

# Parent Association Meeting Notice

إشعار بعقد اجتماع لجمعية الآباء پ্যارেন্ট অ্যাসোসিয়েশনের সভার বিজ্ঞপ্তি

তারিখ তারিখ 日期 Date Dat 날짜 Дата Fecha تاريخ

**Date:** TUESDAY, JUNE 12, 2012

التوقيت সময় 時間 Heure Lè 시간 Время Hora وقت

**Time:** DINNER 6:30 P.M.  
MEETING START PROMPTLY AT 7:15 P.M.

الموقع স্থান 地點 Lieu Adrès 장소 АДРЕС Lugar مقام

**Location:** Clara Barton High School  
901 Classon Avenue  
Brooklyn, New York 11225 / AUDITORIUM

PARENTS, GUARDIANS AND TEACHERS

Meeting Agenda:

جدول أعمال الاجتماع

সভার আলোচ্য

會議議程

Agenda de la réunion

Ajanda Reyinyon an

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Повестка собрания

Agenda de la asamblea

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## ELECTION MEETING

COME OUT AND CELEBRATE WITH US THE END OF THE PTA SCHOOL YEAR AND VOTE FOR A NEW EXECUTIVE BOARD THAT WILL BE YOUR VOICE!

**DINNER WILL BE PROVIDED FROM 6:30 P.M. - 7:00 P.M. ONLY**

AS ALWAYS, WE LOOK FORWARD TO SEEING YOU!

TRANSLATORS WILL BE AVAILABLE

PLEASE MAKE EVERY EFFORT TO ATTEND

Avi sou reyinyon Asosyasyon paran Convocatoria a la asamblea de la Asociación de padres

## Duties of PTA Officers

**President:** The president shall preside at all meetings of the association and shall be an *ex-officio* member of all committees except the nominating committee. The president shall appoint chairpersons of PTA committees with the approval of the executive board. The president shall delegate responsibilities to other PTA members and shall encourage meaningful participation in all parent and school activities. The president shall attend all regular meetings of the presidents' council and shall be a mandatory member of the school leadership team. The president shall meet regularly with the executive board members in accordance with their bylaws to plan the agendas for the general membership meetings. The president shall be one of the signatories on checks. The president shall attend FACE (Division of Family and Community Engagement) professional development seminars relating to association leadership. The president shall assist with the June transfer of PTA records to the incoming executive board.

**Recording Secretary:** The recording secretary shall maintain the official record (minutes) of the proceedings and actions of all association meetings. The recording secretary's responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The recording secretary shall prepare and read the minutes of each association meeting and shall make copies of the minutes available upon request. The recording secretary shall maintain custody of the association's records on school premises. The recording secretary shall incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office. The recording secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association. The recording secretary shall assist with the June transfer of all PTA records to the incoming executive board.

**Treasurer:** The treasurer shall be responsible for all financial affairs and funds of the association. The treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The treasurer shall adhere to and implement all financial procedures established by the association. The treasurer shall be prepared to present and provide copies of financial reports at all association meetings. The treasurer shall also prepare and provide copies of the interim and annual financial reports. The treasurer shall make available all books or financial records for viewing by members upon request and for audit. The treasurer shall attend FACE (Division of Family and Community Engagement) professional development seminars relating to financial affairs. The treasurer shall assist with the June transfer of all PTA records to the incoming executive board.

At that time, we will be selecting four (4) parent members to serve on the School Leadership Team for the school year 2012-2013.

School Leadership Teams are teams of parents, teachers, administrators, and others who are responsible for setting the education direction of a school and have two main tasks: the development of a Comprehensive Educational Plan (CEP) and the alignment of a school-based budget with the CEP. All New York City public schools are required to have a leadership team that involves an equal number of parents and school staff. By getting involved in a leadership team, you can help our school meet this mandate. **Your participation will also ensure that the parent voice is represented in important decisions that will impact teaching and learning in our school.**

Participation on a school leadership team requires time, dedication, creativity, and hard work. While compensating team members adequately for their contributions is not possible, the efforts of team members are recognized with a nominal reimbursement for some of the expenses such as child care and travel that are incurred as a result of participating in team activities. **Each team member who contributes at least 30 hours annually to team activities is eligible for a reimbursement of \$300.**

Parents, guardians, and persons in parental relation who have children in Clara Barton High School are eligible to serve as a parent member on the leadership team, unless the parent is employed in Clara Barton High School or is a Community District Education Council member in school district 17. **If you are interested in serving on the team, please note that nominations will be taken at the meeting if the nominee is present.**

Even if you are not able to make the time commitment that being a school leadership team member requires, **it is critical that you attend the General Election at the Parent Teacher Association Meeting on Tuesday, June 12, 2012.** The parents elected as officers of the PTA and to SLT team represent you and your child's interests. It is essential that we elect a diverse group of parents that reflect our school community. In order to assist you in electing good representatives, all candidates will be asked to introduce themselves during the meeting and explain why they want to serve on the PTA and on the SLT team.

**For more information about SLTs or the nomination process, please call any member listed on the front page. You may download the Chancellor's Regulations (A-655) regarding School Leadership Teams from the NYC DOE website ([www.schools.nyc.gov](http://www.schools.nyc.gov)). Thank you for your participation. We look forward to seeing you on Tuesday, June 12, 2012.**