
- Preserve all vouchers, receipts, bank statements and canceled checks in accordance with record retention policy.
- Pay, by June 1, the insurance premium to NYS PTA.
(See *Month to Month list for more responsibilities*)

Executive Vice Presidents

The Executive Vice Presidents aide the Co-presidents and help wherever needed. (See below for possible VP roles, in the past we have had VPs of Legislation as well as VPs of Curriculum depending on who volunteered.

Vice President Communication / Social Media Coordinator

The Vice President of Communications and Social Media coordinator are responsible for all internal and external communications projects and functions including newsletters, website, social media, print media, and other communication tools. (See *Month to Month list for more responsibilities*)

- At the start of the school year when the master list is sent via email from IT Director (send an email in mid-August to remind them that this is needed) input all district families to the Memberhub system
- Compile upcoming event information, local seminars, programs, website and resource information
- Keep accurate calendar of said information so it can be distributed on a timely basis to the membership in the forms of email blasts, newsletters and social media posts
- Currently maintain and update SEPTA's website
- Design/write or outsource all monthly newsletter text
- Take or outsource any photography images to be used in the newsletter
- Design/write all E-Blasts
- Design or outsource flyers used to promote GC SEPTA sponsored events
- Maintain Facebook, Twitter & Instagram accounts
- Any correspondence sent out under the GC SEPTA name, to be distributed through the school's electronic communication system or distributed to the students, must obtain the Superintendent's approval.

Vice President for Grants and Fundraising

The Vice President for Grants and Fundraising is responsible for our GC SEPTA grant roll out and vote as well as any other fundraising efforts during the year (ex. The Autism Ball, TMA dinner, etc.) (See *Month to Month list for more responsibilities*)

School Building Directors

As a building director, your main responsibility is to be the point person for your assigned building. You will act as a liaison between SEPTA and your building. The executive board will provide information to relay to your building and you will provide the SEPTA board with critical information and updates as well as designate a SITE based rep for your building (should one be needed). *Site Base reps meet as needed with the Site Based Planning Committee and work with the school PTA Directors to address parents' issues and concerns. The purpose of this committee is to improve the educational performance of all students, regardless of such factors as socioeconomic status, race, gender, language, background, or disability.

- Attend monthly SEPTA meetings to give a building update (or submit a monthly update in advance if you are unable to attend in person.)
- Attend our General Membership Meetings and encourage others to attend.
- Hold a joint meeting with your building's curriculum rep and school principal at least 3x per year
- Attend PTA meetings for your school and share any important SEPTA updates
- Foster dialogue and promote positive relationships among parents, teachers, and administrators

Vice President of Membership

Helps to develop the annual Join SEPTA campaign and calendar of activities to encourage GC SEPTA membership to all parents, teacher/staff and community members. They work in tandem with the VP of Communication on all flyers and membership drive promotional material and are responsible for all aspects of membership from member sign-up to inputting members into the MemberHub system when needed.

- Work with Executive Board on initiating ideas on how to grow our membership
- Coordination of volunteers for various events and meetings (Sign Up Genius at start of year is usually best).

Back to School Night specific "to-do" list:

- Email the building Principals (or assistant Principals) to confirm that we will have a membership table set aside for SEPTA at their Back to School Night (also confirm the location of that table).
- Email the SEPTA building Directors and ask that they touch base with their fellow PTA director to request that all class parents include SEPTA in their "joining PTA pitch". Confirm with each director as to who is collecting any envelopes after their school's BTSN (If possible, they should be that person and all envelopes should be delivered to the Treasurer's home that evening/or the following day.)
- Coordinate 2 SEPTA volunteers to work at each BTSN SEPTA table (Sign up Genius and Emails to committee and one & done volunteers list, etc.)
- Coordinate 2-3 student volunteers to help at each BTSN (reach out to GC Heroes, Best Buddies, etc.) *Students can get community service volunteer hours for this job. Letter furnished upon request.
- Make sure each director has all the necessary BTSN supplies (SEPTA tablecloth, membership materials, posters, etc.) prior to their respective BTSN. **in most instances, the director will be attending their BTSN as a parent, they can either go early to set up our table and hand it off to the volunteers or they can deliver the supplies to one of the volunteers in advance.*

- o Assist the board with data entry (all our members who join via cash or check must be manually inputted into the MemberHub NYS PTA system, online joins are done automatically by the member).

