



Commack PTA Council Special Committees

Timing/load	Committee	Description
June/☐Light	Auditing	<input type="checkbox"/> Selected at September meeting <input type="checkbox"/> Review treasurers' books and report at September meeting
September/☐Light	Bylaws	<input type="checkbox"/> Bylaws are reviewed every 3 years <input type="checkbox"/> Review and make recommendations in accordance with NYS PTA and Council
November/☐Light	Dossier	<input type="checkbox"/> Committee of 5 council members is selected in October (see Founders' Day guidelines) <input type="checkbox"/> Collect recipient names from Units <input type="checkbox"/> Select Council recipients
April/☐Light	Nominating	<input type="checkbox"/> Committee of 1 member from each Unit (see Nominating guidelines) <input type="checkbox"/> Recommend Executive Committee for following year <input type="checkbox"/> Report at April and May Council Meetings
Year-round/☐Light	Site-Based Management Team (SBMT)	<input type="checkbox"/> Be familiar with the workings of the District plan <input type="checkbox"/> Per state mandate, review District plan every 2 years <input type="checkbox"/> Attend District meetings <input type="checkbox"/> Review the progress and compliance of the individual schools and makes changes to the plan when necessary <input type="checkbox"/> Coordinate training session in September for members <input type="checkbox"/> Advise Unit SBMT parent reps, when necessary <input type="checkbox"/> Must have a child attending the Commack School District. <input type="checkbox"/> May not sit on any other school-based team in the district and may not be an employee of the district as prescribed in the Regulations of the Commissioner of Education