

Appendix A. Amendments to the Central Parents Council By-laws

Date of update: November 2, 2006

Article IV: MEMBERSHIP

Section 1: We added:

If necessary, Goosehill shall be allowed a minimum of 3 representatives, but no more than 5, with at least 2 being officers.

c) (During the second CPC term of a school assoc. past president, this spot may be filled by an officer from that school organization, if the past president cannot fulfill a second term).

Section 5: We added:

In case of joint chairmanship in any given year, all co-chairs, but not exceeding three (3) will be invited to attend and will represent one vote.

Article VII: DUTIES OF OFFICERS

Section 2: The Vice-Chairperson shall: We added:

d). Oversee the coordination of the existing Welcoming Committees of each school in the District for new residents and students.

Section 4: The Treasurer shall: We added:

d) All checks must be signed by two (2) Officers of the Executive Board, preferable the Chairperson and the Treasurer.

Date of update: January 4, 2007

Article VII: DUTIES OF OFFICERS

Section 1: The Chairperson shall: We changed the wording and responsibility to:

a) Shall be responsible for the collection and distribution of the completed SIT self-nomination forms, to the individual school organization presidents. CPC shall keep a record of all applications submitted, and provide duplicate copies to those schools if more than one school has been selected on the form.

Section 3: The Secretary shall: We added:

a) including attendance/absences of Council members.

e) Shall request all school reports be emailed from each school's parent organizations at least 3 days prior to the CPC meeting. Copies of these reports shall be available to the Council. (If school reports were not received in time, the secretary shall request it is then that organization's responsibility to have copies available for Council on the day of the CPC meeting.)

Section 4: The Treasurer shall: We added:

b) Prepare an annual budget for CPC to be approved in September.

e) Switched "June" to "May"

f) Each school shall send CPC a check made out to the supplier's name by mid September.

i) Be responsible for the payment of the National PTO annual membership.

Date of update: February 1, 2007

Article VI: SELECTION OF OFFICERS

Section 2: We added:

If any school organization cannot fulfill their elected officer for the CPC Executive Board according to their rotation, the council will vote to over-ride the by-laws and appoint an officer from another school organization switching the rotation to ensure all schools are represented on the CPC Executive Board.

*The following year the rotation will resume according to the original schedule.

Section 3: *We added:*

*The Executive Board reserves the right to allow the immediate past president (of one school) to sit as BOTH the immediate past president, and a CPC Executive Board Officer (of another school), if no other volunteer steps forward to assume the position for the rotation of officers needed to fill the position.

*One person representing 2 CPC positions will only have one vote.

Date of update: April 13, 2007

Article VII: DUTIES OF OFFICERS

Section 3: The Secretary shall: *We added:*

g) Be responsible for emailing each school association Vice President of Communications any updates to be posted on their CPC web-site link.

In total, 15 amendments were changed and/or added. The proposed changes were emailed to all council members prior to the monthly meetings. Suggestions and adjustments were made. The final votes were tallied for approval at each consecutive monthly session, and the motions were met with unanimous approval.

Officers:

Chairperson; Karen Spehler

Vice-Chairperson; Lynn Dischmann

Treasurer; Debbie Kirsch

Secretary; Tracy Gutman

Date of update: January 7, 2008

Article VII: DUTIES OF OFFICERS:

CPC has voted to delete article “g” under the Secretary shall....and create this job for the Vice Chair under a new article “f”....(in Section 2: The Vice Chairperson Shall....)

(f) Be responsible for emailing the CFA school association VP of Communications any updates to be posted on their CPC web-site link. (please note that all other school association web-links and the District web-link for Central Parent Council now link directly to the CFA – Central Parent Council site.)