After all BTSNs (usually in October or November)

- o Input new members, as they join, throughout the remainder of the year.
- o Contact Administrations Union Rep to get membership check and names of Administrators joining
- o Contact head of Teachers' Union to get membership check and names of members joining
- o Work with Treasurer to make sure they are aware of payments made after names are entered

Curriculum Representatives

The Curriculum Representatives keep up to date on curriculum and specialized instruction, grading, student placement, and co-curricular activities throughout the district. The committee works closely with the district administration; provides members information about changes or trends in curriculum and provides a conduit for the school community to provide feedback on topics addressed by this committee. The representatives meet with a school administrator several times a year, attend PTA Curriculum meetings with the Chairperson, participate in meetings of the Committee with the Assistant Superintendent of Curriculum (meetings held during school hours to accommodate teacher schedules), and attends meetings of the Board of Education if the topic is relevant to the committee (evening meetings).

***When representing GC SEPTA**

Only the President /Co-Presidents or the Executive Board may authorize a member to speak on behalf of GC SEPTA. When you do speak officially for GC SEPTA, be sure your statements accurately represent GC SEPTA's position (as aligned with the National PTA's).

Specific rules as laid out in our By Laws:

***ARTICLE IV – PRINCIPLES**

The following are basic principles of this PTA in common with those of the National PTA and the New York State PTA:

- National PTA shall be noncommercial, nonsectarian, and nonpartisan.
- National PTA shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- National PTA shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
- Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in National PTA.

Section 3. Political Activities. PTA or its members in their **official capacities** shall not, directly, or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for a public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise. **This goes for all Country, County, Village and Board of Education campaigns.*

In summary (courtesy of a NYS PTA Administrator)

As a PTA officer, what you do will (rightly or wrongly) always be seen as an action of the PTA.

It's important to always be mindful of that and separate as much as you can. In the role of president, the spotlight is even brighter on you. Sometimes you can avoid the conflict by talking about the values of the candidates you would support as a person rather than actual candidates if you're so inclined to say anything at all. That's the safest path. It's always safe to talk about your personal support of the budget, (assuming your unit is in support of the budget!) However legally, you don't abrogate your rights as a voting citizen because you wear a PTA hat (even a big one). The PTA itself, in its meetings, in its social media, in emails etc. never endorses candidates or talks about candidate qualities. It should only be informative about getting out the vote and candidate forums. Also remember, never use a PTA email or any emails you have access to as a PTA member for any candidate purposes either.

Any questions or concerns sent to the GC SEPTA President's email that addresses the Executive Board (or involves business that the Executive board should be made aware of) should be cc'd to all members of the Executive Board in order to keep everyone on the same page.

When conducting yourself on social media, please be:

1. Honest about who you are (GC SEPTA title)
2. Clarity that your opinions are your own (NOT THOSE OF GC SEPTA)
3. Respect and humility in all communication
4. Good judgement in sharing only public information
5. Awareness that what you say is permanent

These rules should be followed when one posts to, or in response to, any Village of Garden City social media platforms regarding school or political issues. These rules should also be adhered to should someone ask a personal question at a Board of Education meeting or PTA or GC SEPTA General Membership Meeting.

Meeting Minutes

As per PTA rules, our meeting minutes whether it be with administration, faculty, or any GC SEPTA group meetings are required to be posted to our site. We are a membership organization and, in an effort, to be transparent, our minutes must be made public. Please be mindful and adhere to respectful and professional interactions when speaking with administration, faculty, and other parents.

