

# Responsibilities Of PTA Leaders

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- Accept the 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

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### They:

- Remember to have only one agenda—'the children.'
- Make each member feel welcome.
- Help each member understand the association mission statement and its purpose.
- 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

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- 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?” Help them pause and think. They might come up with their own solution.

# Conflict Management

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## **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**

# PTA & School Community Council Working Together

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The following are ways for PTA to help implement the School LAND Trust program in your school.

- Take the opportunity to learn more about trust lands at the Utah PTA Leadership Convention, the Utah PTA Legislative Advocacy Conference, and the Utah PTA Day at the Capitol.
- Be sure your PTA has representation on your school's community council. If a member of the 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 community council sub-committees. Make sure you have a candidate from your PTA executive committee nominated during the next election cycle.
- Work with your principal and community council chair to prepare an article for the school or PTA newsletter discussing the School LAND Trust program and how your school is using their School LAND Trust funds.
- Write letters to Utah's congressional delegation, Governor, your state legislators, state and local school board members, 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. If your legislator visits your school, show them how your school is using the money from the School LAND Trust Program.
- Make sure the e-mail address of your PTA liaison and other School Community Council members are on the School LAND Trust website. The principal should enter the information every year. The address is [www.schoollandtrust.org](http://www.schoollandtrust.org). Have your PTA Legislative Vice-President join the Member-to-Member e-mail list at [www.utahpta.org/advocacy.htm](http://www.utahpta.org/advocacy.htm) to receive important updates about trust lands and other issues. Check your computers to be sure that these e-mails are not blocked so you can receive up-to-date information.
- When elected officials visit your school, please take a minute to show them what your school is doing with the trust land distribution monies. Make sure all items purchased with trust land funds are properly labeled. Stickers and stamps can be requested from the USOE Trust Land section at [www.schoollandtrust.org](http://www.schoollandtrust.org).

# School Community Councils At-A-Glance

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## 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
- Assist in the development and implementation of a Staff Development Plan
- Advise and make recommendations to school and district administrators and to the School Board when appropriate
- Develop a Reading Achievement Plan (elementary level only)
- 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 five employees, including the principal.
- Junior High schools must have a minimum of four parents or guardians and three employees, including the principal.
- Elementary schools 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 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 up to three successive terms. Once the council is in place, members elect a chair and vice chair, one of whom must be a parent/guardian, the other an elected 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 plan must be made available in the fall of the current school year.

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 can be made by mail, voicemail, 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

<b>PLAN</b>	<b>CODE REF.</b>	<b>BOARD ACTION ON</b>
School Improvement Plans	53A-1a-108.5	develop and approve annually
School LAND Trust Program	53A-16-101.5	develop and approve annually
Reading Achievement – Elem.	53A-1-600.5	approve annually

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

### Information to Consider at the First Meeting

- Elect officers
- Review U-CAS scores as well as other assessments
- 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](http://www.schoollandtrust.org).

Make sure that your council takes time to view the DVD, “A Matter of Trust,” provided by the Trust Lands Administration and the Utah State Office of Education. This short presentation will provide more information about school trust lands in Utah and the School LAND Trust program.

# Rite Of Passage

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## **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, 2015

February 1, 2016

May 1, 2016

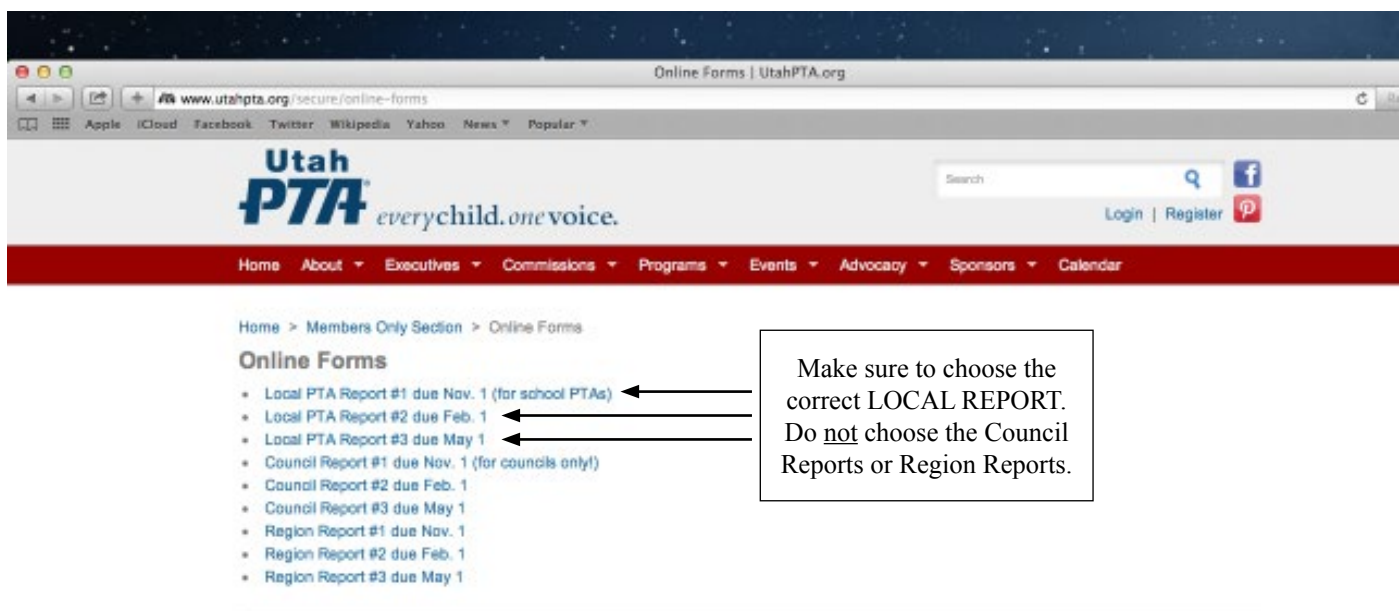
## To file your report

- Go to [www.utahpta.org](http://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 will receive a copy of it by email, as well as your region director.



The screenshot shows a web browser window displaying the Utah PTA website. The URL is [www.utahpta.org/secure/online-forms](http://www.utahpta.org/secure/online-forms). The page features the Utah PTA logo and a navigation menu. A list of online forms is shown, with three arrows pointing to the first three items: "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 text box on the right contains the instruction: "Make sure to choose the correct LOCAL REPORT. Do not choose the Council Reports or Region Reports."