

## **STANDING COMMITTEES**

**Board of Education Meeting** (Chairperson) - Coordinates & monitors a schedule of persons to attend bi-monthly Board of Education meetings (usually the 1<sup>st</sup> & 3<sup>rd</sup> Monday of each month) & reports back to the PTA at our monthly meeting.

**Curriculum** (Chairperson & 2 Committee members) - attends & represents Mattlin at monthly middle school Curriculum meetings (usually Wednesday mornings); reports back to the PTA at our monthly meetings. The agenda typically contains issues that are related to subject courses, assessments, transition, guidance, changes in curriculum, and NYS mandates.

**Health** (Chairperson) - attends & represents Mattlin at monthly district Health Advisory meetings (usually Friday early afternoons); reports back to the PTA at our monthly meetings. Health and wellness topics are discussed that pertain to the schools and students in the district.

**Hospitality** (2 Co-chairs) – purchases & sets up refreshments for our monthly PTA meetings (& PTA Council meeting) held at Mattlin

**Legislation** (Chair) – attends & represents Mattlin at monthly district Legislation meetings; reports back to the PTA at our monthly meetings. Topics discussed are state and local legislation having an impact on education.

**MAP** (Chairperson & 2 Committee members) – attends & represents Mattlin at monthly middle school MAP meetings; reports back to the PTA at our monthly meetings. The agenda will contain issues that are related to the Middle School Advisory (MAP) program.

**Multi-Cultural** (Chairperson) – assists Mattlin families not fluent in English.

**Nutrition** (2 Co-chairs) - attends & represents Mattlin at monthly district Nutrition meetings; reports back to the PTA at our monthly meetings. Topics discussed are centered around nutrition, food service, health & safety.

**Site-Based** (Chairperson & 2 committee members) - attends Mattlin's monthly Site-Based meetings which normally meet during 9<sup>th</sup> period (2:15 – 3:00 pm); reports back to the PTA at our monthly meetings. Topics discussed are any building concerns and issues that relate to Mattlin.

**Technology** (Chairperson) - attends & represents Mattlin at monthly district Technology meetings; reports back to the PTA at our monthly meetings. Topics include uses of technology, infinite campus and changes in the district as they relate to technology.

**Title IX** (Chairperson) - attends & represents Mattlin at monthly district Title IX meetings (usually Wednesday early afternoons); reports back to the PTA at our monthly meetings. Topics have an emphasis on women's issues and ensuring equality for our girls in all aspects of our school.

**Transportation** (Chairperson) - attends & represents Mattlin at monthly district Transportation meetings; reports back to the PTA at our monthly meetings. Topics include any transportation and safety issues that relate to Mattlin.

**Welcoming** (Chairperson & 1 committee member) - contacts & assists families new to Mattlin.

## **SPECIAL COMMITTEES**

**FUNDRAISERS** (Chairperson & # of committee members) – In addition to the description attached to the specific fundraiser listed below, the following applies to all fundraisers: Is contact person with company providing product/service; arranges for delivery & pickup of product (if applicable); retrieves class schedule (if applicable); drafts fliers/notices for emails, websites & daily announcements; arranges for volunteers; responsible for delivery of funds & submission of invoices to Treasurer; reports at the monthly PTA meetings.

**Book Fair (Fall)**

**Book Fair (Spring)**

**Box Tops** – coordinates collection & submission of Box Tops.

**Concert DVDs** – coordinates filming, orders & delivery of DVDs of school concert

**Holiday Boutique**

**Picture Days** – coordinates all picture days, make-up day & 8<sup>th</sup> grade panoramic

**Pizza Sales** – coordinates bi-monthly 9<sup>th</sup> period pizza sales.

**School Supplies** – retrieves school supply lists from appropriate parties at Mattlin; supply lists to Schoolkidz for pricing.

**Yearbook** – coordinates collection of all information to produce 8<sup>th</sup> grade Yearbook.

## **NON-FUNDRAISER EVENTS**

(Chairperson & # of committee members) – In addition to the description attached to the specific event listed below, the following applies to all events: Is contact person for event; drafts fliers/notices for emails, websites & daily announcements; arranges for volunteers, responsible for staying within approved budget & for the submission of invoices to Treasurer; reports at the monthly PTA meetings.

**Blood Drive** – School contact and liaison for all district-wide blood drives.

**Move-In Days** – Coordinates festivities inclusive of, but not limited to music, decorations, and refreshments.

**PTA Awareness** – Takes pictures at PTA sponsored events & helps promote PTA awareness.

**Reflections** – Coordinates Reflections contest (PTA sponsored event re: creative talents in the arts) & pizza party.

**Relay for Life** – Coordinates the assembly of a Mattlin PTA team; is team captain of team; promotes event

**School Budget Awareness** – Attends all meetings regarding district's school budget & report at monthly PTA meetings.

**School Project (Hawk)** – Responsible for the application of a Hawk on the cafeteria wall with the participation of all students.

**Student Directory** – Coordinates collection of necessary information, preparation & distribution of school student directory.

**SpiritWeek & PRIDE Awards** – Assists school with coordination of festivities.

**Staff Recognition Luncheon** – Obtains donations from parents & community; purchases food, supplies & decoration in conjunction with a "theme"; sets up, serves & cleans up.

**5<sup>th</sup> Grade Barbeque** – Assists school with coordination of volunteers for event.

**8<sup>th</sup> Grade Farewell Breakfast** – Purchases breakfast items & decorations; sets up & attends.

**8<sup>th</sup> Grade Farewell Party** – Assists school with coordination of this night time event for students.

**8<sup>th</sup> Grade Graduation Reception** – Purchases light snack items & decorations; sets up & attends this event (for students & guests) which immediately follows Graduation ceremony

**8<sup>th</sup> Grade Project** – Assists art department with 8<sup>th</sup> grade project.

**8<sup>th</sup> Grade T-Shirts** – Negotiates price & design; confirms spelling of student names; coordinates orders & delivery.

**LIAISONS** (Chairperson) – Attends the respective school or club meeting & reports back to Mattlin PTA at our monthly meetings.

**Kindergarten Center**

**Old Bethpage Elementary School**

**Parkway Elementary School**

**POB JFK High School**

**Special Education PTA (SEPTA)**

**Athletic Booster Club**

**Music Association POB (MAPOB)**

**Project Challenge**

**OTHER**

**Parliamentarian** – Ensures Mattlin PTA meetings are held in accordance with our bylaws.