

Responsibilities of PTA Leaders

- Accept your position and contribute intelligently to Board discussion.
- Participate constructively at meetings.
- Know and adhere to PTA Purposes, mission, and bylaws.
- Study the structure of the PTA association.
- Become well informed in all areas of PTA programs.
- Follow national and state procedures.
- Meet deadlines and fulfill assignments promptly.
- Develop and strengthen leadership.
- Learn to delegate instead of doing it all yourself.
- Understand the value of training. Attend conferences, workshops, field-service trainings, and leadership convention.

Why Presidents Succeed

They:

- Remember to have only one agenda—'the children.'
- Make each member feel welcome.
- Help each member understand the association's Purposes and mission statement.
- Have a positive attitude.
- Read the Bylaws and "President's Tools."
- Attend all required trainings and meetings.
- Read all information received.
- Use and follow an agenda.
- Arrange activities in which all members can participate.
- Distribute material to appropriate officers or chairs.
- Delegate the work.
- Use the correct channel when they need help.
- Train on leadership skill needs of your Board.
- Build an effective PTA team.
- Create a climate of support and mutual respect where people feel they can contribute and grow.
- Include representation from all areas of the school community.
- Attend and encourage others to attend convention, conferences, and trainings.
- Remember to say, "Thank you. You did a great job."

Problem Solving Pointers

- Let people solve their problems—don't take responsibility for others' problems.
- Most problems are best solved at the level at which they occur—that is where you start to solve the problem.
- Avoid using a message that starts with "you." "You have a problem" will cause others to be defensive.
- Use "I" messages. "I have a problem. I don't understand (name the problem). How can we work together to solve it?"
- Identify the problem—be specific without assigning blame.
- Allow that others may be having a bad day. Keep the discussion at the level of the problem. Take it seriously, not personally, and avoid making personal comments.
- Solve only one issue at a time.
- Make sure both sides of the issue are heard.
- Listen carefully, wait, and give feedback to make sure you heard what the people are trying to tell you. Sometimes they just need to be heard.
- Talk about different ways to solve the problem. Ask, "What would you like to see happen?" Then choose one or two that you both agree are the "best" solutions.
- Make sure you have the same understanding of what the solution is. This is done with feedback. You might say, "Thank you so much for your time. I understand that (then repeat what you understand to be the solution)."
- Ask positive questions and listen to the person. "What happened?" "What do you want me to do?" "What are the possible solutions?" Allow them to pause and think. They might come up with their own solution.

Conflict Management

Conflict in PTA usually revolves around three areas:

- Individual conflicts
- Problems relating to PTA activities
- Group/individuals in opposition to PTA policies or positions

Some conflicts can be avoided when you are:

- Knowledgeable
- Familiar with bylaws
- Following the policies of PTA
- Informed about the issues
- Sensitive to the rights of members
- Able to avoid personality conflicts

**Remember to: Listen to Understand
Agree to Disagree,
and Be Tolerant of Intolerance**

What Can Our PTA Do?

- Take the opportunity to learn more about trust lands at the PTA Leadership Convention, PTA Day at the Capitol, and Utah PTA Advocacy Conference.
- Be sure your PTA has representation on your School Community Council. If a member of your PTA Board is not currently an elected member of the Community Council, your Board can still have someone attend the meetings to provide input and participate on any sub-committees.
- Join the “Utah School Community Councils” group on Facebook in order to receive information about Trust Lands and School Community Councils. You can also ask questions and share ideas with other SCC and PTA members in this group.
- Have your Safety Commissioner work with your School Community Council to ensure students and parents are provided with education on safe technology utilization and digital citizenship. This is a new responsibility for School Community Councils under HB213. PTA has great resources which can help the school with internet safety and digital citizenship.
- Have your Legislative VP and other board members join the Member to Member Network at www.utahpta.org/member-member-networks to receive important updates about Trust Lands and other legislative issues.
- Work with your principal and community council chair to prepare an article for the PTA newsletter discussing the School LAND Trust program and how your school is using their School LAND Trust funds.
- Write letters to your state legislators and other elected officials informing them of how the Trust Lands funds are being used in your school. Let them know of your support for the program.

School Community Councils

At-A-Glance

Why are schools required to have Community Councils?

