



**The Parent Teacher Association of
The Clarion School PS 205**

Feiga Mandel, Principal

Co-President:
Karen Rizak
Lea Steinwurz

Treasurer:
Eileen Yu

September 17, 2021

PTA MEETING NOTICE

Please join the PTA at our virtual September meeting. If you have any questions, or would like more information, please contact the PTA at: 205clarionpta@gmail.com

Date: Thursday, September 30, 2021

Time: 7:00 pm

Meeting Link:



Meeting ID: 810 3921 8872

Passcode: 393285

Dial by your location

+1 646 518 9805 US (New York)

Agenda:

* President's Report

* Expedited elections for open PTA board positions. **Nominees will be taken from the floor. All parents are eligible to nominate themselves for an open position. Nominees will be given 2 minutes to speak before voting. If no one opposes, nominees will be voted in according to quorum.*

Recording Secretary: *Mandatory* *The duties of the recording secretary shall include but are not limited to the following: a. record minutes at all Association meetings; b. prepare notices, agendas, sign-in sheets and materials for distribution; c. prepare and read the minutes at Association meetings; d. distribute copies of the minutes for review and approval by the general membership; e. maintain the custody of the Association's records on school premises; f. incorporate all amendments into the bylaws, and; g. ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office; h. may be responsible for reviewing, maintaining and responding to all correspondence addressed to the Association⁵; and, i. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.*

Corresponding Secretary *The duties of the shall include but are not limited to the following: a. assist the Recording and shall assume the recording secretary duties in their absence or upon request; B. may be one of the signatories on all checks; c. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.*

Technology Facilitator *The duties of the shall include but are not limited to the following: a. facilitate the virtual platform to conduct meetings and parent events; B. be present to do so at every PTA meeting; c. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.*

*Treasurer's Report

*Principal's Report