

## **By-Laws of the Central Parent Council**

### **Article I: NAME**

The name of this organization shall be the Central Parent Council (CPC or the Council) of the Cold Spring Harbor Central School District.

### **Article II: PURPOSE**

The *purpose* of the Council is to coordinate and facilitate communication between the District school parent organizations and administration, staff, Board of Education, and community.

The *purpose* is carried out by holding regular monthly meetings at which information is shared, selected topics considered in depth, and issues identified for possible Board of Education and administration consideration. Cooperation among the member organizations is encouraged.

### **Article III: POLICIES**

**Section 1:** The structure of the independent parent organizations shall not be affected.

**Section 2:** The Council shall be non-commercial, non-sectarian, and non-partisan.

**Section 3:** The Council shall not be involved with implementing administration activities and policies.

**Section 4:** The Council shall not be a policy-making body nor may it or its Officers endorse programs or goals of outside organizations.

**Section 5:** The Council shall facilitate at least one (1) but not more than two (2) *Meet the Candidate Nights* at election time.

**Section 6:** The Council shall request funds from the parent organizations by vote of the Council.

**Section 7:** The Council members may not be members of the Board of Education.

**Section 8:** The Council shall be guided by Robert's Rules of Order.

**Section 9:** The By-Laws should be reviewed at least every three (3) years.

## Article IV: MEMBERSHIP

Membership of the Council is comprised of:

**Section 1:** The three (3) elementary school parent organizations (West Side School Parent Teacher Group [WSSPTG], Lloyd Harbor School Parent Teacher Group [LHSPTG], Goosehill Parent Teacher Group [GHPTG]) shall each have five (5) Council representatives. If necessary, the GHPTG shall be allowed a minimum of three (3) representatives, but no more than five (5), with at least two (2) being Officers.

- a) Two (2) Officers of each school's parent organization.
- b) Two (2) additional representatives from each school's parent organization.
- 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).

**Section 2:** The Junior/Senior High school parent organization (Cold Spring Harbor Parent Teacher Group [CSHPTG]) shall have six (6) representatives.

- a) Two (2) Officers of the school's parent organization.
- b) Three (3) additional representatives from the school's parent organization, with at least one (1) being a Junior High parent.
- c) An immediate past president of the school's parent organization.

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

**Section 4:** One (1) representative from the Cultural Arts Committee (CAC). 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 (1) vote.

**Section 5:** One (1) representative from Families of the Community United with Schools (FOCUS). 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 (1) vote.

**Section 6:** One (1) representative from Families of the Arts Booster Club. 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 (1) vote.

**Section 7:** Principals of the District schools, ex officio.

**Section 8:** Superintendent of the District schools, ex officio.

**Section 9:** The immediate past Chairperson of the Council.

**Section 10:** The names of the next year's CPC Executive Board shall be presented at the May Council meeting. If the incoming slate is incomplete by the May meeting, the Execu-

tive Board will be announced as soon as possible, either via email or at the next meeting in September.

### **Article V: DUTIES OF MEMBERSHIP**

**Section 1:** Members are required to attend all Council meetings.

**Section 2:** Only Council members are eligible to vote on Council matters.

**Section 3:** Members are responsible to report back to the general membership of their parent organizations.

**Section 4:** It is recommended that all members attend regularly scheduled Board of Education meetings.

**Section 5:** It is incumbent upon the parent organization to replace a Council member who has been absent without cause for three (3) Council meetings.

### **Article VI: SELECTION OF OFFICERS**

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

**Section 2:** The Officers of the Council are selected by the parent organizations, in conjunction with the CPC Executive Board, based on the “Rotation of Officers” attachment to the By-Laws. If any school organization cannot elect an Officer for the Council’s 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 Council’s Executive Board. \*The following year, the rotation will resume according to the original schedule.

