



P.S. 7Q Parent Teacher Association
80-55 Cornish Avenue (Main Building) 718-446-2726
76-05 51 Avenue (Academy) 718-429-5287
Elmhurst, NY 11373

Guadalupe Puryear, PTA President
Jay Roca, Secretary
Jennifer Molina, Treasurer Jennifer Organo-Giri, Co-Treasurer

Dear Parents of PS 7 Louis F. Simeone,

Please join us for our 1st virtual PTA meeting of the school year 2020-2021.
This is a very important meeting. This meeting will be held virtually on:

Friday November 06, 2020 @ 4:30 pm

Agenda: Elections for the new school year 2020-2021

- PTA Election for all positions

President- Presides at all PTA meetings and meets with executive board members to plan agendas for general membership meetings. The president is an e-officio member of all committees (except the nominating committee), delegate responsibilities to PTA members, and is responsible for encouraging parental involvement. The president is also a mandatory member of the SLT. The president is one of the selectors of the parent members of its corresponding CEC or Citywide Education Council.

Secretary- Includes but not limited to recording, preparing, and maintaining minutes at meetings, incorporating all amendments into the bylaws and ensuring that signed copies of the bylaws with the latest amendments are on file in the principal's office, maintaining custody of the PTA's records on assisting with the June transfer of records to the incoming executive board.

Treasurer/Co-Treasurer- Includes but not limited to handling funds, maintaining records of all financial matters, spearheading the development of the PTA budget, keeping a record of all income received and expenditures by the PTA, preparing the January interim financial report and the June annual financial report, and assisting with the June transfer of financial records and on the event of an audit assisting the audit committee or external auditors by making all records available.

- SLT Election: We need 1 parent for SLT

Votes for PTA virtual events for the school year:

- Pictures
- Kid's Kastle Holiday shop
- Scholastic Book Fair

We look forward to your continued support and cooperation!