The Utah State Legislature passed a law requiring every public school in the state to establish a School Community Council at the school-site level (Utah Code, Section 53A-1a-108). The law outlines membership, election procedures, and responsibilities of the councils.

Duties of the Council

In accordance with state law, “Each public school, in consultation with its local school board, shall establish a school community council at the school building level.” Each council shall:

- Develop a School Improvement Plan
- Develop a School LAND Trust Program
- Provide for education and awareness on safe tech utilization and digital
- Advise and make recommendations to school and district administrators and to the School Board when appropriate
- Create subcommittees and task forces as needed
- Communicate with parents at the school

School Community Council

Each School Community Council consists of school employees, including the principal, and parents or guardians of students attending the school.

- High schools must have a minimum of six parents or guardians and four school employees, including the principal.
- Schools other than a high school must have a minimum of four parents or guardians and three employees, including the principal.
- Councils may be larger than the minimum, so long as there are two or more parents or guardians than school employees.

Council Member Selection

According to the law, all council members, except the principal, are elected. Employees vote for employees (majority vote), and parents/guardians vote for parents/guardians (majority vote of those voting in an election held at the school). In the event of vacancies, each group appoints replacement members from within its ranks.

Definition of Parent/Guardian Member

When Community Councils were originally created, a parent or guardian member could not be employed at the school. Legislation passed by the 2006 Utah Legislature now allows a parent or guardian member to be employed at the school part-time, as long as their employment does not exceed an average of six hours per week.

How Long Do Members Serve?

All terms are two years in length, with the exception of the principal, who is an ex officio member with full voting rights. The terms shall be staggered so that no more than half the members stand for election in any given year. Elected members may serve successive terms as long as they have a student attending the school or will be enrolled during the term of office. Once the council is in place, members elect a chair and vice chair. The chair must be a parent/guardian, the vice chair can be either a parent/guardian or school employee.

Minutes and Other Reporting Requirements

One week prior to each council meeting, the following information must be posted on the school website:

- Notice of the upcoming meeting, including the date, time, and place
- The agenda for the meeting
- A summary (minutes) of the previous meeting
- An agenda for the meeting must also be posted at the main entrance of the school at least 24 hours before the meeting

Required reports are as follows:

- The council's proposed meeting schedule must be provided to parents
- A summary of the implementation of the previous year's School LAND Trust Program
- A telephone number or email address where each council member can be reached directly

The required reports are to be posted on the school website, and each household with a student attending the school should be notified of the information or how to locate it on the website. This notification may be made by mail, voice-mail, email, registration packets and/or with report cards. A variety of ways may be used to insure that all parents are notified.

School Community Council Authority

The School Community Council has full authority to carry out its responsibilities as outlined and defined in the law, as well as any additional responsibilities as determined by the local school board and district administration. The council does not have authority to make decisions that conflict with or run counter to Federal law, State law or School Board policy.

School Plans Requiring School Community Council Involvement/Approval

PLAN	CODE REF.	BOARD ACTION ON
School Improvement Plans	53A-1a-108.5	develop and approve annually
School LAND Trust Program	53A-16-101.5	develop and approve annually

NOTE: Most dates for school plan submission are determined by each district

Information to Consider at the First Meeting

- Elect officers
- Review school data, assessments and demographic information
- Review current school plans
- Review budgets to accomplish current plans
- Review the role of the School Community Council in implementation of plans they have oversight of or involvement with
- Review district due dates of each plan and what the council must do for plans to be completed, voted upon, and submitted in a timely manner
- Calendar tasks and meetings to complete the work
- Determine the role of subcommittees
- Discuss appointment of subcommittees; appoint as needed
- Assign tasks to committee and subcommittees, as needed

Important Reminders

Following elections, please remember to submit your school community council membership report at www.schoollandtrust.org.

Rite of Passage

The Period of Transition between the Outgoing and the Incoming PTA Officers

One measure of good leadership is how well others have been prepared to continue the work of PTA. A sign of a good leader is not what you have done in your year but what is accomplished the year after. You want all the good things you have in place to continue and then be built upon by your successor. All things that are important are worthwhile. It takes a little planning, organization, sensitivity, and a great deal of positive communication.

When does the “Rite of Passage” begin?

1. Be sensitive to the fact that the PTA Board for this year still has a lot to accomplish. They still need support and encouragement.
2. Sharing of information and materials should begin as soon as the officers are elected. Including the new officers in final meetings or activities can be very helpful in getting them “up and going.”
3. Although the PTA year begins on July 1, assistance from outgoing officers may still be requested.
4. Incoming officers will need to anticipate any activities taking place soon after July 1, doing some needed planning before that date.

Write It Down, Clean it out, Pass It ON

- Write it down—in a complete and organized procedure book.
- Clean it out—pass on all that is useful by throwing the rest away. If in doubt, let the incoming officers make the decision.
- Pass it on—although you may be attached to some of the materials, pass all of it along, keeping copies if you feel you need them.

Support the New PTA Leadership!

- Back away—let new leaders gain confidence, try new ideas, improve on the past good work, and become stronger.
- Be available—Be a resource providing practical guidance and continuity.

Local Reports 1, 2, and 3

Filed by Local PTA Presidents

Due

November 1, 2017

February 1, 2018

May 1, 2018

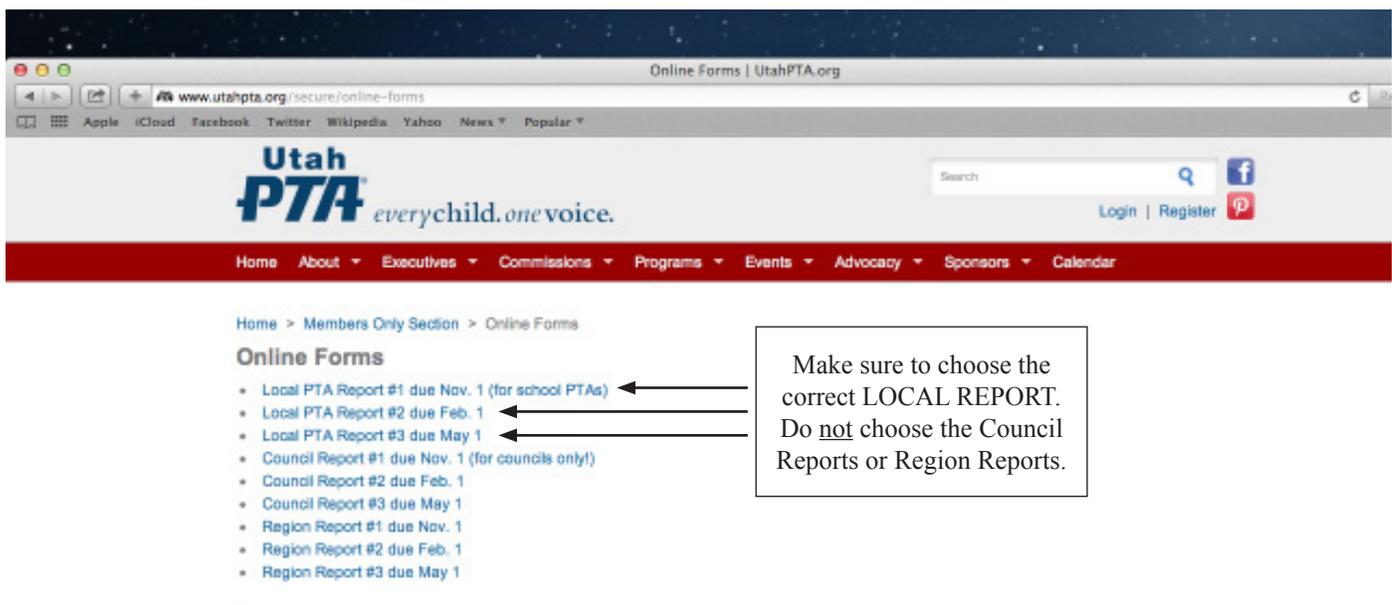
To file your report

- Go to www.utahpta.org
- Click on "Executive"
- Click on "Regions VP"
- Click on "Members Only" section, then "online forms."
- Click on "Reports"
- Click on the correct form, read the instructions, fill out the report, and be sure to hit Submit when the form is completed.

Some of the information you will need to have on-hand:

- Bylaws for EIN and Local Unit # (if you need a copy, ask your region director)
- Number of members
- Submission of financial information (yes or no)
- Volunteer hours

The program allows you to edit your report. After your report is submitted, you and your region director will receive a copy of it by email.



The screenshot shows a web browser window with the URL www.utahpta.org/secure/online-forms. The page header includes the Utah PTA logo and navigation links. The main content area is titled "Online Forms" and lists several report options. Three arrows point to the first three items in the list: "Local PTA Report #1 due Nov. 1 (for school PTAs)", "Local PTA Report #2 due Feb. 1", and "Local PTA Report #3 due May 1". A callout box on the right contains the text: "Make sure to choose the correct LOCAL REPORT. Do not choose the Council Reports or Region Reports."

Questions for Local Reports

REPORT #1

Local PTA Information

- Name of Local PTA
- Council name
- Region #
- 9 Digit EIN Tax Exempt #
- 8-Digit Local PTA ID #

PTA President

- President's name
- Address, city, state, zip
- E-mail

Members and Volunteers

- Number of paid members to date
- Have all membership monies been remitted to Utah PTA?
- Number of Board members
- Have all your Board members paid their PTA membership dues for your specific PTA?
- Have you turned in your Board list to your Council President or Region Director?
- Volunteer hours from July 1st through October 31st

Needs Assessment and Goals

- Did you use a needs assessment to set goals for your PTA?

Bylaws

- Are your bylaws current or have they been submitted for renewal to Utah PTA?

Submissions to Council or Region (if no Council)

- Have you submitted the following to your Council President or Region Director:
 - Year-end financial statement for the last fiscal year:
 - Annual Financial Reconciliation (AFR) report for last fiscal year
- IRS Filings
 - IRS filing for the last fiscal year (990, 990n or 990ez)
- Approved budget for current fiscal year
- General membership meeting minutes where budget was approved
- Signed basic fiscal management procedures
- Signed ethics/conflict of interest policy

Training

- Do you have PTA funds budgeted for convention/leadership training?
- Do you have money budgeted for insurance?
- What additional training does your local PTA need?

Meetings and minutes

- Have you started your local PTA procedure book this year?
- Do you have regular meetings?
- Are you keeping minutes of your meetings?

Legislative contact

- Do you have a legislative contact?
- Contact name
- Home phone
- Cell phone
- E-mail

REPORT #2

Local PA Information

- Name of Local PTA
- Council
- Region
- 9-Digit EIN Tax ID #
- 8-Digit PTA Local ID #

PTA President

- President's name
- Address, city, state, zip
- E-mail
- Preferred phone number

Volunteer hours

- Volunteer hours from November 1st to January 31st

Membership Monies and Elections

- Have all of the State and National portions of your membership monies been remitted to Utah PTA?
- Total number of paid memberships
- Has your PTA elected a nominating Committee?

Training

- Have you attended Council or Region meetings to receive training this year?
- Do you need additional help/training?
- If yes, what additional training does your local PTA need?
- From your needs assessment, what would you say is your PTA's top priority?

- Have you made arrangements to send out a Needs Assessment (Parent Survey) for the upcoming school year?

Please describe successful activities/projects your PTA is doing

Is your PTA reaching out and including all neighborhoods/area/groups in your school community?

REPORT #3

Local PTA Information

- Name of Local PTA
- 9-Digit EIN Tax Exempt #
- 8-Digit PTA Local ID #

Council and Region

- Council
- Region
- Council President's E-mail address

Incoming President Information

- Incoming President's name
- Address, city, state, zip
- E-mail
- Phone number

Volunteer Hours

- Total volunteer hours from February 1st to June 30th

Membership and Goals

- Have all of the State and National portions of your membership monies been remitted to Utah PTA?
- Have you conducted a Needs Assessment for the upcoming school year?

Audit and IRS Filing

- Have you arranged for an Annual Financial Reconciliation (AFR) to be completed by August 1st?
- Which IRS Filing is Your PTA required to file? (990, 990n or 990ez)

Which incoming PTA positions went to the Utah PTA Leadership Convention training in May?

- President
- President-elect
- Treasurer
- Secretary
- Membership
- Reflections
- Other