Officers:

Karen Spehler – co-chairperson

Lynn Dischmann – co-chairperson

Marie Strunk – vice chair

Valarie Steinberg – Secretary

Lisa Arena - Treasurer

Date of update: April 2, 2009

Article VI: SELECTION OF OFFICERS: *We changed the wording:*

Section 2: The Officers of the Council are selected by the parent organizations, in conjunction with the Executive CPC Board, based on the “Rotation of Officers” attachment to the by-laws. If any school organization cannot fulfill their elected officer for the CPC Executive Board according to their rotation, the council will vote to over-ride the by-laws and appoint an officer from another school organization switching the rotation to ensure all schools are represented on the CPC Executive Board. *The following year the rotation will resume according to the original schedule.

In total, 1 amendment was changed. The proposed changes were emailed to all council members prior to the monthly meetings. Suggestions and adjustments were made. The final votes were tallied for approval at each consecutive monthly session, and the motions were met with unanimous approval.

Officers:

Co-Chairperson; Kim Carlin

Co-Chairperson: Anne Eble

Vice-Chairperson; Nancy Vavassis

Treasurer; Sande Chmelev

Secretary; Gae Smith

Date of update: May 3, 2012

Article II: Purpose: *We changed a word:* **The *purpose* is carried out by holding regular monthly meetings at which information is shared, selected topics considered in depth, and problems identified for possible Board of Education and administration consideration. Cooperation among the member organizations is *encouraged.**

Article IV: Membership: *We changed the title:* **Section 1: The Three elementary parent organizations (WSSPTG, *LHSPTG, GPFA) shall each have....**

Article VII: Duties of Officers: *We added a line item:* **Section 2: The Vice-Chairperson shall: *g) Create and distribute the Status and Resolution sheet for each CPC meeting.**

Article VIII: Meetings: *We added a section:* *Section 7: The CPC Executive Board shall meet privately *before* each General CPC meeting to discuss outstanding issues and conduct group business.

Officers:

Helen Daly-Chairperson

Genevieve Cimino-Vice Chairperson

Michelle Sepanski-Treasurer

Lolita Reichbach-Secretary

Yolanda Giovanniello-Calendar Coordinator

Date of update: April 16, 2015

Article III: Policies: *We changed a word:* **Section 1: The structure of the independent parent organizations shall not be affected.**

Article IV: Membership: *We changed an abbreviation:* **Section 1: The Three elementary parent organizations (WSSPTG, LHSPTG, GPFA)**

Article IV: Membership: *We revised a subsection:* **Section 1: c) An immediate past president of each school's parent organization. (This spot may be filled by an officer from that school organization, if the school association past president cannot fulfill a second term.**

Article VI: Selection of Officers: *We revised a section:* **Section 3: The Officer of the Council representing a parent organization is selected from the five (or six in the case of the CFA) representatives chosen by that school's parent organization. The Executive Board reserves the right to allow the immediate past president of a parent organization to sit as both immediate past president and a CPC Executive Board Officer (of another school), if not other volunteer steps forward to fulfill the rotation of officers. * One person representing two CPC positions will only have one vote.**

Article VII: Duties of Officers:

Section 1: The Chairperson shall: *We deleted a subsection:*

c) Shall be a member of the District Committee on Shared Decision Making.

Section 1: The Chairperson shall: *We revised a subsection:*

e) Be responsible for the distribution and collection of the completed SIT self-nomination forms, to the individual school organization presidents. CPC shall keep a record of all applications submitted and provide duplicate copies to those schools if more than one school has been selected on the form.

Article VII: Duties of Officers:

Section 2: The Vice- Chairperson shall: *We revised a subsection:*

f) Be responsible for emailing the CFA school association Vice President of Communications any Status and Resolution updates to be posted on their CPC web-site link. (Please note that all other school association web-links and the District web-link for Central Parent Council now link directly to the CFA – Central Parent Council site.)

