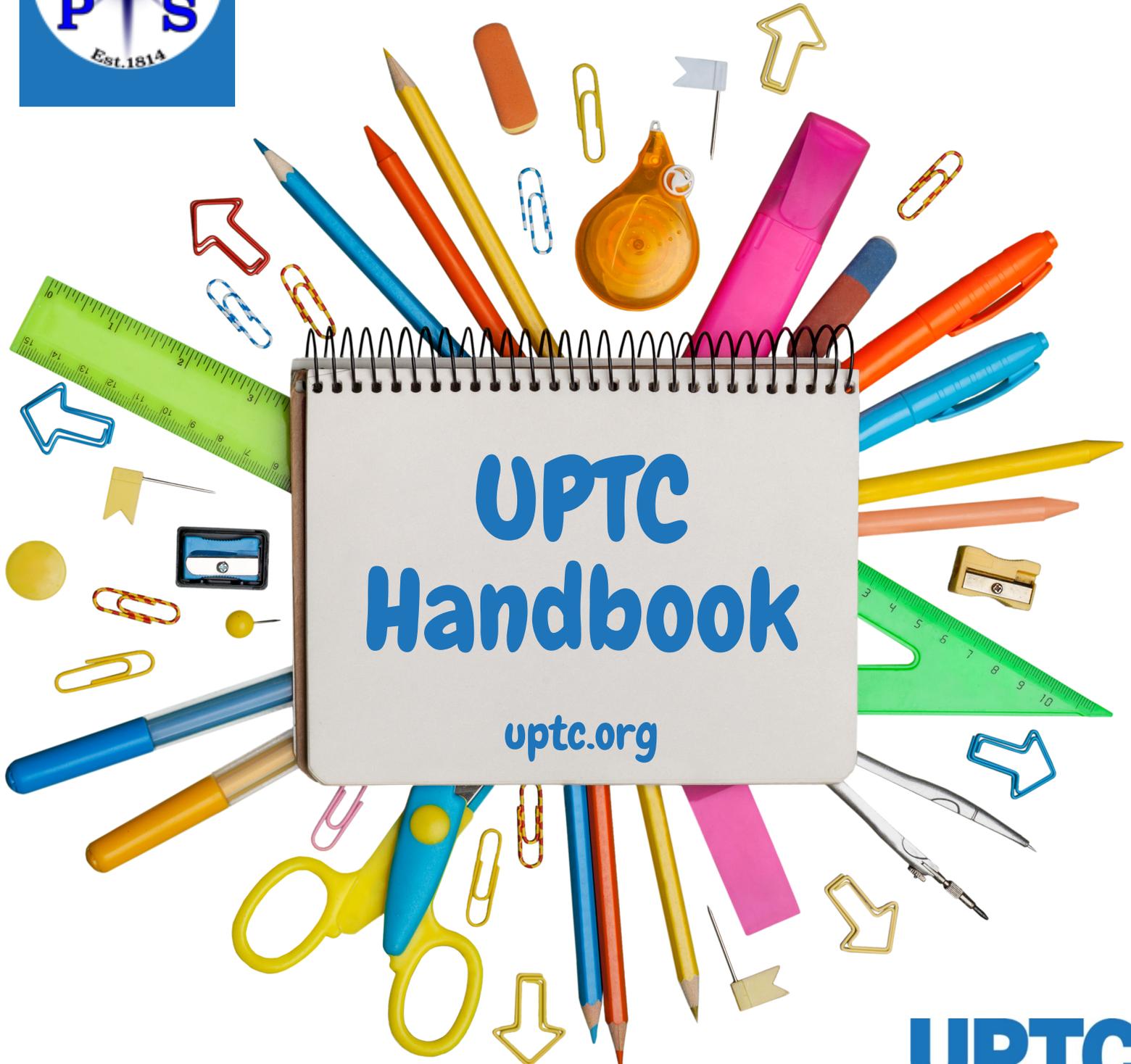


2021-2022



UNITED PARENT TEACHER COUNCIL

GREAT NECK PUBLIC SCHOOLS



UPTC

United Parent-Teacher Council
SERVING THE GREAT NECK PUBLIC SCHOOLS



October 2021

“I can do things you cannot, you can do things I cannot; together we can do great things.” – **Mother Teresa**

Dear Parents/Guardians,

It is not an exaggeration to say that the past two school years have forever changed how we look at the education of our children in Great Neck and beyond. Students, parents, teachers, and administrators have had to rethink what it means to teach and to learn. We have all had to rethink what it means to support and empower. Together we have seen how much we can accomplish when we work in unison towards the common goal of helping our children become the best versions of themselves.

This year, as our children physically return to the schools, we are encouraged about the possibilities. And, while we know that not every step back will be easy, we will take these steps together as a community. As we take these steps, we will work with parents, teachers, and administrators, focusing on communication and transparency, assuming positive intent, engaging face-to-face (even if on video), where possible, and finding ways to raise concerns along with solutions. We commit to always strive for inclusivity to allow for the greatest opportunities to participate. If you have concerns about being able to find time to get involved, please know that we want you to get involved in any way you can and are committed to finding a way.

So, our request to you – Reach out and get involved! Please look at the UPTC website at www.uptc.org, which lists UPTC committees, upcoming events and highlights pertinent articles and information. In addition, we encourage you to attend Board of Education meetings to keep yourself informed about what is going on in our district.

