

MEADOW SCHOOL PTA Unit 10-094
Committees and Descriptions 2020|2021
BY: Mahogany Williams & Sherianne Howell Co-Presidents

Committee	Description
Advocacy Ambassadors	This committee works with the VP of Legislation to keep the PTA abreast of important issues concerning our children including what is happening in our state and local governments, and Board of Education regarding education policy and programs. Attend monthly BOE meetings held in the evenings and report the information at PTA meetings.
Apparel Sale (Fall/Spring)	This committee orders branded Meadow apparel and coordinates the sale and distribution of all merchandise. Sales typically occur at the beginning of the school year and during PTA events, depending on inventory supplies. Flyer is sent home in the beginning of the school year, and orders are distributed to classrooms.
Arts in Education	The primary task of Committee is to identify enrichment programs designed to enhance the educational experience of Meadow Students. The Committee explores programs, across the broad spectrum of the arts, and makes recommendations. The team is responsible to schedule assemblies/programs for students throughout the school year. Coordinate schedules and discuss themes with PTA president, Asst. Principal, Principal and Teacher Rep. Contact and evaluate performers. Keep track of budget. Attend PTA meetings, one cultural arts district meeting, and Arts in Education showcase.
Baldwin Educational Assembly Representative (BEA)	The Baldwin Educational Assembly (BEA) was created by the Board of Education to strengthen relations and improve communications between the school board and community. Rep attends 2 general meetings. You will be asked to join a Study Committees which meet 3-4 times a year. Present information at PTA meetings.
Book fair (Fall/ Spring)	Chair works with representative from Scholastic to plan the Book Fair. Two book fairs take place during the school year (1 in the Fall and 1 in the Spring). The committee helps setup/break down the book fair displays, help children shop, and manage classroom schedule and checkout sales. Suggested that Chair attends a Scholastic workshop.
Childcare	Arrange to have childcare during PTA meetings. Setup light refreshments.
Community Outreach	The Chair and committee will work with principal, school social worker, class representatives, and class captains to broaden student's understanding of the students needs, community needs, both locally and nationally, by assisting with various givebacks projects throughout the year.
Family Fun Night	This free event is a celebration of old-fashion recreational fun between Meadow families and school staff. Committee and volunteers will be in charge of theme, coordination and execution of event. Refreshments are served (coordinate with Hospitality).

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Father's Day Boutique (June)	Chair works with Vendor to select items to be sold at sale. Parent volunteers needed to setup/break down delivery, help children shop, manage classroom schedule and checkout sales.
Field Day (May)	Committee coordinates with Grade Reps to have Class Parents request for gallon waters sent to the school. Purchase Icee's, cups, and ice for event day. Volunteers help serve icees and water day of event to allow this fun-filled game day to run smoothly.
Friends of Music Representative	Attend meetings held three or four times a year. This is a group that advocates for music and the arts within the school district. Present all information at PTA meetings.
Founder's Day (February)	Celebrating the founding of the PTA. Honorary Life Awards are presented. Committee is responsible for coordination of decorations, dinner and entertainment.
Get Acquainted Meeting (Oct)	Fun evening for all parents and teachers to get together. Refreshments are served (coordinate with Hospitality). Can have parents donate items to have raffles and prizes.
Historian	Keep a pictorial record of the school year's activities and of all PTA flyers that were sent out. Present history of previous year's activity at annual meetings. Give overview of current year's planned activities at annual meeting. Responsible for collecting the number of PTA volunteer hours of service and preserving a record of PTA activities and achievements for the year.
Holiday Boutique (Dec)	Chair works with Vendor to select items to be sold at sale. Parent volunteers needed to setup/break down delivery, help children shop, manage classroom schedule and checkout sales.
Hospitality	The committee coordinates refreshment for Know Your School Night, New Parent Q&A, Get Acquainted, and Board of Ed Meeting at Meadow in March. Coordinates with Class Representative to be in charge to setup Refreshments for PTA monthly meetings.
International Night - PTA Installation	The end of year celebration will be combined with the installation ceremony of the incoming PTA board. The committee and parent volunteers help plan and organize this event where Meadow families are invited to represent their heritage. Volunteers will be needed to represent countries (set up displays with items that represent their country such as maps, artifacts, clothing, games, food, etc.)
Juvenile Protection Committee	This committee works with VP Juvenile Protection to assess, makes recommendations, and follows up on traffic, safety and security issues around the school.
Kindergarten Welcome Committee (March, August, Sept)	The Committee coordinates kindergarten actives including orientation, working with Baldwin Police to fingerprint children, and arrange a get-to-know you playdates. Provide information to parents and provide information about upcoming PTA/Committee Fair meeting.

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Know Your School Night (Sept)	Committee and parent volunteers work with Hospitality Committee to have refreshments set-up for parents.
Meadow's Got Talent	The Talent Show offers student's the opportunity to showcase their talent Infront of friends, family and school facility. Approximately 20 acts will perform within five different categories. This committee will help screen acts, hold tryouts, and sell booster and advertainments, and host Meadow's Got Talent Showcase.
Meadowgram Newsletter Editor	Request for submissions from Principal, Asst. Principal, PTA President, Executive Committee, teachers, and committees running through the quarter. Newsletter is published 3 times a school year by Baldwin Graphics. Provide copies to all teachers and students, and include Baldwin elementary PTA Presidents. Attend Newsletter Workshop.
Membership Team Builders	As a PTA Ambassador, the committee works with VP of Membership to welcome and ensure that new residents and incoming kindergarten parents have the information they need about the school and PTA programs. Encourage parents to use the PTA as a resources and invite parents to attend PTA meetings.
Memorial Day Parade (May)	Committee works with the parade advisor to coordinate Meadow's participation in parade. The team will decorate: the band instruments, banner, and a float for the parade. A balloon arch with Meadow's colors is to be ordered. Cold water and lite snacks are to be supplied to Meadow families at the of the parade route.
Mother's Day Plant Sale (May)	Chair works with Vendor to select items to be sold at sale. Volunteers will need to setup/break down delivery, help children shop, manage classroom schedule and checkout sales. Send home flyer for parents to place pre-orders and date of orders to be picked up. Coordinate Plant Sale to be held in the gym.
Nominating Committee	Serving on a Nominating Committee is an exceptional opportunity for PTA members to have a voice in selecting the Executive Committee members. if you are interested in being part of a team tasked with the responsibility of selecting the best and most qualified candidates to serve on the Executive Committee, then this is the committee for you! Committee consists of 5 members, 3 from the Executive Board and 2 from membership. This elected position.

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Parents as Reading Partners (PARP)	A PTA sponsored literacy program that seeks to foster a love of reading in our students and encourage them to incorporate reading into their daily routines through school, community, and home based activities. Committee is responsible for establishing ideas for various events/activities to coordinate with an annual theme.
Picture Day (Fall)	Committee help's manage classroom schedule, prepare children for individual photos and class group photo. RETAKE day is in December.
Picture Day (Spring)	Same procedure as above except all pictures go home for viewing. (New Vendor-Proofs will be sent home. Only if parents want photo's will they be printed. Check off all pictures/monies received and follow up with parents for those not returned. Reconfirm date with custodian.
Reflections	Reflections is a National PTA cultural arts program, designed to encourage students to express their thoughts and feelings through creative arts. The Reflection Committee coordinates the student entries into the PTA's Reflections Contest. Students submit entries in Literature, Photography, Visual Arts, Music, Dance, and Film to the Reflections Committee. Chairs attend a Reflections workshop. Recommended, but not required, to schedule a two-day afterschool session to help students with their submissions. Committee is in charge of: placing a box in the office to collect submissions, arranging for independent judging and submit those winners to Nassau Region, Display submissions during PTA meeting and recognize with certificates, pins or ribbons.
Site Base PTA Representative	The purpose of school-based planning and shared decision-making is to improve the educational performance of all students in the school, regardless of such factors as socioeconomic status, race, gender, language, background, or disability. Site Base is open to all Meadow Parents, The PTA representative will attend Site Base Meetings and keep the PTA informed on all issues that may arise related to curriculum, staff development, building and facilities, school procedures, building climate and character, health and safety, extra-curricular activities, and more.
School Supplies	The School Supplies Committee organizes this convenient, one-stop shopping that offers school and grade-specific required supplies to school families. The Committee works to ensure the best quality and pricing of the products offered. The committee works with the teacher representative to supply an updated teacher supply lists for next year's school supplies to the vendor by late April. Order's are are placed online and shipped directly to individual households.

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Special Education PTA (SEPTA) Representative	Representative works with parents, faculty and students to address concerns and issues related to the needs of special education students such as gifted children and those with occupational, speech and physical therapy needs and disabilities such as autism, ADD, reading issues, etc. Attend monthly meetings. Provide information at monthly PTA meetings.
Staff/Teacher Appreciation Day	The goal of the committee is to show appreciation to the teachers and staff for their continual hard work and dedication to our children. Committee plans and coordinates luncheon for staff.
School Yearbook	Committee helps organize the content and layout of the yearbook with the staff, publisher and class captains to ensure the school body is represented.
Volunteer Recruitment	with the PTA from Executive Committee, Executive Board, and Committee Chair positions. Assist in recruiting of volunteers for PTA events and activities. May also recruit for school activities. Works with other Officers and
Website	Chairperson is responsible for uploading current and relevant documents, maintaining parent current resources for parents, and maintaining calendar on website.
AT CLASS LEVEL	
Class Captain	Class Captains serve as the parent liaison between classroom families, teachers and the PTA. Disseminate information, coordinate parent involvement, address issues and concern that arise throughout the year. They help families feel more connected to the school community, and is a great opportunity to be involved both at the class level and PTA. Captains encourage parents to participate in the PTA.
Grade Representative	Grade Representative's serve as a PTA liaison between the school administration, teachers and Class Captains. Job is to disseminate information and work with the PTA President in the selection of class parents for all classes K-5. The Class Representatives will host one monthly PTA meeting each where they invite parent participation from their grade.