**Section 3:** The Officer of the Council representing a parent organization shall be selected from the Council membership or from the past executive board of the parent organization. \*The Executive Board reserves the right to allow the immediate past president of a parent organization to sit as both the immediate past president and the Council’s Executive Board Officer (of another school), if no other volunteer steps forward to fulfill the rotation of Officers. \*One (1) person representing two (2) the Council’s positions will only have one (1) vote.

**Section 4:** The Chairperson and Vice-Chairperson of the Council shall have been previous members of the Council.

**Section 5:** An Officer of the Council may not also be serving as President of a parent organization.

**Section 6:** An Officer of the Council must have a child in the school that he/she represents. If this is not possible, the Officer must have had a child in that school within the prior two (2) years.

**Section 7:** The names of the next year's Council Officers shall be presented at the May Council meeting.

### **Article VII: DUTIES OF OFFICERS**

**Section 1:** The Chairperson shall:

- a) Preside at all meetings of the Council.
- b) Attend Board of Education meetings or appoint a representative.
- c) Represent the organization in networking with outside sources or may appoint a representative.
- d) Prepare for and represent the parent organizations when honoring the Board of Education at the October Board meeting.
- e) Be responsible for the distribution and collection of the completed SIT self-nomination forms, to the individual school organization presidents. The Council 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. If the number of self-nominations exceeds allotted membership, names will be drawn by lottery by the Councils chairperson and the Council's 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 the Council's meeting in May.
- f) Assist the Superintendent in planning the *Parent Leader Conference* held in May.
- g) Assist the Superintendent's secretary in the planning and preparing of a guest list for the Parent Leader Conference.
- h) Host and moderate the Meet the Candidates Night in May.
- i) Facilitate the coordination of calendar dates for the School District calendar with each parent organization and the School District.
- j) Preside over the transfer of materials from outgoing Officers to their successors in June.
- k) Serve on the Council as a member for one year following the end of his/her term.

**Section 2:** The Vice-Chairperson shall:

- a) Serve in the absence of the Chairperson.
- b) Distribute copies of the By-Laws to all new members and when needed.
- c) Ensure that members adhere to the By-Laws.
- d) Create and distribute the Status and Resolution sheet for each CPC meeting.

- e) Perform the duties assigned to him/her by the Chairperson.

**Section 3: The Secretary shall:**

- a) Keep an accurate record of all meetings of the organization, including attendances/absences of Council members.
- b) Record the minutes of the organization's meetings and distribute the minutes at each meeting for approval.
- c) Post all approved minutes at the district office and ensure that all buildings receive a copy
- d) Distribute approved minutes to the Superintendent and all building administration.
- e) Conduct the official correspondence of the organization.
- f) Request that all school reports be emailed from each school's parent organizations at least three (3) days prior to the Council's 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 Council's meeting.)
- g) Be responsible for emailing all CPC members minutes and reports.
- h) Be responsible for emailing the Cold Spring Harbor School District Executive Director of Instructional and Administrative Technology all meeting documents, reports, and minutes to be posted on the district website.
- i) Perform the duties assigned to him/her by the Chairperson.

**Section 4: The Treasurer shall:**

- a) Be responsible for receiving all monies of this organization.
- b) Prepare an annual budget for the Council to be approved in September.
- c) Keep accurate records of the receipts and expenditures.
- d) Pay our funds with approval of the Officers of the Council. All checks must be signed by two (2) Officers of the Executive Board, preferably the Chairperson and the Treasurer.
- e) Prepare and submit a report of receipts and expenditures of the past year at the May meeting.
- f) Be responsible for the procurement of Officers Liability Insurance and Bond Coverage for the Council Officers.
- g) Perform the duties assigned to him/her by the Chairperson.

## **VIII: MEETINGS**

**Section 1: The Officers and members shall be prepared to start the Council meetings promptly at 9:00 AM in the Community Center.**

**Section 2: The Council shall hold no fewer than eight (8), scheduled, general meetings annually.**

**Section 3:** Special meetings may be called by the Chairperson or upon the request of two (2) other Officers.

**Section 4:** Every attempt must be made to notify the administration and parent community when a meeting date has been changed or when a special meeting is scheduled.