Join a committee! We encourage you to volunteer to work on a committee that interests you. Our UPTC meetings are great opportunities to interact with Dr. Prendergast and administration, along with our Board of Education and teachers, and to discuss matters of concern throughout the entire district. The UPTC and its committees provide a direct line of communication between students, parents, teachers, and administrators in the district. We aim to maintain a smooth and constant flow of communication between us all, optimizing ideas and information sharing through our general meetings, programs and committee updates all year round. Through our actions, we have a great opportunity to teach our children, and ultimately, we aim for our children to thrive not only academically, but also thrive socially and emotionally, to be safe, and to have a future where people are accepting of others, where there is no place for hate.

Thank you to the members of our UPTC Executive Board, as well as all the PTO/PTA Presidents, executive board members, parents, and teachers throughout our district. It's only through your collective efforts and volunteered time that we may all move forward and excel together.

Thank you for getting involved and helping to make a difference in our district. We look forward to working with you as our 2021-2022 school year kicks off.

All the best,
Rachel Doppelt and Matthew Jagoda



GREAT NECK PUBLIC SCHOOLS

345 Lakeville Road
Great Neck, New York 11020

Telephone (516) 441-4001

Fax (516) 441-4994

Teresa Prendergast, Ed.D.
Superintendent of Schools

September 2021

Dear Parents/Guardians,

I hope this letter finds you and your loved ones healthy and safe. Although we start the 2021-2022 school year with continued challenges, I am committed to providing our students with an exciting and productive school year. The success of any school district takes the dedication of exceptional staff, informed parents and involved community members to create the best possible learning environment for our students. The members of my administrative team and I look forward to working with you in support of the academic, social and emotional needs of our students.

Please consider volunteering to serve on one of the United Parent-Teacher Council (UPTC) Committees listed in this handbook. Your efforts in support of our school community are greatly appreciated. I am eager to begin our work together in building upon both the strong educational foundation and rich history and traditions that characterize our schools.

It is an honor and a privilege to serve as your superintendent of schools, and I look forward to working with the UPTC, as well as the PTA/PTOs.

Sincerely,

Teresa Prendergast, Ed.D.

TP:md

GREAT NECK PUBLIC SCHOOLS
"Where Discovery Leads to Greatness"
#DiscoverGreatness

UPTC HANDBOOK
2021-2022
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THE UNITED PARENT-TEACHER COUNCIL

In November 1943 the United Parent-Teacher Council was established by elected delegates of Great Neck's Parent-Teacher Associations. They believed that regular meetings of PTA representatives and the Superintendent of Schools could benefit the PTAs, the school system itself and, more importantly, the education of children in the community. According to its bylaws, UPTC aims "to provide a medium through which the thinking of representative members of the Parent-Teacher Association of each school and of Special Education, of school administration and teachers may be brought to bear on Great Neck Public School issues". Throughout this Handbook, the terms PTA and PTO both refer to the Parent-Teacher Organizations in the district schools.

UPTC has served as a clearinghouse for important and useful educational ideas, as a coordinating body for joint PTO action, and as a stimulus to local PTO and general community activities in the interests of better education.

EXECUTIVE BOARD 2021-2022

TITLE	NAME	EMAIL
Co-Presidents	Rachel Doppelt Matthew Jagoda	rachel.doppelt@gmail.com mjagoda521@gmail.com
Co-Executive VPs	Linda Cheung Pargol Khadavi	lindacheung70@gmail.com pkhadavi@gmail.com
Vice Presidents	Jason Gilbert Julie Lam-Leong	jason@rgaia.com lamleongj@gmail.com
Co-Vice Presidents Presidents Council	Bill Groel Bettina Segal	williamgroel@gmail.com bettina@segals.net
Co-Vice Presidents Communications	Sharon Dickey Michael Glickman	dickey_sharon@yahoo.com glickman1@gmail.com
Treasurer	Kevin Sun	kevinsun@gmail.com
Member at Large	Moji Pourmoradi	mojipourmoradi@gmail.com

UPTC officers are elected for two-year terms by the full voting membership of UPTC in May. UPTC meetings are usually held in the evening once a month or a minimum of four times per school year when schools are in session. The Council consists of members of the UPTC Executive Board, PTO Presidents, UPTC Delegates elected from each PTO in the school district, UPTC Committee Chairpersons, past Presidents who still have children enrolled in the Great Neck Public Schools and, for a period of one year following his/her term of office, an immediate past President whose children are no longer enrolled in the Great Neck Public Schools, and a Teacher Representative chosen by the Great Neck Teachers Association. Each of the foregoing has one vote on all matters before the Council. The Superintendent of Schools serves ex-officio as a non-voting member.

2021-2022 UPTC MEETING SCHEDULE

DATE	DAY	LOCATION	TIME
October 4	Monday	North High School	7:30pm
January 3	Monday	South High School	6:30pm
April 11	Monday	South Middle School	7:30pm

