

**What is the SLT? The SLT is the School Leadership Team.** Each public school is required to establish a School Leadership Team. This group develops an annual Comprehensive Educational Plan (CEP), which determines the policies, procedures, and programs that create the environment in which our children learn. It consists of staff members including the principal and UFT union representative; classroom teachers; at least one of the co-presidents of the PTA and elected parent members. This group has the extremely important and rewarding job of defining our schools educational goals and coming up with immediate and long-range solutions.

**What is the Executive Board?** The Executive Board consists of the PTA officers (Presidents, Treasurers, and Secretaries). All members of the Executive Board are obliged to attend monthly Executive Board meetings where issues regarding IS 289 and specifically the PTA are discussed. Each member of the EB is entitled to one vote. Members of the IS289 community come to the Executive Board if they have questions, ideas or suggestions, want to create a committee, or need help resolving issues that come up within the school. Sometimes EB members attend via a conference call number but it is far better for everyone to meet in person at IS 289. A lot of business is taken care of through email, so as an EB member, expect a fuller than usual inbox.

In general, it is helpful if two people share the officer positions but it is not mandatory.

**President / Co-President** Presidents are the general overseers and facilitators of PTA business. They run Executive Board and General Membership meetings. They are our main ambassadors to our Principal Zeynep Ozkan and have regular meetings with her to discuss what's going on at IS 289 and how the PTA can help. One of the Co-Presidents attends monthly District 2 Council meetings. One of the Co-Presidents is a member of the School Leadership Team. PTA Presidents are also co-signers of all checks written by the PTA. Don't feel you need to be an expert on everything IS 289 to jump into this position – you'll learn on the job.

**Treasurer / Co-Treasurer** The Treasurer/Co-Treasurers keep track of PTA income and expenditures and helps create and maintain budgets and make financial statements available when requested. They present updated budgets at every EB and General Membership meeting. They also prepare and provide the January 31st interim and June annual financial accounting reports. One of the Co-Treasurers is a co-signatory on checks issued by the PTA along with one of the Co-Presidents.

**Recording Secretary / Co-Recording** - The Recording Secretary/ Co-Recording takes the minutes of Executive Board and General Membership meetings. They are responsible for maintaining custody of these records. They also prepare agendas, sign-in sheets and documents for distribution as required.

**Corresponding Secretary/ Co-Corresponding Secretary** – The Co-Corresponding Secretaries compile the information that is required to send out to families, prepares the weekly newsletter (distributed on Sunday evenings), and will send email blasts to all families as required. They also manage the PTA pages on the website in collaboration with the Parent coordinator and the technology teacher.