Article VII: Duties of Officers:

Section 3: The Secretary shall: *We revised subsections:*

j) Keep an accurate record of all meetings of the organization, including attendances/absences of Council members.

f) Request that all school reports be emailed from each school's parent organizations at least 3 days prior to the CPC meeting. Copies of these reports shall be available to the Council. (If school reports are not received in time, the secretary shall request that the school's parent organization have copies available for Council on the day of the CPC.)

Article VII: Duties of Officers:

Section 3: The Secretary shall: *We added a subsection:*

f) Be responsible for emailing the CFA, WSSPTG, LHSPTG and GPFA Vice President of Communications minutes and reports

In total, 10 amendments were changed and/or added. The proposed changes were emailed to all council members prior to the monthly meetings. Suggestions and adjustments were made. The final votes were tallied for approval and the motions were met with unanimous approval.

Officers:

Chairperson: Beth Packert

Vice-Chairperson: Wendi DeSchutter

Treasurer: Lolita Reichbach

Secretary: Sarah Trust

Date of update: April 27, 2018

Article IV: Membership: *We added the organization's name change*

Section 3: Two (2) representatives from Special Education Parent Teacher Organization (SEPTO).

Section 6: removed the asterisk (*)

Article VI: Selection of Officers: *We added a term limit*

Section 1: The Officers of the Council shall serve a term of one year, with a term limit of no more than 4 consecutive years.

Article VII: Duties of Officers:

Section 1: *We added to subsection e:*

- e) If the number of self-nominations exceeds allotted membership, names will be drawn by lottery by the CPC chairperson and the CPC Board at a public meeting. All parents who have submitted self-nomination forms will be contacted by the CPC Chair by May 1. SIT Parent Committee members will be named at the final CPC meeting in May.

Section 2: *We removed subsection d and moved it to Section 3 (Secretary duties)*

Section 3: *We changed a word in subsection c, revised subsection g, and added a subsection(h) from Section 2 with some revisions*

- c) Post all approved minutes at the district office and ensure that all buildings *receive* a copy.
g) Be responsible for emailing all CPC members minutes and reports.
h) Be responsible for emailing the CFA school association *Vice President* of Communications all meeting documents, reports, and minutes to be posted on their CPC web-site link. (Please note that all other school association web-links and the District web-link for Central Parent Council should now link directly to the CFA – Central Parent Council site.)

Article VIII: Meetings

Section 2: *We added a word:* The organization shall hold no fewer than eight, *scheduled*, general meetings annually.

In total, 9 amendments were changed and/or added. The proposed changes were emailed to all council members prior to the monthly meetings. Suggestions and adjustments were made. The final votes were tallied for approval and the motions were met with unanimous approval.

Officers:

Chairperson: Nicole Prizzi

Vice-Chairperson: Sarah Trust

Treasurer: Jill Seiman-Mayer

Secretary: Colleen Haskell

Date of update: May 2, 2019

Revision made: Moved amended changes as an “Appendices” and added other template documents and materials to guide future Central Parent Council board members.

Revision made: Globally made edits to make document and verbiage consistent, this does not include the revision history section. Including:

- Fixing spacing
- Making number shown as both spelled out number and numerical number in parenthesis i.e. five (5)
- Making mentions of CPC / the Council consistent across document
- Made capitalization consistent across the By-laws for By-laws, Officer, Council

Article I: NAME

Revision made: Added “or the Council”

Article II: PURPOSE

Revision made: Second paragraph: Changed problems to issues

Article III: POLICIES

Revision made:

- Section 5: replaced "sponsor" with "facilitate"

Article IV: MEMBERSHIP

Revisions made:

Added line above sections: Membership of the Council is comprised of:

- Section 1, first sentence: made "T" lowercase for three and added word "school"
- Section 1: spelled out parent group names and replaced Goosehill with GPFA in second mention and added s
- Section 2, first sentence: changed to "school parent organization Cold Spring Harbor Parent Teacher Group (CSHPTG)"
- Section 2 a,b,c: changed "each school's" to "the school's"
- Section 3: added "the"
- Section 5: removed "the" before FOCUS name added comma after (3)
- Section 6: added "Arts Booster Club" to the membership list and revised numbering following adding them under section 6.

Article 5: DUTIES OF MEMBERSHIP

Revisions made:

- Section 1: made "meetings" lowercase
- Section 2: Changed line from: Only those designated members are eligible to vote. TO: Only Council members are eligible to vote on Council matters.

Article VI: SELECTION OF OFFICERS

- Section 2: first sentence, changed verbiage from "Executive CPC Board" to the "CPC Executive Board"
- Section 3: first sentence, changed verbiage from "...is selected from the five (5) (or six (6) in the case of the CFA) representatives chosen by that school's parent organization" to "shall be selected from the Council membership or from the past executive board of the parent organization."

Article VII: DUTIES OF OFFICERS

- Section 3h: Under Secretary responsibilities item, changed from sending documents to "CFA school association Vice President of Communications" to "Cold Spring Harbor School District Executive Director of Instructional and Administrative Technology"
- Section 4g: Under Treasurer responsibilities item, removed "...FOCUS, and Cultural Arts Committees, and all applicable volunteers" because these organizations are currently not listed under the Officers Liability Insurance.
- Section 4h: Removed sentence "Be responsible for the payment of the National PTO annual membership." because as of 2019 the Council does not pay into National PTO annual membership.

Article VIII: MEETINGS

- Section 2: changed "organization" to "the Council"

Officers:

Chairperson: Jill Seiman-Mayer

Vice-Chairperson: Colleen Haskell

Treasurer: Edina Bobelian

Secretary: Nicole Prizzi

Appendix B. Rotation of Central Parent Council Officers

Year	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
Chairperson	WSS	LHS	CFA	GPFA	WSS	LHS	CFA	GPFA	WSS	LHS	CFA
Vice-Chair	LHS	CFA	GPFA	WSS	LHS	CFA	GPFA	WSS	LHS	CFA	GPFA
Secretary	CFA	GPFA	WSS	LHS	CFA	GPFA	WSS	LHS	CFA	GPFA	WSS
Treasurer	GPFA	WSS	LHS	CFA	GPFA	WSS	LHS	CFA	GPFA	WSS	LHS

Appendix C. Board of Education Appreciation Month

October is School Board Appreciation month in New York State. As a gesture of our appreciation and to build awareness of the vital function an elected board of education plays in our communities the Council attends the October Board of Education Meeting and presents Board of Education elected officials with a thank you gift. Gifts are budgeted in the Council budget and should not exceed \$30.00 per gift. The Council chairperson presents the Thank You token.

Appendix D. District Staff Appreciation Lunch Process

Below are steps taken to execute the Staff Appreciation Lunch:

1. Assign CPC member to organize lunch
2. Look for volunteers
3. Create invitations
4. Get list of invitees from superintendent's assistant and send out invitations
5. Coordinate table set up
6. Coordinate luncheon set up day of
7. Coordinate contributions day of
8. Coordinate clean-up day of

Appendix E. School Improvement Teams Nomination Process & Nomination Form

- The Council chairperson works with school principals and district leaders to make sure SIT form is updated with correct date information (highlighted in blue on next page) and confirm that no changes are required
- The Council chairperson announces and distributes the SIT nomination request for candidates at the April Council meeting
- If possible, each school PTG should inform their constituents about open SIT position and the form should be emailed out through weekly communications.
- Forms should be mailed but can also be emailed to the Council chairperson to collect.

SIT NOMINATION FORM:
Cold Spring Harbor Central School District
SHARED-DECISION MAKING SCHOOL IMPROVEMENT TEAM (SIT)
SELF NOMINATION FORM SCHOOL IMPROVEMENT TEAM NOMINATION FORM

This parent self-nomination form is for the purpose of putting together our School Improvement Team (SIT) for the 2019-2020 school year. The purpose of SIT is to improve the educational performance of all students in the schools through the collaborative participation of team members in the decision-making process.

- Each school's team consists of teachers, administrators and parents.
- One of our parent representatives from each school must be a parent of a special education student.
- Each team is required to meet at least once a month from September to June, and to the extent possible, the meetings will be scheduled at the end of the regular school day.
- One parent per household, per school enrolled is eligible for nomination.
- If you are currently sitting as a member of SIT, it is necessary to resubmit you name.
- The term of office is for one year, not to exceed a 3-year term.

If you will be able to commit to these meetings and have the desire to participate in this very important and innovative process, please complete the form below.

1) Name: _____

Email: _____

2) Please indicate the school you wish to represent (Note: your child must attend the school you represent as of September 2019)

- ___ **Goosehill Primary School (4 representatives needed)**
- ___ **Lloyd Harbor (4 representatives needed)**
- ___ **West Side School (4 representatives needed)**
- ___ **Cold Spring Harbor Jr/Sr High (6 representatives needed)**

3) ___ I would like to serve as a parent of a student with special needs (1 representative per school needed)*

*** Your child must have an individualized educational plan**

4) Indicate the grade your children will enter in the fall of 2019 _____

5) Indicate the year(s) and school(s) of SIT in which you participated: _____

6) Please write a brief sentence or two as to why you would like to serve as a SIT parent member.

If you have any questions about the SIT Committee, please contact your school principal.

Please return this form to the District Office (attn.: CPC Chairperson) **no later than April 17th, 2019.**

Cold Spring Harbor Central School
District The Francis Roberts Community
Center 75 Goosehill Rd
Cold Spring Harbor, NY 11724
Attn: CPC Chairperson

**F. Board of Education *Meet the Candidate* Night Process &
Sample Invitation for Candidates**

- The Council chairperson will confirm with District Superintendents Office who the list of candidates are
- The Council chairperson will then email the candidates an invitation for the *Meet the Candidates* night and include a request for biographical information, see form below.
- It is recommended that guests to the *Meet the Candidates* night put their questions on index cards when they enter the event. The Council chairperson will collect the index cards/questions prior to the start of the event and will read off all questions to the candidates.
- The Council Chairperson will try and ensure questions are balance across topic areas and that all questions are asked during the event.

EMAIL INVITATION FOR BOARD OF EDUCATION CANDIDATES:

Dear **NAME**,

You are cordially invited to participate in a Meet the Candidate's Night on **DATE/TIME** at the District Office.

Each year the Central Parents Council (CPC) holds a *Meet the Candidates Night* and prints information submitted by school board candidates. The CPC does this as a public service to the community because it believes that informed citizens will strive for better schools and a better community.

Please complete the enclosed form and return by email (**COUNCIL CHAIRPERSON EMAIL**) by **DATE**. Your answers to the questions will be printed verbatim. Brief answers would be appreciated.

The information received will be distributed to the community at *Meet the Candidates Night* and emailed through our PTGs.

Candidates are expected to meet with the moderators 10 minutes before the event begins to review the format.

For your reference, the format will be:

Three Minute Presentation on Qualifications

Questions read by the moderators

One Minute answers to the questions; no rebuttals permitted

Two Minute Closing Statement

Written statements by candidates who cannot attend the forum will not be read. No campaign literature can be distributed at the forum.

RSVP by **DATE**.

Sincerely,

NAME
CPC Chair

ATTACHMENT FOR EMAIL TO BOARD OF EDUCATION CANDIDATES:

Candidate for Cold Spring Harbor School District
Board of Education Biography

Name:

Address:

Phone:

Resident in District Years.

Number of children currently attending public school:

Goosehill:

Lloyd Harbor/West Side:

Cold Spring Harbor Junior High:

Cold Spring Harbor High School:

Education: List names of schools attended/degrees received:

Professional/Business/Personal Experience and/or Expertise:

Community Activities: