

# BELLMORE ELEMENTARY PTA

Winthrop Avenue School

C.A. Reinhard Early Childhood Center

Shore Road School

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April 2022

Dear Parents,

We are looking forward to organizing our PTA appointed committees for the 2022/23 school-year.

Our Executive Committee will be as follows:

**Co-Presidents:** *Jessica Freeman & Nikki Zimberg*

**Shore Rd. EVPs:** *Jackie Taylor & Brianna Bachrach*

**Winthrop Ave. EVPs:** *Elizabeth Scuccimarri & TBD*

**Reinhard EVPs:** *Jaime Guggenheim Shiner & Nicole Oberst*

**Recording Secretary:** *Jennifer White*

**Corresponding Secretary:** *Jaime Braverman*

**Treasurer:** *Kristin Wong-Valle*

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

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

Please read through the descriptions and send the attached form back to school in an envelope labeled “**PTA Appointed Committees**” by **FRIDAY, MAY 6<sup>th</sup>**. Alternatively, you can take a picture or scan your form and email it to [bellmorestarspta.events@gmail.com](mailto:bellmorestarspta.events@gmail.com) with the subject of “**PTA Appointed Committees**”. Once we receive the forms, our Executive Committee will organize the committees and notify you (late May) of your position for the 2022/23 school-year.

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

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*We are Bellmore Stars and Together We Shine!*

\*\*Please contact a member of the executive committee with ANY questions you may have or feel free to email [bellmorestarspta@gmail.com](mailto:bellmorestarspta@gmail.com)\*\*

**Please Note: All committee descriptions and responsibilities are subject to change due to**

**Covid-19 school guidelines.**

## **PTA APPOINTED COMMITTEES**

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

### **Book Fair Committee: 2 positions per school**

Organize and run the October and April book fairs, including evening literacy night in January.

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

### **By-laws Committee: 1 position**

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

### **Bulletin Board Committee: 2 positions at each school**

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

### **Chess Club Coordinators: 2 positions per school**

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

- Organize in conjunction with your principal
- Contact Chess Nuts to organize instructors
- Update the flyer, send for approval and distribute
- Create a spreadsheet of participating students and group by level
- Create student passes
- Organize parent volunteers

### **Cultural Arts Committee: 2 positions at each school**

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

### **Finance Committee: 1 school-wide, 1 per school**

Obtain all funds from committees following events and make bank deposits.

- Coordinate all finances of your school with the Treasurer
- Deposit funds immediately following an event and drop off deposit slip to Treasurer as invoices cannot be emailed

### **Garden Club Coordinators: 2 positions per school**

Coordinate and organize during the months of October & May (must be available 1-2 day(s) per week during recess hours):

- Discuss and organize with your building principal
- Update the flyer, send for approval and distribute
- Organize passes & parent volunteers
- Organize and purchase crafts/activities

### **Grade Representatives: 1 position per Grade Level**

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

- Recruit and assign all Class Parents at the end of August.
- Organize Teacher/Class Parent Meet & Greet at beginning of school year
- Act as liaison between Executive Vice Presidents and Class Parents throughout the year
- The 2nd and 4th grade reps are responsible for coordinating the 2nd grade moving up ceremony and the 4th grade celebration along with the principals

### **Health and Safety Committee: 2 positions per school**

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

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

### **Historian Committee: 2 positions per school**

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

First day of school, 100th day celebration, Book Fairs, Pumpkin Patch, Assemblies, Yoga, Chess Club, Field Day, etc.

- You must have your own camera
- Prepare an annual photo journal, CDs
- Upload photos to online photo storage

### **Membership: 2 positions at each school**

Responsible for collecting membership funds. This position is good for a working parent and the majority of it is done in September and October.

- Distributing membership materials to parents at school events
- Maintain membership records
- Work with finance committee for deposits
- Coordinate payments to NYS PTA (with Treasurer)

### **Online Give Back Programs: 2 positions**

Responsible for online and other give back to school programs such as amazon smile, box tops, coca cola, etc. This position is good for a working parent.

- Promote and encourage use of these programs with the support of President's and EVP's
- Create fun activities/incentives/contests within each school to raise awareness of these give back programs

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

NYS PTA Pick A Reading Partner (PARP) program. Someone from the committee should be available to be in the school if needed during the month of PARP. **Reinhard:** January **Winthrop:** October **Shore:** one week in October

PARP will include:

- Work with your building principal to plan and organize PARP theme/schedule.
- Create packets and flyers to be sent home
- Kick-off assembly/presentation by an author/illustrator
- Mystery readers (Reinhard and Winthrop only)
- Calculate minutes read & decorate the bulletin board
- Literacy Night (Reinhard only)
- Coordinate book swap, create daily trivia questions (Shore Rd)

### **Program Coordinators: 2-4 positions per school**

Responsible for coordination of special events in each school.

- Work in conjunction with the school principal
- **Reinhard:** Pumpkin Patch (October), Thanksgiving baskets, Earth Day Initiatives (April), Mail program (May) and Field Day (June)
- **Winthrop:** Bingo Night, Mail Program (October), Earth Day Initiatives (April) and Field Day (June)
- **Shore:** Special events, Earth Day Initiatives (April) and Field Day (June)

### **PTA Founder's Day Committee: 2 positions**

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

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

### **PTA Website: 1 position**

Coordinate with the Executive Committee to post flyers, add information, update the calendar and keep our parents informed of what is going on. This position is good for a working parent.

### **School Board Representative: 2 positions**

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

### **SEPTA: 2 positions**

Coordinate and organize several meetings & speakers pertaining to the needs of the special education school community. May also coordinate with North Bellmore SEPTA.

### **Reach for the Stars Auction Committee: 8 positions**

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

*\*\*Please specify which sub committee position you would like.\*\**

#### **Sub Committees:**

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

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

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

#### **Sixth Grade Committee Roles:** \*\*Please indicate your **TOP TWO ROLE choices**\*\*

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

- ★ **FUNDRAISING:** 6<sup>th</sup> grade spiritwear, graduation signs
- ★ **FUNDRAISING EVENTS:** bingo (organizing donation baskets, prizes, snacks, bingo night)
- ★ **ORGANIZE YEARBOOK:** well-wishes, pictures, layout, distribution (*computer skills needed*)
- ★ **ORGANIZE DANCE:** set-up DJ, activities, decorations, volunteers
- ★ **ORGANIZE BROADWAY SHOW:** coordinate show, buses, tickets, snacks, etc.
- ★ **ORGANIZE BBQ:** organize food, presale tickets, volunteers

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

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

- Contact vendor and choose merchandise for schools
- Update the flyer, send for approval and distribute
- Collecting orders/checks from the schools
- Selling merchandise at PTA functions (ie. back to school night, bingo, etc.)
- Work with finance to submit deposit of funds
- Sales are to be held in the Fall and Spring

### **Staff Recognition Committee: 2 positions per school**

Organize Back to School, Holiday Breakfast and annual Staff Recognition Day Luncheon for your school in conjunction with Executive Committee. These event occurs in September, December/January and May. This is a good job for a working parent that can take the day off.

- Contact the secretary at your school regarding the date and headcount of staff
- Choose a theme, create an invitation and send to the staff
- Order food for the luncheon
- Purchase decorations, water and other misc. items

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

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

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

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

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

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

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

- **Catalog Fundraiser Committee (2 positions):** ex. Miss Chocolate (Fall & Spring), etc
  - Update the flyer, send for approval and distribute
  - Collecting the orders from the schools
  - Tallying cash/check payments of orders to finance department
  - Distribution of orders
  - Communication with vendors required
- **Event Committee (2-3 positions):** ex. Square 1 Art, Bowling, Movies, Restaurants, Harlem Wizards, Sporting events, etc
  - Work in conjunction with Executive Committee

### **Yoga Club Coordinators: 2 positions per school**

Coordinate and organize during your designated month (MARCH).

- Discuss and organize with your building principal
- Schedule yoga through Nassau Boces Arts in Education
- Update the flyers, passes & parent volunteers
- Be available 1 day per week during recess hours

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

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