2021-2022

COMMITTEE CHAIRPERSONS

COMMITTEE	CHAIRPERSON	EMAIL
Budget	Joshua Forst Michael Glickman	jforst@gnfd.org glickman1@gmail.com
Calendar	Sharon Dickey Michael Glickman	dickey_sharon@yahoo.com glickman1@gmail.com
Computer Technology	Pargol Khadavi	pkhadavi@gmail.com
Educational Enhancement/STEAM	Nadia Suter Linda Galsim Tina Kuo	nadia.suter@gmail.com lgalsim@gmail.com uptcstemcommittee@gmail.com
Health Education	Harriet Picker	hspitzer.picker@gmail.com
Legislative	Lauren Yaghoubi	lauren.yaghoubi@gmail.com
Recreation	Michelle Ahdoot Linda Cheung Steve Cronin	michahdoot@gmail.com lindacheung@msn.com cusecapital1@gmail.com
Safety & Transportation	Joshua Forst Moji Pourmoradi	jforst@gnfd.org mojipourmoradi@gmail.com
Special Education PTA (SEPTA)	Ron Kosinski Shaylie Khodadadi Bitah Hendizadeh	rkosinski@nyu.edu shaylie@gmail.com bitaph@gmail.com
Shared Decision Making	Amy Lai	Wonderland11020@gmail.com
Total Community Involvement	Moji Pourmoradi Kevin Sun	mojipourmoradi@gmail.com kevinsun@gmail.com

UPTC STANDING COMMITTEES

Each UPTC Standing Committee shall consist of a Chairperson(s), representatives from the elected PTA/PTO Delegates, and when possible, a GNTA representative and an administrator. All other parents, teachers and administration are encouraged to join these committees by contacting the Committee Chairperson or the UPTC Delegate from your school. The members of the committee elect their own Chairperson, who becomes a voting member of UPTC. Each committee should also designate at least one Secretary and an alternate to be responsible for informing members of meeting dates and for keeping the minutes of committee meetings. The Superintendent's Office should be informed of all committee meetings in advance. A copy of the minutes of each meeting and a copy of all committee reports must be sent to the UPTC President(s) to keep the UPTC Executive Board informed about the committee work being done.

Following is a brief description of the standing committees:

Budget Committee

Helps identify and endorse capital projects and educate the community about the school budget process.

Calendar Committee

Prepares and publishes the annual UPTC Parents' Calendar with dates and events of interest to parents, students and teachers.

Computer Technology Committee

Identifies trends in educational technology and recommends alternatives to the district and to the UPTC.

Education Enhancement/STEAM Committee

Studies programs for the talented and academically exceptional children in the Great Neck School District. Also looks at how to prepare our students for the opportunities and challenges of tomorrow's workplace.

Health Education Committee

Studies current health and physical education programs as well as other emergent health issues and works with school staff to study and implement changes that reflect advances being made in these areas.

Legislative Committee

Keeps the PTOs informed about proposed state and federal legislation which could affect education in the district and recommends policy positions and appropriate action to UPTC when necessary.

Recreation Committee

Works to enhance existing recreational programs and to suggest new programs that better meet the needs of our community.

Safety and Transportation Committee

Studies existing school district transportation policies, appropriate state laws and recommends changes where necessary.

Special Education PTA (SEPTA)

Provides a forum for parents and families to educate and disseminate information on available services and legislative initiatives that affect their special education student.

Shared Decision Making Committee

Offers an opportunity for parents, teachers, administrators (and students at the secondary level) to work together to improve the educational performance of all students in our district.

Total Community Involvement Committee

Attempts to ease the transition for families who are new to the school district.

UNITED PARENT-TEACHER COUNCIL BYLAWS

BYLAWS

ARTICLE I

NAME

The name of this organization shall be the United Parent-Teacher Council hereinafter referred to as Council.

ARTICLE II

OBJECT

The purposes of the Council are:

- (1) To provide a medium through which the thinking of representative members of the Parent-Teacher Association (hereinafter referred to as PTA) of each school and of Special Education, of school administration and teachers may be brought to bear on Great Neck Public School issues.
- (2) To take such independent action as it considers suitable, such action not to be binding on any member PTA, and
- (3) The Organization shall be organized exclusively for charitable and educational purposes.

ARTICLE III

FUNCTIONS

The functions of the Council are:

- (1) To provide a means for the exchange of information and ideas among its member PTAs.
- (2) To organize and/or conduct general parent-teacher meetings, study groups of parents and teachers, UPTC Committees, and a PTA Presidents' Council.
- (3) To act as a clearinghouse for problems arising in its member PTAs.
- (4) To consider any question affecting the welfare of the parents, teachers, children or PTAs of the Great Neck Public Schools, and to make suitable recommendations to these associations, to the Superintendent of Schools and/or the Board of Education.

ARTICLE IV

UNITED PARENT-TEACHER COUNCIL BYLAWS

MEMBERSHIP AND VOTING RIGHTS

Section 1

The membership of the Council shall consist of:

- A. The President of and two additional Delegates elected by each member PTA. No person shall be elected to represent more than one member PTA.
- B. The Chairpersons of all standing committees unless they are already members under Section 1A above.
- C. The officers provided for in Article V.
- D. A teacher representative chosen by the Great Neck Teachers Association.
- E. Past Presidents of the Council who still have children enrolled in the Great Neck Public Schools and, for a period of one year following his/her term of office, an immediate past president whose children are no longer enrolled in the Great Neck Public Schools.
- F. The Superintendent of Schools ex officio as a non-voting member.

Section 2

Each member of the Council shall have only one vote except as noted in Section 1F above.

Section 3

The President of each PTA shall have the power to designate the Executive Vice President (or Vice President in the case of a PTA which does not provide for an Executive Vice President) to represent that PTA at Council in the event of his/her absence. Such designee shall exercise the President's vote at that meeting.