**Section 5:** Sub-committees may be formed as needed. The Chairperson of the sub-committee should be a current CPC member. Those serving on the sub-committee do not necessarily have to be a CPC member.

**Section 6:** Among the general public, only the legal guardians of at least one child currently enrolled at and attending a school in the Cold Spring Harbor Central School District are permitted to attend CPC meetings. Additional eligible attendees are current members of the CSH Board of Education; current district employees; and guests specifically invited by the CPC Executive Board to speak to the parent community at a meeting. All eligible attendees may participate in meeting discussions.

**Section 7:** The CPC Executive Board shall meet privately *before* each General CPC meeting to discuss outstanding issues and conduct group business.

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Adopted: 11/17/93

Revised: 4/4/94, 5/22/96, 5/20/98, 10/22/98, 11/19/98, 5/20/99, 9/27/00, 2/10/00, 1/23/03, 11/02/06, 1/4/07, 2/01/07, 4/13/07, 1/4/08, 4/02/2009, 5/3/2012, 4/16/2015, 4/27/18, 5/2/19, 5/31/23

## **IX: APPENDICES:**

- A. Amendments to the Central Parents Council By-laws
- B. Rotation of Central Parent Council Officers
- C. Board of Education Appreciation Month
- D. District Staff Appreciation Lunch Process
- E. School Improvement Teams Nomination Process & Sample Form
- F. Board of Education Meet the Candidate Night Process & Sample Invitation for Candidates

## **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

**Date of Update: May 31, 2023**

*Revision made:* Moved amended changes into “Appendix A” and added other template documents and materials in the Appendices to guide future CPC Executive Boards.

**Article IV: MEMBERSHIP**

*Revisions made:*

Section 1: Changed “Goosehill Parent Faculty Association [GPFA]” and a subsequent use of “GPFA” to “Goosehill Parent Teacher Organization [GHPTG]” and “GHPTG.”  
 Section 10: Changed “Council members” to “Executive Board members of the Council” and added “If the incoming slate is incomplete by the May meeting, the Executive Board will be announced as soon as possible, either via email or at the next meeting in September.”

## **Article V: DUTIES OF MEMBERSHIP**

*Revision made:*

Section 2: Added a period at the end of the sentence.

## **Article VII: DUTIES OF OFFICERS**

*Revision made:*

Section 4: We removed “Coordinate orders for pocket calendars at the June Calendar meeting to be distributed and paid for by each school in September. Each school shall send CPC a check made out to the supplier’s name by mid-September.” (The CPC has stopped ordering and distributing pocket calendars.)

## **Article VIII: MEETINGS**

*Revisions made:*

Section 4: Changed “general public” to “the administration and parent community.”

Section 6: Changed the text to “Among the general public, only the legal guardians of at least one child currently enrolled at and attending a school in the Cold Spring Harbor Central School District are permitted to attend CPC meetings. Additional eligible attendees are current members of the CSH Board of Education; current district employees; and guests specifically invited by the CPC Executive Board to speak to the parent community at a meeting. All eligible attendees may participate in meeting discussions.”

Officers:

Chair: Jennifer Kornreich Cahn

Vice-Chair: Michele Gulitti

Secretary: Joann Kuncewitch

Treasurer: Bernadette Flynn

**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	
Chairperson	WSS	LHS	CFA	GPF A	WSS	LHS	CFA	GPF A	WSS	LHS	CFA
Vice-Chair	LHS	CFA	GPF A	WSS	LHS	CFA	GPF A	WSS	LHS	CFA	GPF A
Secretary	CFA	GPF A	WSS	LHS	CFA	GPF A	WSS	LHS	CFA	GPF A	WSS
Treasurer	GPF A	WSS	LHS	CFA	GPF A	WSS	LHS	CFA	GPF A	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 Executive Board of 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 (current version is on the next two pages) and confirm that no changes are required.
- The Council chairperson announces and distributes the SIT nomination request for candidates by no later than the April Council meeting.
- If possible, each school PTG should inform their constituents about open SIT positions and the form should be emailed out through weekly communications.
- Forms can be emailed or mailed to the Council for the chairperson to collect.

