

# BLATTMAN ELEMENTARY PTA

# MIX *and* MINGLE

THURSDAY, JANUARY 30, 2020 | 7:45-8:45AM | SCIENCE LAB

TUESDAY, FEBRUARY 4, 2020 | 5:30-6:15PM | CAFETERIA

## MISSION

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

## PURPOSES

### To promote

the welfare of children and youth in home, school, places of worship, and throughout the community;

### To raise

the standards of home life;

### To advocate

for laws that further the education, physical and mental health, welfare, and safety of children and youth;

### To promote

the collaboration and engagement of families and educators in the education of children and youth;

### To engage

the public in united efforts to secure the physical, mental, emotional, spiritual and social well-being of all children and youth; and

### To advocate

for fiscal responsibility regarding public tax dollars in public education funding.

## VALUES

### COLLABORATION

We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

### COMMITMENT

We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.

### DIVERSITY

We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

### RESPECT

We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.

### ACCOUNTABILITY

All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

## Get in touch!

[www.blattmanpta.net](http://www.blattmanpta.net) | email: [blattmanptainfo@gmail.com](mailto:blattmanptainfo@gmail.com)/[blattmanptapresident@gmail.com](mailto:blattmanptapresident@gmail.com) | Facebook/Twitter: @blattmanpta

## **ELECTED OFFICER OPPORTUNITIES: (Executive Board Members)**

### **President**

- ❖ Coordinate the work of the officers and committees of the PTA in order to promote the Purposes;
- ❖ Appoint the chair and of each Standing Committee and Special Committee with Executive Board approval;
- ❖ Preside at all Executive and General Membership Meetings and confirm that quorum is present;
- ❖ Represent Blattman PTA as a delegate to the NISD Council of PTAs and attend Council Meetings;
- ❖ Be authorized to sign tax documents and sign on bank accounts unless prohibited by employment;
- ❖ Serve as an ex-officio member of all committees except the nominating and financial reconciliation committee.

### **First Vice President/President Elect**

- ❖ Act as an aide to the President;
- ❖ Plan and arrange programs for the five (5) general membership PTA meetings during the school year
  - September: Ice Cream Social
  - December: Holiday Program
  - February: Family Fitness Night
  - March: Open House
  - May: Movie Night
- ❖ Act as an advisor and coordinator to the following standing committees:
  - Arts Education Committee
  - Sport and Spirit Committee
  - Counselor Committee
- ❖ Serve on the Finance & Budget Committee

### **Second Vice President/Fundraising**

- ❖ Oversee all Blattman PTA fundraising activities and:
  - Coordinate fundraising efforts with the Treasurer and Executive Board to plan sufficient fundraising events to address anticipated expenditures;
  - Ensure all fundraising efforts follow the NISD policies regarding fundraising;
- ❖ Act as an advisor and coordinator to the following standing committees:
  - Fundraising Committee
  - School Store Committee

### **Third Vice President/Membership**

- ❖ Recruit, Facilitate and Maintain Records of members of the PTA.
- ❖ Encourage participation in the state membership awards program and apply for council, area, and state awards and achievements; and
- ❖ Act as an advisor and coordinator to the following standing committees:
  - Communications Committee
  - Council/Legislative Committee
  - Community Care Committee

#### **Fourth Vice President/Parent Volunteers**

- ❖ Oversee and coordinate PTA volunteer activities in the school, in cooperation with school staff;
- ❖ Plan and present the Volunteer Orientation Training within two weeks of the first day of school and serve as a resource for training volunteers in regard to their responsibilities throughout the school year;
- ❖ Maintain an e-mail distribution list of parent volunteers to be used as a resource to fill various volunteer needs as they arise throughout the school year;
- ❖ Coordinate volunteer appreciation to include event(s), thank you notes, awards or other forms of appreciation; and
- ❖ Act as an advisor and coordinator with the following standing committees:
  - Classroom Committee
  - Hospitality Committee
  - Library Committee:

#### **Secretary**

- ❖ Send notice of meetings of the members and of the executive board
- ❖ Record, maintain, & distribute minutes of all meetings of members and the executive board
- ❖ Confirm that Blattman PTA and its officers are in compliance and/or have signed required Texas PTA and NISD Council PTA policies
- ❖ Confirm that all officers have completed required PTA trainings
- ❖ File and maintain current roster of PTA Board members and Council delegates with the Council PTA by required deadlines
- ❖ Maintain the required documents of the association

#### **Treasurer**

- ❖ Custodian of all funds of the PTA and chair of budget and finance committee
- ❖ Presents written and verbal financial report at executive and general meetings
- ❖ Maintain books of account and records including bank statement, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the records retention policy.
- ❖ Make disbursements according to the approved budget of the association
- ❖ Authorized bank and (if president is prohibited by terms of employment) tax filing signer
- ❖ Present preliminary annual report, i.e. budget to actual, at the last association meeting
- ❖ Complete and file all necessary tax documents (with CPA)
- ❖ Present books of account and records to the financial reconciliation committee
- ❖ Ensure the PTA membership is trained in collection, disbursement and reporting of PTA funds received in the course of PTA activities or fundraising;
- ❖ Assist with compiling financial records at the close of the Bear Bash or other major fundraising events; and

#### **APPOINTED OFFICERS: (Executive Board Members)**

##### **Parliamentarian**

- ❖ Have a thorough understanding of the PTA Bylaws and Standing Rules and advise the presiding officer on questions of parliamentary procedure when asked
- ❖ Maintain a copy of Robert's Rules of Order to be accessible during all PTA meetings, if needed

##### **Historian**

- ❖ Place the five (5) most recent years' record of events for display in the school office or library at the start of each school year;
- ❖ The Historian will be responsible for distribution of award forms to committee chairs and submission of the completed awards to the Council and Texas PTA



## COMMITTEE OPPORTUNITIES (Committee Chairs are also Executive Board Members)

### ARTS IN EDUCATION COMMITTEE (reports to 1<sup>st</sup> VP/President Elect)

**Art Teacher PAL:** Assist art teacher with special projects and routine tasks. Year-round position, low time commitment. \*Generally serves as committee chair and votes on Exec. Board.\*\*

**Cultural Arts/Reflections Contest Coordinator:** Coordinate Blattman's participation in the National PTA Reflections program. Year-round position, low time commitment with intermittently busy periods. Contest submissions collected in Fall, judged in Winter, and awards given in Spring.

### SPORT & SPIRIT COMMITTEE (reports to 1<sup>st</sup> VP/President Elect)

**P.E. Teacher PAL/Running Club Coordinator:** Assist P.E. teacher with special projects and routine tasks. Coordinate registrations and parent volunteers for Marathon Kids Running Club. Year-round position, low to high time commitment (depending on how often you want to run with the kids!) \*\*Generally serves as committee chair and votes on Exec. Board.\*\*

**Bike Rodeo Coordinator:** Partner with Shavano Park Police Dept. for bike safety event. One-off half day event, very low time commitment with most work concentrated in the month leading up to the Rodeo. Spring or Fall depending on the school calendar and police schedules.

**Bear Dash Coordinator:** Coordinate annual fun run celebrating healthy lifestyles and the Running Club. One-off half day event, very low time commitment with most work concentrated in the month leading up to the Dash. Spring.

**Field Day Coordinator:** Partner with P.E. staff to hold friendly competition of outdoor games. One-off full day event, very low time commitment with most work concentrated in the month leading up to Field Day. Spring.

### COUNSELOR COMMITTEE (reports to 1<sup>st</sup> VP/President Elect)

**Counselor PAL:** Assist counseling staff with special projects and routine tasks. Year round position, low time commitment. \*\*Generally serves as committee chair and votes on the Exec. Board.\*\*

**Career/Multicultural Day Coordinator:** In alternating years, partner with school counseling staff to coordinate career presentation event or multicultural presentation event for students. One-off half day event, low time commitment with most work concentrated in the month leading up to the day of the event. Fall.

**Red Ribbon Week Coordinator:** Partner with school counseling staff to present week long series on drug awareness. Week long event, low time commitment with most work concentrated in the two weeks leading up to Red Ribbon. Fall.

**Programs Coordinator:** New position for 2020-2021! We are looking for someone to work with the 1<sup>st</sup> VP/President Elect to create relevant programming for parents and students throughout the year. Hoping to present 1-2 programs in 2020-21. Low to moderate time commitment.



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## COMMITTEE OPPORTUNITIES cont. (Committee Chairs are also Executive Board Members)

### FUNDRAISING COMMITTEE (reports to 2<sup>nd</sup> VP, Fundraising)

**Spirit Nights:** Partner with local restaurants to organize monthly dine-out spirit nights. Year round position, low time commitment. \*\*Generally serves as committee chair and votes on the Exec. Board.\*\*

**Bear Bash Chair:** Lead a team of volunteers to produce Blattman's major fundraising event at the end of October. Components of the event include a silent auction, sponsorships, entertainment and food. Semi-year round position; high time commitment concentrated in August, September and October. Planning begins in the Spring prior to the event.

**Box Tops/AmazonSmile Coordinator:** Coordinate Blattman's participation in the digital Box Tops for Education AmazonSmile programs. Year round position, low time commitment.

### SCHOOL STORE COMMITTEE (reports to 2<sup>nd</sup> VP, Fundraising)

**Yearbook Coordinator:** Coordinate production of annual Blattman yearbook with third-party vendor. Photography, layouts and sales. Year round position, moderate time commitment. \*\*Generally serves as chair of the committee and votes on Exec. Board\*\*

**School Picture Volunteer Coordinator:** Coordinate parent volunteers to assist photographers with school pictures. Liaise with and assist Yearbook Coordinator. Year round position (Fall & Spring picture days), moderate time commitment.

**School Supply Kit Coordinator:** Coordinate the sale and distribution of pre-packaged school supplies. Very low time commitment – organize the sale in late Spring, distribute the kits in late August just before school begins

**Spiritwear Coordinator:** Partner with third-party vendor to create and sell Blattman Spiritwear. Year-round position, low time commitment.

### COMMUNITY CARE COMMITTEE (reports to 3<sup>rd</sup> VP, Membership)

**Sister School Coordinator:** Nurture the spirit of volunteerism and philanthropy through the partnership between Blattman and Villarreal Elementary Schools. Year round position, low time commitment. \*\*Generally serves as chair of the committee and votes on the Exec. Board\*\*

**Benevolence/Scholarship Coordinator:** Work with school counselor to identify and execute community service opportunities for Blattman students and families. Liaise with school counselor where necessary on Community Fund supporting after school activities. Year round position, moderate time commitment.

**Health Awareness/Nurse PAL:** Assist school nurse with volunteers for vision/hearing screenings and other health related projects. Year round position, low time commitment.



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## COMMITTEE OPPORTUNITIES cont. (Committee Chairs are also Executive Board Members)

### **COUNCIL & LEGISLATIVE COMMITTEE (reports to 3<sup>rd</sup> VP, Membership)**

**NISD Council PTA Delegate/Founder's Day Coordinator:** Attend NISD Council meetings (5 per year) and report back to the Executive Board. Plan PTA's participation in the annual Founder's Day Banquet (Spring). Year round position, low time commitment. \*\*Serves as chair of the committee and votes on the Exec. Board.\*\*

**NISD Council PTA Alternate Delegate:** Assist the Council delegate in the completion of their duties. Attend Council meetings when the delegate cannot. Year round position, low time commitment.

### **COMMUNICATIONS COMMITTEE (reports to 3<sup>rd</sup> VP, Membership)**

**Social Media/Calendar Coordinator:** Maintain Blattman PTA calendar and social media accounts. Year round position, moderate to high time commitment. \*\*Generally serves as chair of the committee and votes on the Exec. Board.\*\*

**Website Coordinator:** Working closely with Social Media/Calendar Coordinator, maintain and update blattmanpta.net website. Year round position, moderate time commitment.

**School Directory Coordinator:** Maintain and update school directory. Year round position, low time commitment. Work concentrated in the Fall.

### **HOSPITALITY COMMITTEE (reports to 4<sup>th</sup> VP, Volunteers)**

**Luncheons/Meetings Coordinator:** Organize Fall and Winter Teacher & Staff luncheons. Foster feelings of warmth and welcome at all PTA meetings. Year round position, low to moderate time commitment with most work concentrated in the weeks leading up to the two luncheons. \*\*Generally serves as chair of the committee and votes on the Exec. Board.\*\*

**Teacher Appreciation Week Coordinator:** Coordinate activities and communications for Teacher Appreciation Week. Week long event in the Spring, low to moderate time commitment overall. Most work concentrated in the month leading up to and then week Teacher Appreciation.

### **CLASSROOM COMMITTEE (reports to 4<sup>th</sup> VP, Volunteers)**

**Room Parent Coordinator:** Oversees all room parent activities, including communication with grade level coordinators. Year round position, moderate time commitment. \*\*Generally serves as chair of the committee and votes on the Exec. Board.\*\*

**Papa Bear Coordinator:** Work with faculty coordinator to organize volunteers and sign ups/scheduling for Papa Bears program. Year round position, low time commitment.



**COMMITTEE OPPORTUNITIES cont. (Committee Chairs are also Executive Board Members)**

**LIBRARY COMMITTEE (reports to 4<sup>th</sup> VP, Volunteers)**

**Librarian PAL:** Coordinate, schedule, train and oversee all library volunteers. Assist librarian with special projects and routine tasks. Liaise with Bluebonnet Coordinator and Book Fair Coordinator as needed. \*\*Generally serves as chair of the committee and votes on the Exec. Board\*\*

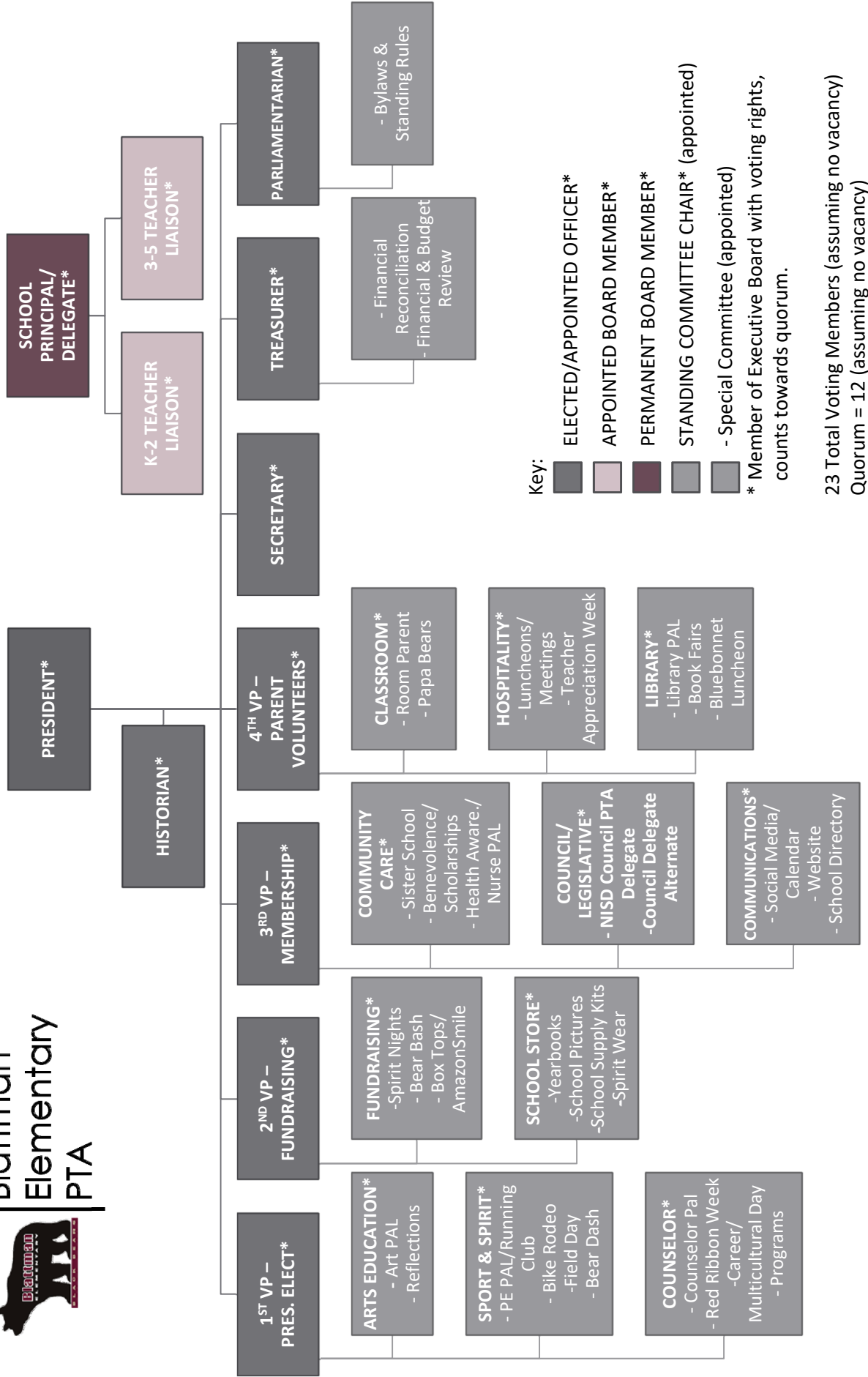
**Bluebonnet Luncheon Coordinator:** Partner with Librarian PAL and Librarian to organize reading recognition luncheon for 3rd, 4th and 5th graders. One-off lunch event, low time commitment with most work concentrated in the weeks leading up to the Luncheon. Spring.

**Book Fair Coordinator:** Partner with Librarian to organize school-wide Book Fairs; proceeds go to the Blattman library. Two week-long events, moderate time commitment with most work concentrated in the weeks leading up to and during the Book Fairs. Fall and Spring.



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# Blattman Elementary PTA



- Key:**
- ELECTED/APPOINTED OFFICER\*
  - APPOINTED BOARD MEMBER\*
  - PERMANENT BOARD MEMBER\*
  - STANDING COMMITTEE CHAIR\* (appointed)
  - Special Committee (appointed)
- \* Member of Executive Board with voting rights, counts towards quorum.

23 Total Voting Members (assuming no vacancy)  
 Quorum = 12 (assuming no vacancy)