UNITED PARENT-TEACHER COUNCIL BYLAWS

ARTICLE V

OFFICERS AND THEIR ELECTION

Section 1

The officers of the Council include job share responsibilities where and when necessary for all UPTC Executive Board positions, thus allowing for a maximum number of 13 members. The officers of the Council shall be up to two President(s), up to two Executive Vice President(s), four Communications Vice President(s), Vice President(s) (Presidents Council), a Treasurer and may include up to two members-at-large that will be filled by an outgoing UPTC Executive Board Member whose continued advice and council will be an asset to the Executive Board.

Section 2

Officers shall be elected at the annual meeting in May.

Section 3

No officer shall serve as a member of the Nominating Committee. No member of the Nominating Committee shall be a candidate for any office of Council.

Section 4

No later than April, a Nominating Committee of five Council members shall be created. Four shall be elected from the Council's membership and one PTA President shall be appointed by the Council President who shall also designate the Nominating Committee Chairperson.

The Council President shall not be a member of the Nominating Committee.

It shall be the duty of the Nominating Committee to nominate candidates for the offices to be filled at the annual meeting in May. The Committee's quorum shall consist of four of its members. To recommend a nominee for a given office, the affirmative vote of at least three Committee members shall be necessary.

The Committee's recommended nominees will be announced in the notice of the May annual meeting. Before the election at the annual meeting, additional nominations may be made from the floor.

UNITED PARENT-TEACHER COUNCIL BYLAWS

Section 5

Election shall be by ballot except that where there is only one nomination for an office, the election may be conducted by voice vote or the secretary may be instructed to cast one ballot for the nominee.

Section 6

Officers shall be elected by majority vote, except that if no nominee achieves a majority after three ballots, only the nominees with the two highest vote totals shall be included on the next ballot.

Section 7

Officers shall be elected to serve for two years or until their successors are elected and their term of office shall begin on July 1 following their election. The members-at-large position shall carry a one-year term.

Section 8

No member shall hold more than one Council office at a time, and no member shall be eligible to serve more than one consecutive term in the same office.

Section 9

In the event of a vacancy in the office of President, the Executive Vice President shall automatically become President; the Vice President shall automatically become Executive Vice President until the annual election in May, when the President's unexpired term, if any, shall be filled. Other vacancies shall be filled forthwith by the Executive Board.

Section 10

No officer of the Council shall use or allow the use of his or her title as an officer of the UPTC in publicly endorsing or supporting any candidate for public office.

Section 11

No officer of the Council shall serve concurrently as President, Executive Vice President, or UPTC Delegate of an individual constituent PTA.

UNITED PARENT-TEACHER COUNCIL BYLAWS

ARTICLE VI

THE EXECUTIVE BOARD

Section 1

The Executive Board shall consist of the elected officers of the Council.

Section 2

The Board shall be subject to the direction of the Council and none of its actions shall conflict with any actions taken by the Council. The Board shall have general supervision of the affairs of Council between the latter's meetings and shall make recommendations on proposed Bylaw amendments.

Section 3

There shall be one meeting of the Executive Board at the beginning of each school year. Additional meetings of the Board shall be at the call of the President of the Council.

Section 4

Special meetings of the Executive Board shall be called by the President at the request of any two of its members. The purpose of the Special Meeting shall be stated in writing to all members of the Board and, except in cases of emergency, at least three school days' notice shall be given.

From time to time, it may be necessary for the Executive Board to conduct meetings concerning time sensitive issues. In those cases where a time sensitive matter is raised, giving insufficient time for the required notice, or when it is impractical for the Executive Board to meet in person, the Executive Board may meet electronically (e.g., via e-mail, telephone and/or video conference).

Any matter that requires a vote of the Executive Board may be voted on electronically (e.g., via email, or other electronic means). One of the Communication Vice Presidents shall maintain a written record of all matters voted on by the Executive Board, whether voted on electronically or by any other means.

Section 5

A quorum at regular or special meetings of the Board shall consist of two thirds of its members.

UNITED PARENT-TEACHER COUNCIL BYLAWS

ARTICLE VII

MEETINGS

Section 1

There shall be at least four regular meetings of the Council each school year, the first to be held within six weeks of the opening of the schools.

Section 2

The May meeting of the Council shall be known as the Annual Meeting and shall be for the purpose of electing officers, reviewing reports of officers and committees, and for any other business that may arise.

Section 3

Special meetings of the Council shall be called by the President at the written request of four members representing no less than two different schools. The purpose of the meeting shall be stated in the Notice of the Meeting and, except in cases in emergency, at least three school days' notice shall be given. The President may also call a special meeting of the Council to be held electronically (e.g., via e-mail, telephone and/or video conference) for the purposes of voting on amendments to the Bylaws or other matters that the President may deem to be more convenient for the Council's members.

Section 4

A quorum at regular and special meetings of the Council shall consist of not less than one-third of its members, provided that at least one delegate or PTA president is present from each of a majority of the PTAs in the Council.

Section 5

When a quorum is not achieved, the next called meeting of the Council, regular or special, shall be a valid meeting notwithstanding lack of a quorum, and the call of the meeting shall so inform the members.

UNITED PARENT-TEACHER COUNCIL BYLAWS

ARTICLE VIII

THE COUNCIL OF PRESIDENTS

Section 1

The Council of Presidents shall consist of the PTA Presidents, the PTA Executive Vice Presidents (limited to two participants per PTA, each of whom shall be designated at the first Council meeting of the year), as well as the President of UPTC.

Section 2

The UPTC Vice President shall serve as Chairperson of the Council of Presidents. In his/her absence, the members shall elect a President pro tem.