Confidentiality

When recording the minutes, every effort to protect personal information should be made, any names of students should be omitted or generalized (for example, "elementary student" rather than writing a student's name). Should a board member wish to speak "off the record" they may ask to keep it as such. If we as a board wish to discuss a confidential matter, then that would be recorded in our minutes "the Board adjourned to discuss a private matter", like how our Board of Education operates. In this circumstance, that conversation should be kept confidential among the members present during the discussion.

What belongs in a set of minutes (as Per NYS PTA)

Minutes should be as brief as possible and reported in the order in which business was presented at the meeting. The action taken by the PTA, not what was said by the members, should be recorded. The secretary should request the maker of a motion to put it in writing. Minutes should be kept in an official minute book (or digital file). The word "approved" and the date of the approval should be printed at the end of the minutes of each meeting, and the minutes should be signed by the secretary.

In writing minutes, this outline is generally used:

- Name of unit or council
- Date and start time of meeting
- Type of meeting - regular or special
- Name of presiding officer
- Whether a quorum was present to discuss business
- Statement concerning the minutes of the previous meeting, whether they were approved as read or corrected, or whether reading them was dispensed with and why. If dispensed with, the minutes must be approved by the executive board
- Report of treasurer
- Correspondence
- Reports of officers, the executive committee, standing committees and special committees, including names of those reporting
- All motions except those withdrawn, all points of order and appeals whether sustained or lost, and the name of each member who introduced a motion, but not the name of the one who seconds it
- Program, topic, type of presentation, names of participants, important points covered
- Further business
- Time of adjournment

Helpful hints for preparing minutes:

- Minutes of executive board meetings (as a Board or when meeting with Administration are approved by the executive board.
- Minutes taken from a General Membership Meeting should be approved by the general membership at the next regular General Membership Meeting and may also be posted on our site.
- Corrections and approval of minutes are usually handled by general (unanimous) consent.
- Allow a separate paragraph for each subject.
- Record what was done, not what was said, and never the secretary's opinion.
- Record exact wording of all motions made and seconded; withdrawn motions are not recorded.
- Indicate results of the vote: 1) approved or defeated, and 2) number of votes on each side if vote is by ballot or counted.
- Include secretary's signature.
- Revise minutes as soon as possible. Give a copy to the president for review before finalizing for distribution.

MONTH BY MONTH RESPONSIBILITIES OF GC SEPTA PRESIDENTS and Executive Board

JULY

All positions start July 1

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| Presidents | Spearhead Executive Board discussion to decide what our two initiatives/focuses will be for the upcoming year, write up descriptions to be communicated to our committee and membership |
| Presidents | Work with board to finalize our full committee for upcoming year, notify all of their roles |
| Presidents | Work with Treasurer to complete our budget for the year |
| Presidents | Meet with President and President Elect of PTA |
| Presidents | Introduction/Welcome letters sent to Superintendent & Administration & Principals |
| Presidents | Email SEPTA Directors & Committee Members re: job description, introduction to their PTA counterpart; Introduction to their Principal (they should also cc' the building's secretary & assist. Principals) |
| Communications | Design & Coordinate Summer Membership Flyer / or online initiatives |
| Secretary | Collect and type up contact info of all board members and reps. Set up Sign-Up Genius regarding SEPTA attendance for Board of Education meetings (2 members per meeting). (<i>Extended to full committee for more representation</i>) |
| Presidents | Follow up with the secretary to confirm: All GMMs dates and locations. |
| Secretary | Confirm all facility request forms (if needed) are signed and sent back to the Facilities Coordinator for the district (currently Donna Irwin) in a timely manner and that a copy of each form is kept on file. (Forms haven't been required in primary and elementary buildings the last few years). Be sure to keep a record of our insurance declaration form (Presidents should have a copy). |
| Communications | Introduction to PTA Communications person / coordinate timing of newsletters |
| Presidents | Welcome letter to teachers (if desired). |
| Treasurer | Meet with Presidents to discuss budget for the year |
| Presidents | Review financial status with Treasurer Manage president@gcsepta.org |

AUGUST

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| Presidents | Coordinate a meeting w/Superintendent. |
| Secretary | Follow up with Superintendent's office to get schedule of meetings for the upcoming year. |
| Presidents | Plan, prepare agenda and attend Executive Board meeting including working with Treasurer regarding budget for new school year. |
| Presidents | Attend Board of Ed Meeting |
| Presidents | Present Brief intro of SEPTA at New Teacher Conference Day |
| Presidents | Meet with PPS to discuss our initiatives for the year & schedule all meetings for the remainder of the year. |
| Presidents/Exec Bd. | Pick a date and start planning the annual fundraiser. (Ugly Sweater Holiday Party) |
| Communications | Distribute Summer Membership flyers to schools / Coordinate mailing or online registration with Membership & PTA |
| Membership | Get volunteer coverage for any in-person Back to School Nights (work with President's to get list of new parents who may want to shadow our BTSN table and learn from a seasoned member |
| Membership | Get student volunteers to cover any in-person Back to School Nights |
| Membership | Coordinate with Communications & PTA membership regarding any membership material needed (BTSN flyers, envelopes, posters, etc.) |
| Membership | Order SEPTA Volunteer tee shirts, if needed, for BTSNs (adults & kids) |
| Communications | September Newsletter, manage all social media accounts and website |
| Presidents | Review financial status with Treasurer Manage president@gcsepta.org |

SEPTEMBER

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| Presidents | Plan, prepare agenda and attend Executive Board meeting |
| Presidents | Plan, prepare agenda and attend meeting with PPS |
| Presidents | Hold Building/Site Based & Curriculum Rep meeting, review their responsibilities |
| Presidents | Plan, prepare agenda and attend meeting at each school with each principal. Meetings should cover SEPTA's initiatives and how we can support them at the |

building level. Reach out to Best Buddies at both HS and MS offering our assistance and/or resources. Follow up as needed.

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| Presidents | Prepare for and attend September GMM: Confirm space, Confirm speaker, check info to treasurer Confirm food/beverages (delegate) |
| Membership | Confirm all Back to School Night Committee Reps |
| Membership | Confirm all Back to School Night Student Reps (Distribute volunteer hours documentation forms if applicable) |
| BTSN Rep | Stay for envelope collection and assist with set-up and break down of SEPTA table. Check in with building principal. Drop all envelopes to Treasurer. |
| Secretary | Check in monthly (in preparation for our Executive Board Meetings) with our Curriculum Reps and Building directors for any updates. |
| Presidents | Work with Treasurer and Membership regarding numbers of membership coming in and data entry into NYSPTA MemberHub website. |
| Presidents | Respond to emails and phone calls with members having trouble and/or who need clarification on SE matters. |
| Presidents/Exec Bd. | Assign Holiday Sweater Party Committee and delegate the planning of the event. |
| Presidents | Review financial status with Treasurer. Manage president@gcsepta.org |
| Communication | October Newsletter, manage all social media accounts and website |
| OCTOBER | |
| Presidents | Plan, prepare agenda and attend Executive Board meeting. |
| Presidents | Plan, prepare agenda and attend meeting with Superintendent |
| Secretary | Collect curriculum and building reps reports from their respective meetings |
| Presidents | Review financial status with Treasurer. Manage president@gcsepta.org |
| Presidents | Prepare for and attend GMM if scheduled Confirm space, Confirm speaker, flyers, payments to treasurer Confirm food/beverages (delegate) |
| Communications | November Newsletter, manage all social media accounts and website |

Treasurer Prepare tax information for tax accountant. (OUT GOING Treasurer to help)
Tax return (for the previous year) needs to be filed by November 15th
Tax accountant: Edward Duras at Pascale, Razzino, Alexanderson & Co., PLLS
2415 Jerusalem Avenue, Suite 101
North Bellmore, NY 11710-1855
eduras@pracpas.com

NOVEMBER

Treasurer Due November 1st, first payment to NYS PTA for memberships processed (done through the Memberhub site)

Presidents Plan, prepare agenda and attend Executive Board meeting.

Presidents Plan, prepare agenda and attend meeting with PPS

Presidents Prepare for and attend GMM (if scheduled)
Confirm space, Confirm speaker, check info to treasurer
Confirm food/beverages (delegate)

Presidents Attend meetings re: Parent University (or designate a representative)

Secretary Collect curriculum and building reps reports from their respective meetings

Presidents Review financial status with Treasurer.
Manage president@gcsepta.org.

Communications December Newsletter, manage all social media accounts and website

Grants Start planning for upcoming Grant season

DECEMBER

Presidents Plan, prepare agenda and attend Executive Board meeting

Presidents Plan, prepare agenda and attend meeting with Superintendent

President Attend (Or designate rep for) Parent University

Building Reps Reach out to Principals and find out dates and details regarding any Special Ed specific transition meetings (CPSE - K; 1st - 2nd; 5th-6th; 8th-9th; 12th-on)

Secretary Collect curriculum and building reps reports from their respective meetings

Communications If needed, coordinate SEPTA promos for Parent University

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| Grants | Create promo material for upcoming Grant Program in conjunction with Communications |
| Grants | Deliver Grant applications and poster boards to all buildings (if required) |
| Grants | Meet with each principal to encourage participation in Grant Program |
| Presidents/Committee | All hands-on deck! Attend and assist with the Ugly Sweater Holiday Party |
| Presidents | Review financial status with Treasurer. Manage president@gcsepta.org |
| Communications | January Newsletter, manage all social media accounts and website |

JANUARY

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| Presidents | Plan, prepare agenda and attend Executive Board meeting |
| Presidents | Plan, prepare agenda and attend meeting with PPS |
| Presidents/or Rep | Prepare for and attend Incoming 6 th Grade and 9 th Grade Parent Meetings. (Discuss w/PPS about holding a separate meeting for SE students/families) |
| Presidents | Attend Parent University - Community Support Service (CSS) fair meetings (unless someone else has been designated) <i>*CSS was not done last year, check with PPS*</i> |
| Presidents | Assist with set ups & breakdowns of Parent U - CSS fairs |
| Secretary | Work with Executive Board re: PTA dinner donation and guest list courtesy of SEPTA (Typically, GC SEPTA rewards the past year's Grant recipients with a courtesy ticket to the PTA dinner). |
| Secretary | Collect curriculum and building reps reports from their respective meetings |
| Presidents | Review financial status with Treasurer Manage president@gcsepta.org |
| Communications | February Newsletter, manage all social media accounts and website Prepare and distribute the Kindergarten Registration flyers to the primary buildings (Registration typically happens in mid-January) |
| Grants | Deadline for Grant applications is January 31 st |

FEBRUARY

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| Presidents | Plan, prepare agenda and attend Executive Board meeting. |
| Presidents | Prepare for and attend GMM: Confirm space, Confirm speaker, check info to treasurer Confirm food/beverages (delegate) |
| Presidents | Plan, prepare agenda and attend meeting with Superintendent and staff |
| Secretary | Collect and review curriculum and building reps reports from their respective meetings |
| Presidents | Review financial status with Treasurer / Manage president@gcsepta.org . |
| Communications | March Newsletter, manage all social media accounts and website |
| Grants | Review and organize applications for Grants with the Grant Committee Invite previous year's Grant winners to be our guest for PTA dinner. We will purchase dinner tickets (once confirmed) on their behalf or work with PTA to coordinate. |

MARCH

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| Presidents | Plan, prepare agenda and attend Executive Board meeting |
| Presidents | Plan, prepare agenda and attend meeting with PPS |
| President or rep | Attend Parent University - CSS/ Transition fair wrap-up meetings |
| Presidents | Attend PTA Dinner |
| Secretary | Collect and review curriculum and building reps reports from their respective meetings |
| Grants | Attend Grant Committee meetings |
| Communications | Begin planning for Kindergarten Orientation (Slide, handouts, rep /speech for each building) |
| Grants | Begin planning June Autism Balls /or Color Run (Coordinate with Cuz Kathleen Cares Charity) |
| Presidents | Review financial status with Treasurer. Manage president@gcsepta.org . |
| Communications | April Newsletter, manage all social media accounts and website Promote nominations for the Nancy Mayer Maxwell Award (see past newsletters and website) |

APRIL

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| Presidents | Plan, prepare agenda and attend Executive Board meeting |
| Presidents | Prepare for and attend GMM: Confirm space, Confirm speaker, check info to treasurer Confirm food/beverages (delegate) |
| Presidents | Prepare a BOE "Thank you letter" for creating the budget and add our support and encourage the community to vote. (This needs to be read at the BOE meeting, run in the GC News (if desired) and placed in our May Newsletter) |
| Presidents | Plan, prepare agenda and attend meeting with Superintendent and staff |
| Presidents | Prepare for and help at Race for a Cure (coordinate volunteers, water station set up, including SEPTA tablecloth) |
| Secretary | Collect and review from curriculum and building reps reports from their respective meetings. |
| Communications | Coordinate with Laura Burke re: Nassau County Games for the Physically Challenged (how can SEPTA help: In the past: donations, banner, tent, drinks) |
| Presidents | Spearhead Executive Board discussion on budget for SEPTA awards at the GCHS Senior Award ceremony (Work w/Guidance: awards and timeline) |
| Presidents | Review financial status with Treasurer Manage president@gcsepta.org . |
| Communications | May Newsletter, manage all social media accounts and website |

MAY

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| Presidents | Plan, prepare agenda and attend Executive Board meeting |
| Presidents | Attend Board of Ed Meeting - Attend Budget count |
| Presidents | Plan, prepare agenda and attend meeting with PPS |
| Secretary | Collect and review curriculum and building reps reports from their respective meetings |
| Grants | Reach out to Best Buddies re: annual walk. Offer assistance and/or donation |

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| Communications | Finalize / Attend Kindergarten Orientations (reps from board for each, handouts & slides if needed) |
| Presidents | Attend & Present SEPTA GCHS Senior Award ceremony (May or June) |
| Communications | Finalize with Laura Burke re: Nassau County Games for the Physically Challenged |
| Presidents | Review financial status with Treasurer Manage president@gcsepta.org . |
| Communications | June Newsletter, manage all social media accounts and website |
| Treasurer | Prepare payment to NYS PTA for insurance (President may receive the invoice) |
| Treasurer | Work with Exec Board to ensure payments for the GCHS Senior Awards and : Nassau County Games for the Physically Challenged expenses |

JUNE

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| Presidents | Plan, prepare agenda and attend Executive Board meeting |
| Presidents | Plan, prepare agenda and attend meeting with Superintendent and staff |
| Secretary | Collect and review curriculum and building reps reports from their respective meetings |
| Presidents | Touch base and, if applicable, review reports from APPR and Legislative reps |
| Presidents | Designate Maher-Maxwell Award (vote), Notify Superintendent of recipient (formal letter & short speech needed) Notify recipient, order engraved plaque |
| Presidents | Attend Board of Ed Meeting (and Work Session) Retirement & Service Recognition Reception |
| Presidents | Assist and attend Autism Balls /or other Fundraising efforts |
| Presidents | Review financial status with Treasurer Manage president@gcsepta.org . |
| Communications | Welcome Kindergarten Newsletter, manage all social media accounts and website |