



Kramer Lane PTA

PTA COMMITTEE RESPONSIBILITIES

ARTS & EDUCATION: Coordinate with the music teacher and Principal to choose assembly programs that support the arts. This committee focuses on bringing arts into our school.

AUDIT COMMITTEE: Committee members conduct an audit of the Kramer Lane PTA financial books and records. Volunteers need not have an accounting/financial background. Committee needs four (4) Members. Committee meets in the summer preceding the school year.

AUTHOR VISIT: Coordinate with school Librarian. PTA purchases a book for each child for the author to sign, purchase labels for the author to sign in advance, and attend assembly to help with the event.

BEAUTIFICATION INDOOR: Prepares bulletin boards and main lobby before the first day of school and for seasonal decorations in the main hallway and at all entrances.

BEAUTIFICATION OUTDOOR: Responsible for clean-up and seasonal planting of the garden area surrounding the Kramer Lane sign. (Decorating and planting schedule can be set whenever, as long as access to the building is allowed)

BAM – BETHPAGE ASSOCIATION OF MUSIC: Two volunteers are needed for this committee to attend the monthly meetings of BAM and report back to Kramer lane at the next Kramer Lane PTA Meeting (either in person or through a summary sent to the Board for presentation).

BIRTHDAY CLUB: Creates a display in the cafeteria which is updated monthly with names of children celebrating a birthday that month. The PTA presents each child with a small “birthday gift” at the end of each month. (One committee member must be at school 1 day per month to hand out gifts)

BLOOD DRIVE: Coordinates and assists the Principal in running the Kramer Lane Blood Drive. The committee advertises throughout the school, school district and community. Coordinate with the class parents to recruit blood donors. Work with Principal to coordinate the Little Doctors program.

BOARD OF EDUCATION (BOE) REPRESENTATIVE: Two volunteers are needed for this committee to attend the monthly meetings of the BOE and report back to Kramer Lane at the next Kramer Lane PTA Meeting (either in person or through a summary to the Board for presentation). BOE Meetings usually held the last Tuesday evening of the month.

BOOK FAIR: Students are given the opportunity to purchase books. The committee members coordinate with the book company and organize the event and also assist in purchasing a book for each child in the school as a gift from the PTA. This event should coincide with the end of our PARP (Parents as Reading Partners) program and Kramer Lane’s K-5 school theme. Students shop with their class. Second Book Fair optional depending on volunteers and school calendar.

BOOSTERTHON: Chairperson and committee members coordinate a Fun Run for students. Committee members need to be at school to decorate, create kick off assembly, hand out prizes, take pictures and set up/clean up/run the actual Fun Run. This is a week-long event in the fall.

BOX TOPS AND LABELS FOR EDUCATION. – The committee collects various items from different corporate sponsors and forwards them for either cash or educational items for our school. The major two sponsors are: a) General Mills - sponsors a program which will redeem box tops from many food items for cash; and, b) Campbell Soup Company - sponsors a program to redeem labels from many food items.



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BUDGET COMMITTEE: Committee partners with the PTA Executive Committee to develop the PTA budget for the following school year. Volunteers need not have an accounting/financial background. Committee meets in the summer preceding the school year.

CLASS PARENT SELECTION COMMITTEE: Partners with the Kramer Lane Executive Committee to choose the class parents for each class. Committee members cannot be Class Parents. The responsibilities include: Orientating new class parents, confirming class parents are PTA members, confirming that class parents attend three (3) PTA meetings during the year. A flyer will be sent out after school begins for volunteers to be the CLASS PARENTS. This is separate from the selection committee.

CLASS PICTURES – Coordinates individual and class pictures that are taken in the fall. The committee coordinates with the photographer on the date scheduled in the school calendar, collects the picture orders and distribute the pictures upon arrival.

COUNCIL DELEGATE – Committee member attends the monthly evening meeting of the PTA Council and report back to our unit on the matters discussed at the next general PTA Meeting (If you cannot attend the PTA meeting, notes can be sent to PTA Executive Committee for presentation to membership).

EVENING FUNDRAISER: Chairperson and committee members solicit and coordinate donations, prizes, and plan the event. Event theme and venue will be decided by committee.

FAMILY FUN NIGHT - The committee coordinates a family evening event to be held as a fundraiser for the PTA. The committee members will work with the PTA Board in determining an event (Typically this is Friday night BINGO) around the third week of January.

FAMILY MOVIE NIGHT – Committee coordinates an entertaining evening including an age appropriate film and snacks/beverages for a group of PTA members and their children. Previously done as a give back at no charge to PTA members. Committee members should expect to attend two evening meetings to prepare for the event and then be available to attend/assist at the event. Advanced RSVP was required.

FATHER'S DAY SALE: This is held on the Thursday and Friday before Father's Day. Students have the opportunity to "shop" for the gift items. The chairperson and committee are in charge of obtaining the items to be sold (on consignment) and coordinating the set-up and sale.

FIELD DAY – On this special day the entire student body is divided into the Blue Team and the Gold Team (our school colors). Games of physical challenge take place in our school yard (which the gym teachers coordinate). The chairperson and committee members purchase the items for lunch for the children and coordinate volunteers to serve the lunch and water during the games. They also take orders for field day T-shirts prior to the day.

FIFTH GRADE EVENTS: Special events are planned for our graduating class under the direction of two chairpersons (1 prior 4th grade parent and one selected by the committee). Activities and responsibilities include purchasing of T-shirts with the class names; assistance at the gym show; fifth grade activity day in June; organize the scholarship raffle at the gym show and coordination of fifth grade graduation and party.

FIRST DAY FOLDERS: Collects and photocopies information for inclusion in folders to be given out on the first day of school. Committee meets prior to the beginning of the new school year to prepare the contents of the folder and prepare the folders.

FOURTH GRADE PARENT: Works with Fifth Grade Events Committee so that the fifth grade parents can participate in special events with their children. These two parents will chair the Fifth grade events and Yearbook committees the following year. PLEASE NOTE: This is limited to TWO Fourth Grade Parents. If there are more than two volunteers, the Executive Committee will have the final selection of Fourth Grade Parents.



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FUNDRAISING WAYS AND MEANS: Committee members coordinate fundraising efforts for the PTA. These are coordinated throughout the year and would include distribution of information, collection of funds and distribution of goods. Coordinate various fundraising events to be determined by the committee members (i.e. Kids Stuff books).

HALLOWEEN NOON HOUR CARNIVAL: Halloween carnival is held during the noon hour with games set up for the kids to participate in at recess. Committee coordinates purchase of small prizes for the games, coordination of the games themselves. Committee chair also coordinate volunteers to manage the games and assist the children. All volunteers are asked to wear costumes.

HALLOWEEN IN THE HALLS: Coordinates and represents Kramer Lane at Halloween in the Halls at the High School. Decorate a classroom and works the room during the event.

HOLIDAY BOUTIQUE: This sale takes place in December. Children are given the opportunity to “shop” for gifts for their family and friends. The chairperson and committee members purchase and price the merchandise and organize volunteers to serve as salespeople and help “shoppers” who need assistance.

HOLIDAY PIE SALE: Manages and runs the holiday pie sale. Work with vendor on pricing of pies. Distributes and collects pie order forms in the backpacks. Manages pie distribution process, usually occurs the Wednesday before Thanksgiving.

HOSPITALITY: This committee is responsible for the refreshments at PTA meetings and special board meetings held at Kramer Lane. Responsibilities include set up and clean up.

LIP SYNC: This committee chooses a theme, picks songs, oversees practices, and coordinates with high school. Show is put on in the BHS Theater. Committee members must be available for practices with the according to volunteers schedules. Performance is on a Friday evening usually held in late February or March.

MEMBERSHIP: The chairperson and committee members collect the dues from the Kramer Lane families and staff, issue membership cards and accurately report our membership to New York State PTA.

MOM'S SHOPPING NIGHT: The chairperson and committee members would plan the event together. Committee members will be responsible for organizing and selecting vendors to come sell items at the event. The venue and all details of the event will be created by the committee.

MOTHER'S DAY PLANT SALE: This event takes place on the Thursday and Friday before Mother's Day. The chairperson and committee members purchase and price the merchandise and organize volunteers to serve as salespeople and help “shoppers” who need assistance.

NOON HOUR GAMES - Committee works with the gym teacher to help replenish games for indoor recess.

PARP - (Parents as Reading Partners) a one to four week program (as decided by the committee along with the Principal), aimed at parents reading with their children for a minimum of 15 minutes a day, 7 days a week for the duration of the event aimed to increase to family engagement in education and support literacy training. Chairperson and committee members select a theme for the event. They create a take home program designed to help the children keep track of the time they read with their families. Prizes and incentives are given to students. Often individual and class prizes are awarded.

RED RIBBON WEEK: Coordinates red ribbon week, a national PTA event. This week's events celebrate drug awareness and prevention. The committee is responsible for selecting the Kramer Lane Red Ribbon theme, arranging activities for each day during the week, decorating the school and developing communications.



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REFLECTIONS – The Reflections Contest is a national PTA contest in which the students produce entries in the areas of literature, art, photography and music. The Reflections’ committee is responsible to send out flyers to teachers and students informing them of the contest. The committee gathers all the entries and arranges them for judging, bring and pick up the final entries to the Nassau District Judging Location and fill out and distribute certificates to all participating students.

SCHOLARSHIP READING: Committee members meet one day during the year (usually first Monday or Friday in May) and review scholarship applications. They choose three (3) High School students who attended Kramer Lane who will receive the scholarships.

SPIRITWEAR – The chairperson and committee members select the vendor and participate in the design and selection of Spiritwear items for both a fall and a spring sale. The committee designs the order form and distributes it to the students. Additionally, committee members sell merchandise at Kramer Lane events. Orders are collected and filled then distributed to the students.

SUMMER READING – The chairperson is responsible for contacting the reading teacher in September, receiving a list of all the children who participated in the summer reading program, ordering gifts and filling out certificates for the children.

TEACHER WELCOME BACK LUNCHEON: The Welcome Back Luncheon will be held during the third week of school. Committee organizes a lunch in the teachers’ lounge from 11:00 a.m. to 2:00 p.m. This should be coordinated prior to school opening in September.

TEACHER APPRECIATION WEEK - Teacher appreciation week is the first week in May. The committee will coordinate a luncheon for the teachers and purchase small gifts for all teachers and administrators at Kramer Lane. The committee also decorates the teacher’s lounge.

WELLNESS/NUTRITION COMMITTEE – The purpose of this committee is to review the nutritional standards, as well as the presentation of foods served to the children in the district. The chairperson and committee members act as a liaison for Kramer Lane on the district-wide Nutrition Committee. The committee coordinates with Executive committee and the class parents to facilitate themes during Healthy Nutrition week which takes place the first week of March.

WINTER BREAKFAST: Coordinate with the principal to schedule a weekend breakfast in the Kramer Lane all purpose room. Work with kitchen to prepare hot food, shopping for other supplies.

WRAPPING PAPER – This fundraiser takes place in September. The chairperson and committee members distribute the brochures to the students, collect the order forms, tally the money and distribute the wrapping paper when it arrives. Coordinate volunteers as needed to assist in checking the orders and distributing the wrapping paper to the parents.

YEARBOOK COMMITTEE: This committee coordinates the Fifth Grade Yearbook under the direction of two chairpersons (1 prior 4th grade parent and one selected by the committee). This committee is responsible for organizing the pictures, contacting the printer, and distributing the yearbooks in June to the fifth graders. It is imperative that the committee members do their best to ensure that each 5th grader has equal representation in the yearbook. The committee is also responsible for collection of funds due by 5th grade parents towards the purchase of the yearbooks and determination of purchase price based on funds collected plus those contributed by the PTA. (The timing of the meetings is up to the committee).