Section 3

Members of the Council of Presidents shall share mutual problems and concerns affecting the schools.

Section 4

There shall be at least four meetings of the Council of Presidents each year. It shall meet at the call of its Chairperson or upon the written request of three of its members.

ARTICLE IX

COMMITTEES

Section 1

There shall be the following UPTC Standing Committees organized by the Executive Vice President(s): Budget/Register & Vote, Computer & Technology, Educational Enhancement Committee, Health Education, Legislative, Parents' Calendar, Parents' Committee on Shared Decision Making, Recreation, SEPTA, Safety and Transportation, and Total Community Involvement.

UNITED PARENT-TEACHER COUNCIL BYLAWS

Section 2

Each PTA shall appoint two representatives (and one alternate) to each serve on a standing committee.

Section 3

The Chairpersons of all UPTC Standing Committees shall be elected by the members of their committee in the spring of each year. In the absence of such action by a Standing Committee before July 1st, the President of the Council shall be empowered to designate an acting Chairperson, who shall serve until the committee meets no later than October 15th and elects a Chairperson.

ARTICLE X

BUDGET AND ASSESSMENT OF DUES

Section 1

The Treasurer shall prepare an operating budget consistent with the purposes of the Council at the beginning of each school year. The Treasurer shall present that budget to the Council for its approval by electronic approval by the Council.

Section 2

The Council shall assess dues annually on each member PTA, on a per-student basis, based on the official School District census as of October of each year and on the GNTA, based on the number of members as of October of each year. Dues shall be no less than \$1.00 per student or member. (Dues may be reevaluated based on dues collected and special circumstances).

ARTICLE XI

DISSOLUTION

The assets of this organization are permanently dedicated to its tax exempt purposes and in the event of the dissolution or liquidation of this Council, all of its assets and property remaining after payment of its debts and obligations and expenses of such dissolution and liquidation shall be distributed only to such organization or organizations as determined by this Council's final Executive Board so long as such organization or organizations qualify under Section 501 (c) (3) of the United States Internal Revenue Code of 1954 as amended.

UNITED PARENT-TEACHER COUNCIL BYLAWS

ARTICLE XII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any other rules the Council may adopt. The President of Council shall appoint from its membership a Parliamentarian at the first meeting of each year.

ARTICLE XIII

AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular or special meeting of the Council by a two-thirds vote, provided that:

- (a) The proposed amendment(s) has been previously submitted to the Executive Board for its review and recommendation and provided further that,
- (b) The proposed amendment(s) has been submitted in writing to the members at a previous regular or special Council meeting.

ARTICLE XIV

The Council shall not publicly endorse or support in its own name any candidate for public office.

As amended October 24, 1956, January 1961, January 16, 1962, March 6, 1968, November 19, 1969, November 18, 1970, April 26, 1976, November 30, 1981 (Ratification of new Bylaws), June 16, 1982, September 28, 1983, June 1986, October 1991, May 1992, December 1993, November 9, 1994, May 3, 1995, May 2004, May 2010, March 2013 and June 2015 and April 9, 2017.

SPECIAL RULES OF ORDER

1. Meetings of the United Parent-Teacher Council shall be held in various schools throughout the District, as specified in the calendar.
2. Meetings shall begin between 7:00 and 7:30 p.m.
3. The order of business at regular meetings shall be as follows:

- Announcements
- Approval of Minutes
- New Business
- Good and Welfare

Except that at the regular meeting of the Council immediately preceding adoption of the proposed budget by the Board of Education, the order of business shall be as follows:

- Approval of Minutes
- Superintendent's Report
- Treasurer's Report
- Report of the Budget Committee
- Announcements
- Reports of Other Committees
- Old Business
- New Business
- Good and Welfare

4. The order of business at the annual meeting shall be as follows:

- Announcements
- Approval of Minutes
- Treasurer's Report
- Reports of Officers
- Reports of Committees
- Election of Officers
- Old Business
- New Business
- Good and Welfare

5. The agenda for each meeting shall be prepared by the Council President.

6. A member who wishes to submit an agenda item for inclusion in the printed mail agenda may do so by telephoning the Council President ten days in advance of a meeting. Otherwise, the item may be brought up from the floor under New Business, in which case a two-thirds vote shall be required to permit the item's consideration at that meeting.
7. Prior to addressing the Council, a speaker shall state his/her name and PTA and/or committee affiliation.
8. A limit of two minutes will be allotted to each speaker on any given item, except that officers, the Superintendent, and committee chairpersons shall have such time as is necessary for their reports.
9. Comments and questions shall be confined to the matter immediately under discussion.
10. These Special Rules may be suspended by a two-thirds vote.

STANDING RULES

1. Refreshments

Refreshments will be served at all Council meetings fifteen minutes prior to the scheduled call to order.

2. UPTC Files and Materials

UPTC files and materials shall be housed in the Office of the Superintendent, Phipps Administration Building.

3. File Copy of Constitution and Bylaws

A copy of each PTA's Constitution and/or Bylaws shall be on file in the Office of the Superintendent.

4. Calendar

A Great Neck School District calendar shall be mailed to all parents prior to the beginning of the school year, showing the dates and times of PTA meetings in each school.

THE PARENT-TEACHER ASSOCIATION

No organization is more important in helping to bridge home and school life for children than the Parent-Teacher Association. It serves to foster greater understanding and cooperation on the part of parents, teachers, and school administrators. It also provides a crucial link between educators and the general public for the purpose of encouraging wider understanding and support for increased educational opportunities for all children.

Parent-Teacher Associations in Great Neck have a fruitful history of nearly a half century, dating from 1926 when the first PTA was established in the Arrandale School. Down through the years, PTAs in Great Neck have exerted significant leadership in efforts to promote the general welfare of children in their own schools and throughout the school system by combining their efforts through the United Parent-Teacher Council.

Some of the many important system-wide purposes served by PTAs include:

- Understanding and helping to interpret to parents and community residents the educational philosophy and objectives of the Great Neck Public Schools and the functions of the professional staff and of the Board of Education.
- Becoming familiar with and supporting educational developments and practices, which promote these objectives for all children.
- Improving understanding among parents and taxpayers of what constitutes an excellent school system and of the necessity for continued active support of excellence in education.
- Encouraging wider interest and community participation in the development and evaluation of educational policies and programs.
- Conducting parent programs to enhance understanding of child development and the problems of youth and generally working to improve the out-of-school environment for children.

- Educating state and national legislators to the importance of adequate financial support for public education.
- Assisting in securing adequate school budgets and school facilities.
- Working for harmony in the school district, a harmony built upon genuine respect for diverse points of view.

In addition, PTAs serve some of these important functions in their own school communities:

- Examining school programs and practices and offering constructive suggestions for their improvement.
- Working for wholesome relationships among faculty, parents, and students.
- Helping parents and other residents appreciate the extent of their responsibilities to and for children, their own as well as others.
- Assisting in the orientation of new residents.
- Urging residents, new and old, to play active roles in helping to formulate school policies and budget propositions and encouraging their support for such propositions at the polls.
- Identifying resource persons helpful to the school, from Great Neck and elsewhere, and helping the school use the special talents and abilities of such resource persons for the benefit of children.
- Providing, under certain circumstances, funds for the initiation of new school projects and for programs that enhance the education of all children in the school.
- Cooperating with the other PTAs in helping the Board of Education and the professional staff of the school achieve the overall purposes of the Great Neck School system.

2021 - 2022
OFFICERS OF THE PARENT-TEACHER ORGANIZATIONS

EM BAKER		pto.emb@greatneck.k12.ny.us
Co-Presidents	Nicole Idelson Adele Tehrani	
Executive VP	Tina Stellato	
UPTC Delegates	Kate Goldberg Marni Schlesinger-Leifert	
SEPTA	Rhina Baires	

JOHN F KENNEDY		
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UPTC Delegates	Ilona Trokel Kevin Sun	718-791-8224 808-295-9536	itrokel@yahoo.com kevinsun@gmail.com
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PARKVILLE PRE-K			
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GREAT NECK BOARD OF EDUCATION MEMBERS

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Member	Mr. Jeffrey Shi 917-660-7886 jshi@greatneck.k12.ny.us
Member	Mr. Grant Toch 917-721-5150 gtoch@greatneck.k12.ny.us

BOARD MEMBERS are elected for staggered three-year terms by residents of the Great Neck School District in May. The school budget vote also takes place at this time. All residents who are 18 years or older, who are United States citizens, and who have resided in Great Neck for at least 30 days may register to vote. Residents who have voted in school elections during the past four years or who are presently eligible to vote in county, state, or national elections are registered to vote.

REGULAR MEETINGS of the Board of Education are held on an average of twice a month generally on a Monday evening at 8:30 PM in different schools around the District. Meeting locations are publicized in advance and can be obtained by calling the Office of Community Services. Summer meetings are in the Margery C. Griffen Room (Board Room) of the Phipps Administration Building at 345 Lakeville Road.

BOARD MEETINGS are open to the general public. PTA leaders are urged to arrange for regular attendance by representatives from their schools. Parents should also be encouraged to attend Board meetings on a regular basis.

STAFF SERVICES AVAILABLE TO PTO LEADERS

PTO leaders should work closely with the principals of their schools, who offer advice and assistance with program plans and other matters. In addition, PTO leaders can call on the following central staff members who are glad to provide additional information and assistance:

Dr. Teresa Prendergast	Superintendent of Schools
Mr. John T. Powell	Assistant Superintendent for Business
Dr. Stephen C. Lando	Assistant Superintendent for Secondary Education
Ms. Kelly Newman	Assistant Superintendent for Elementary Education
Dr. Joseph G. Hickey	Assistant Superintendent for Special Education & Pupil Services
Dr. Justin Lander	Director of Technology
Dr. Errin Hatwood	Director of Adult Basic Education
Mr. David Zawatson	District Director of Athletics, Recreation & Physical Education
Ms. Jennifer F. Kirby	Director of Human Resources
Mr. James Gounaris	School Lunch Manager
Ms. Samantha Tarantola	Director of Community Education

Central staff offices, with the exception of Pupil Services and The Adult Programs, are located in the Phipps Administration Building, 345 Lakeville Road. Pupil Services and Adult Basic Education reside at 105 Clover Drive and the Community Education Program is located at the Cumberland Adult Center, 30 Cumberland Avenue.

All Board of Education policies are maintained within each school building. They are also available with PTO leaders, or via the school website at www.greatneck.k12.ny.us. UPTC files and materials are housed in the Superintendent's Office. Feel free to contact that office if you require assistance.

STATEMENT OF EDUCATIONAL PHILOSOPHY

The purpose of education in our schools shall be:

to kindle a desire and provide the means for intellectual, emotional, moral, social and physical growth leading to knowledge and excellence;
to help all children acquire, according to their capabilities, the power and will to learn and to live a creative life as members of a democratic society; and
to help each individual student develop the will to explore and enlarge the realm of the human mind and spirit.

In order to achieve these goals our schools will provide:

teaching that inspires, challenges, informs and constantly searches for methods of improvement; a classroom climate that recognizes the value of encouragement and the positive approach to education; and professional, flexible evaluation techniques that reflect children's cumulative growth and complete development as well as their academic achievement.

The staff, with the Board's full cooperation, will strive to make it possible for each child:

to develop the ability to think clearly, reason effectively, master the tools of learning and use them with purpose; to acquire an understanding of history, appreciate our nation's heritage, traditions and ideals, and achieve respect for individuals and their differences and for the relationships that exist on a personal, local, national and international level; and to develop originality and creativity, and maintain the integrity of the individual personality; to achieve sound physical and mental health with body and mind disciplined by physical activities, learning experiences, and a heightened sense of responsibility for full participation in society; to be constantly guided towards high moral, ethical and aesthetic values.

The Board recognizes that learning is a life-long process and acknowledges responsibility for helping adults continue to learn in order to achieve creative and occupational fulfillment.

Great Neck Public Schools

Adopted: 11/26/62

Amended: 6/27/74; 8/5/82

DISTRICT PLAN FOR SCHOOL-BASED PLANNING AND SHARED DECISION MAKING

Section 100.11 of the Commissioner's Regulations:

The purpose of school-based planning and shared decision making shall be to improve the educational performance of all students in the school, regardless of such factors as socioeconomic status, race, sex, language background, or disability.

The Great Neck school community believes that students and their achievements are the sole reason that schools exist. They should pervade every decision, every action, and every moment in the school organization. The Compact for Learning sets forth a philosophy that such decisions and actions should be the product of shared decision making, because “no one part of the system can achieve satisfactory results without the cooperation of other parts of the whole.”

Our district belongs to an increasingly complex society and an increasingly diverse community and as a result, our teams should make every effort to reflect that diversity. “Student achievement” is similarly complex and diverse. It is, therefore, essential that we listen to multiple voices as we identify goals and seek input from multiple sources in attempting to meet these goals. By doing so, we recognize the shared responsibility of all members of the school community for our students; we increase the commitment of all “parts of the whole” to the decisions that we make together in our effort to meet this responsibility.

THE CHARGE: In an effort to ensure broad participation in educational matters in all school districts in New York State, the Commissioner of Education established regulation 100.11, which was adopted by the Board of Regents. This regulation directs school districts to adopt a plan for the participation of parents, teachers, administrators and school board members in school-based planning and shared decision making.

THE IMPLEMENTATION: In order to develop a plan for school-based planning and shared decision making, the Board of Education is directed to appoint a committee whose responsibility it will be to present to the Board of Education its suggestion for a plan complying with the regulations. The original plan was developed and adopted by the Board of Education not later than February 1, 1994, as required by the State. The committee will then reconvene every two years to review and/or revise the plan before it is submitted to the Board for recertification.

THE BIENNIAL COMMITTEE: The committee must be composed of at least:

- the superintendent of schools
 - administrators selected by the district’s administrative bargaining organization
 - teachers selected by the teachers’ collective bargaining organization
 - parents selected by school-related parent organizations
- (Note: a parent who is employed by the district cannot represent parents on the committee.)

This is the minimum composition of the committee. The Board of Education may add members from any other group it deems appropriate.

In order to ensure broad representation in our district, the following membership is suggested:

- the superintendent of schools
- an administrator from each level of education
- a teacher from each school
- a parent from each school's PTO/PTSA and SEPTA
- a representative of UPTC
- a student from each high school
- a student from each middle school
- a member of the Board of Education

An updated list of district committee members should be prepared in the fall of each review year and submitted to the Board of Education for appointment.

It is suggested that parent members utilize the services of the UPTC Committee on Shared Decision Making as a training and informational resource for their service on the committee. Early each Fall, on a date designated on the school district calendar, a district-wide training session shall be held for the members of all building Shared Decision Making Committees.

CHARGE BY THE BOARD TO THE BIENNIAL COMMITTEE: Published material states: "provision for effective participation of parents, teachers, and administrators in school-based planning and decision making is the touchstone for the commissioner's approval. Within this parameter, there is substantial leeway." It has been suggested that practices that work should not be discarded. It is within the scope of the regulation for the Board of Education to ask the committee to consider making existing programs for school-based planning and shared decision making, in place for many years in Great Neck, the foundation for compliance with the Commissioner's regulations.

The committee should also review all shared decision making procedures that are followed in the district as a result of any current collective bargaining agreements. These must be incorporated into the district plan.

RESPONSIBILITY OF THE BOARD OF EDUCATION: After seeking endorsement of the plan from the committee, the Board of Education has the final responsibility and authority to adopt and amend the district plan.

THE PLAN: Under the regulation, the district plan must specify:

A. The educational issues, which will be subject to cooperative planning and shared decision making at the building level;

The educational issues which will be subject to cooperative planning and shared decision making at the building level include, **but are not limited to**, the following:

- | | |
|-------------------------------------|-------------------------------|
| 1. Program evaluation | 7. Assessment practices |
| 2. Curriculum/Curricular activities | 8. Safety and security |
| 3. Student life | 9. Technology |
| 4. Food services | 10. Home-school communication |
| 5. Facilities | 11. Environmental awareness |
| 6. Building maintenance | 12. Wellness |

The exceptions to the Shared Decision Making Committee prerogatives are teacher hiring and dismissal, tenure and salary decisions based on GNTA and SAGES contracts, and other areas established by contract (class size, staff evaluation, etc.) or by State regulations. Items regarding safety, security, or emergency procedures and notifications should be referred to the School Safety Committee for further study.

B. The manner and extent of the expected involvement of all parties;

1. Name - It was agreed that each school's committee would be named the Shared Decision Making Committee.
2. Selection - Each school will develop the selection process for its Shared Decision Making Committee members.
 - a. The selection process for Shared Decision Making Committee members will be publicized in writing to the entire school community each year.
 - b. GNTA will determine the method for selecting faculty at each school. A teacher who currently has a child in that building cannot represent teachers on that building committee.
 - c. The parent members of the PTO/PTSA will determine the method for selecting parents at each school. An effort will be made to represent special education. A parent who is an employee or officer of the district cannot represent parents on the committee.
 - d. The principal will determine the method for selecting administrators at each school.
 - e. The student government will determine the method for selecting students at each secondary school.

- 1) At least three students will be on the Shared Decision Making Committees at each middle school, the grade level to be determined by the Committee.
 - 2) North High School and South High School will have at least eight students on its Shared Decision Making Committee.
 - 3) The Village School will have at least three students on its Shared Decision Making Committee.
 - 4) At the elementary level each school is encouraged to find a way to involve students in a way that allows student voices to be considered.
- f. Immediate family members may not serve on the same Shared Decision Making Committee except when student siblings are democratically elected by the student body.
 - g. The time of day for meetings will be left to individual schools. Each Shared Decision Making Committee should be sensitive to the needs of the entire school population.
 - h. Observers from the school community may attend the Shared Decision Making Committee meetings and speak as non-voting participants.
- * "School community" is defined as the parents/guardians of students, students, teachers, administrators, and other employees of the district.
- i. Procedural conduct of the meetings will be at the discretion of each Shared Decision Making Committee.
3. Shared Decision Making Committee Chairs - It is recommended that a teacher and/or parent, not currently the PTA president, serve as chairperson(s) of the Shared Decision Making Committees.
 4. The committee chairs shall ensure that each member of the committee receives a copy of this plan prior to the first meeting each year.
 5. Decision Making
 - a. CONSENSUS SHALL BE USED AS THE PRIMARY MECHANISM FOR DECISION MAKING. (Consensus is a general agreement resulting from a systematic group decision-making process. This means that all participants support the decision, although one or more participants may have reservations, but the committee as a whole can "live with" the decision.)
 - b. If consensus cannot be reached, a school should choose to defer an issue to a subsequent meeting.

- c. If, after reasonable efforts, the chairpersons and the committee agree that consensus cannot be reached, and in an effort to come to closure on the issue, each school may choose to take a vote on the issue.
 - 1) Procedures for this eventuality should be determined at the beginning of the school year.
 - 2) It was agreed to maintain voting parity between teachers and parents (and students on teams at the high school level). Each school may select any number of teachers and parents on the Shared Decision Making Committee. For purposes of voting, however, numerical parity will be maintained (e.g., if a committee has 20 parent members and 10 teacher members, each parent will receive 1/2 vote). The principal and/or his/her designee will have one vote representing administration.
 - 3) Middle school students will have at least three votes. The value of middle school students' votes will be determined at the building level. Village School students will have at least one vote.

C. The means and standards by which all parties shall evaluate improvement in student achievement;

1. Each school's Shared Decision Making Committee will review and comment on each year's *New York State School Report Card*.
2. Each school's Shared Decision Making Committee will review and comment on all other grade-wide and school-wide measures of student achievement, including those not in the *New York State School Report Card*.

D. The means by which all parties will be held accountable for the decision which they share in making;

After approval by its members, every Shared Decision Making Committee will forward its annual Shared Decision Making Committee Report to the UPTC and the Board of Education. It will subsequently be made available to all interested parties. The report will address all areas deemed important enough in the school year to have been raised as building goals. It will include progress toward accomplishment of goals not yet realized.

E. The process whereby disputes presented by the participating parties about the educational issues being decided upon will be resolved at the local level;

1. The dispute resolution process agreed upon was that each Shared Decision Making Committee will "strive for consensus," as described above.

2. Voting and dispute resolution procedures will be publicized in writing to the entire school community.
3. It is suggested that any party aggrieved by the actions of a school's Shared Decision Making Committee may bring in writing her/his grievances to the Board of Education only after requesting reconsideration by the Committee.

F. The manner in which all State and Federal requirements for the involvement of parents in planning and decision making will be coordinated with and met by the overall plan.

Current or subsequent parental involvement required by State or Federal planning and decision making pursuant to Federal grants or programs will continue to function through the District's current UPTC and PTO/PTSA participation. When required by State and Federal requirements and not a UPTC or PTO/PTSA issue for involvement, the school-based Shared Decision Making Committees will be made aware of any required committees.

Adopted: 1/10/94

Amended: 9/11/95; 2/9/98; 1/24/00; 1/07/02; 2/09/04; 3/6/06; 3/10/08; 4/20/10; 3/26/12; 6/16/14; 6/1/16; 5/7/18

GNPS WEBSITE: www.greatneck.k12.ny.us
UPTC WEBSITE: www.uptc.org

**The information contained within this Handbook
is for the sole purpose of conducting UPTC business.**