**SELF-NOMINATION FORM FOR THE 2023-24 CSH DISTRICT SHARED DECISION-MAKING SCHOOL IMPROVEMENT TEAM (SIT)**

We are in the process of putting together our School Improvement Team (SIT) for the **2023-2024** school year. The purpose of SIT is to improve the educational performance of all students in the district's schools through the collaborative participation of team members in the decision-making process. Each school's team consists of teachers, administrators, and parents.

- One parent representative for each school must be a parent of a student with special needs.
- Each team is required to meet at least once a month from September to June. 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.
- Even if you are currently serving as a member of SIT, **it is necessary to resubmit your name.**
- The term of office is for one year, not to exceed three one-year terms.
- 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, phone number, and email:

2) Please indicate all schools you wish to represent (Note: one of your children must attend whichever school you represent as of Sept. 2023.)

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

3) Would you like to serve as a parent of a student with special needs? (One representative per school needed. Please note that your child must have an individualized educational plan.)

\_\_\_\_\_yes    \_\_\_\_\_no

4) Please indicate the grade(s) your child(ren) will enter in Sept. 2023: \_\_\_\_\_

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

6) Indicate the school(s) and year(s) for which you have already served on a SIT team:

If you have any questions about the SIT Committee, please contact your school principal. Please return this form via email to CPC Chair [NAME OF CHAIR] (EMAIL ADDRESS) **no later than May 16, 2023 at 11:59 PM.**

## **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.
- Candidates will not be permitted to have electronic devices such as laptops or smart-phones open in front of them during the event.

## SAMPLE EMAIL INVITATION FOR BOARD OF EDUCATION CANDIDATES:

Dear BOE Candidates,

Thank you so much for stepping up to offer your time and talents to the CSH school district! On behalf of the Central Parent Council, we would like to take this opportunity to invite you to a “Meet the Candidates Night” on [DATE], at [TIME] in the PAC, where we will be moderating the event. The CPC Board is currently soliciting questions from the community; all questions must be received by the CPC Board prior to the meeting, and they may be edited or combined in composite form. While the live audience will not be able to pose new questions spontaneously, the questions that are sent in will not be made known to you ahead of time. We will be largely following the Suffolk Region PTA guidelines, which we are attaching here, so you can prepare and time your statements accordingly. **(Depending upon the number of questions received, we may be able to provide you with time closer to 2 minutes than 1 minute for each response to the questions. We will let you know by the weekend of [DATE].)**

The CPC will also disseminate biographical information submitted by the candidates as a public service to the community. Please **type** your answers into the attached form and return it to the CPC email address, [CentralParentCouncil.CSH@gmail.com](mailto:CentralParentCouncil.CSH@gmail.com) by [DATE]. Your answers to the questions will be printed verbatim, with the caveat that we will remove any editorializing remarks or non-germane responses to the information solicited (ie appending a comment like “which will help me serve the district well” etc to your responses). Please, just the facts: you will have time to editorialize and state your case at the event itself! Brief answers would be appreciated. The information you provide will be made available to the community at Meet the Candidates, and additionally emailed via our PTGs. This is the only written material to be distributed at the event; no campaign literature can be distributed at this forum.

Candidates are expected to meet with the moderators ten minutes before the 7 PM start time in order to review the event format.

For your reference, the format will be:

- (1) Opening statement/presentation of qualifications to run for BOE (3 minutes each)
- (2) Q&A —questions to be read by CPC moderator; answers will be either one or two minutes per candidate depending upon the total number of questions submitted by the community. No rebuttals will be permitted during this portion of the evening.
- (3) Closing statement (2 minutes each). Candidates may make rebuttals only during the course of their closing statement.

The forum will adjourn at or close to 10 PM.

Looking forward to seeing you on [DATE] for an informative evening!

Best wishes,

The CPC Executive Board [include names of officers]

**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: