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## Everett PTSA Council

Proudly serving the PTAs and schools of Everett School District



October 29, 2017

### Everett PTSA Council Weekly eBlast

\* [www.everettptsacouncil.org](http://www.everettptsacouncil.org) \*

*If this eBlast does not display in its entirety, be sure to click on "view entire message" at the bottom. We don't want you to miss anything!*

#### OUR VISION:

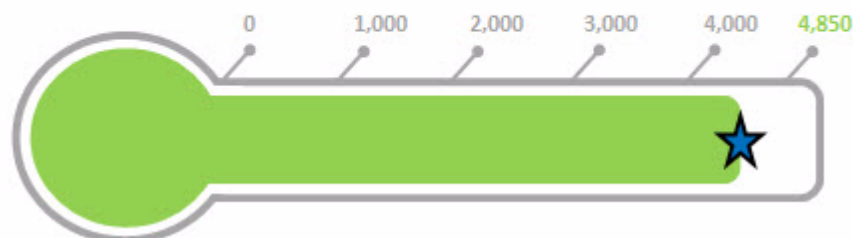
To be a meaningful and vital resource to PTAs and our community partners.

#### OUR MISSION:

To support, empower, and guide our PTAs to be successful.

#### EVERETT PTSA COUNCIL MEMBERSHIP

**2017-2018 Membership Goal = 4,850**



**Current Membership = 4,528**  
**As of 10/29/17**



- November 1:** [National PTA Reflections Theme Search Entry](#) Due Date
- November 5:** Daylight Savings Time Ends
- November 7:** School Board Meeting, 4:30-7:30pm at the CRC
- November 7:** PTA & the Law Webinar, 7:00-9:30pm. Click [HERE](#) to register.
- November 7:** General Election
- November 10:** No School, Veterans Day
- November 15:** Everett PTSA Council Membership Meeting and Multiple Training Opportunities, Meeting starts at 6:50pm at the CRC. See below to register for training sessions.
- November 15:** IRS Form 990 Due, click [HERE](#) for details.
- November 16:** Nominating Committee Webinar, 7:00-8:30pm. Click [HERE](#) to register.
- November 21:** School Board Meeting, 4:30-7:30pm at the CRC
- November 23 & 24:** No School, Thanksgiving Break
- December 1:** [Council Reflections Deadline for Entries](#), 10:00-5:00pm at the CRC
- January 3 2018:** [Council Reflections Celebration](#), 5:00-8:00pm at the CRC

**Membership Meeting Incentive for all Local PTAs:**

Aside from learning valuable information for yourself and your PTA, attending Council Membership Meetings also provides your Local PTA the opportunity to win a \$200 gift card! Your Local PTA will earn an entry for each PTA Leader who attends a Council Membership Meeting in September, November, January, and March. Drawing will take place at the April 25th Council Board of Director Meeting and the winning PTA will be notified. Imagine all the things your PTA could do with \$200! Hope to see you at our next Membership Meeting on November 15th.

**MEMBERSHIP NEWS:**

**CONGRATULATIONS** to **EMERSON PTA** for winning the Membership Form Drawing! Thank you to all our PTAs that sent in their current membership form and had a chance at a drawing for a \$25 gift certificate. It's not too late to have your membership form added to our Council website. Send along your form or link to join online to [lisagkm@gmail.com](mailto:lisagkm@gmail.com)

The Council Membership Drive is just finishing up and I am happy to report that each Everett PTA will have at least 3 memberships each (some have close to 10). Membership lists and payment checks will be out in 2 weeks.

Thank You..

Laura Peterson

Council VP Membership

[lkpete@mac.com](mailto:lkpete@mac.com)



#### **UPCOMING MEMBERSHIP MEETING AND TRAINING OPPORTUNITIES:**

Save the Date for our **November 15th** Everett PTSA Council Membership Meeting and Training at the CRC.

- Meet and Greet 6:30-6:50pm
- Meeting Begins at 6:50pm
- Training Begins at 8:00pm

We will be hosting a variety of WSPTA approved training sessions immediately following the membership meeting. The Eventbrite registration links are listed below! You can choose which class most interests you, click on the class to Register.

- **Board Basics**
  - This course will help you understand the basic governance structures behind most local PTA units.
  - Recommended for new board members and committee chairs.
- **Local PTA Secretary**
  - This is an introduction to the role and responsibilities of the PTA Secretary. It will benefit incoming and veteran local level PTA Secretaries as well as anyone serving on a board of a non-profit organization.
- **Local PTA Treasurer**
  - Whether you are a new treasurer, have been the treasurer before and want a refresher course, are thinking about running for treasurer, or are just interested in learning about the treasurer's job, this course will

provide you with an overview of the general duties and responsibilities of a local PTA Treasurer.

- **Membership Basics**
  - This course will provide local PTA leaders with basic ideas on membership - why you want to grow, how to reach everyone in your community, and what tools you can use to succeed.
- **Effective Advocacy for your Child**
  - After completing this course, you will be able to effectively define advocacy, define your issue, form a chorus of voices, check your facts, identify your audiences, know how decisions are made, sustain your vision and evaluate your progress
- **National Standard for Family School Partnerships**
  - This course will explore how the National Standards for Family School Partnerships creates a framework for engaging families in meaningful ways to support student success. Learn strategies related to each standard to improve the practices in your own school community and develop an increased appreciation for the work your school community is already doing to engage all families.
- **Awards of Excellence.**
  - The Local PTA Awards of Excellence Program recognizes local PTAs whose level of effort in specific areas help them make a difference in their community. This course will provide an overview of the varying awards, requirements, timelines and recommendations for submitting award applications.

### **SHOE FUND UPDATE:**

Happy October~

I wanted to give a big **THANK YOU** to all of our PTAs/PTSAs for donating so generously with some going above and beyond the suggested amount. As a collective whole you have donated \$5250. We have distributed 139 cards so far. With the winter months coming, these funds will help to get shoes that are weather appropriate for our students. Any PTAs/PTSAs who haven't sent in their invoices yet, you can still send them in any time. I am hoping to do a fundraiser in January (or sooner if needed), to collect more funds to help get us thru the rest of the school year. If anyone has any ideas for me please email [everettcouncilshoefund@gmail.com](mailto:everettcouncilshoefund@gmail.com). I'm always looking for new avenues to raise money.

Have a safe and Happy Halloween!

Lizzy Sebring

Shoe Fund Chair

### **ADVOCACY:**

The Washington State Supreme Court heard arguments on the McCleary case, progress toward fully-funding education, on Tuesday. WSPTA Legislative Consultant, Marie Sullivan, prepared a detailed report that was posted on the [WSPTA Advocacy Page](#). Please take time to read thru her article!

McCleary Update - The WA State Supreme Court will give their decision within the next few weeks.

### **LEADERSHIP NEWS:**

#### **REMINDER: IRS Form 990 due November 15**

Every PTA must file an information return with the IRS. WSPTA sample IRS instructions, log in information, and schedules can be found in the password-protected Leadership Guides page of the website under the category Treasurer/Board Finances Resources, IRS Information. Find out which 990 form to file, penalties for not doing so, and extension options on the [blog post here](#).

#### **NEW USER NAME AND PASSWORD NOVEMBER 1**

Please note that the current user name and password used to access password-protected pages of the WSPTA website will expire on November 1st. **The updated user name and password was included in the October 12th issue of Leadership News.** This user name and password is only for PTA leaders - do not share with members who are not PTA leaders or with non-members. Let us know if you did not receive this issue of Leadership News with the updated information.

### **NOVEMBER CHECKLIST for RUNNING YOUR PTA**

#### **November Ongoing Tasks:**

- Attending any board and membership meetings
- Read meeting minutes and offer corrections
- Prepare reports for board and membership meetings
- Attend training
- Be familiar with your responsibilities and fulfill them
- Review and ask questions about monthly financial report

- Prepare articles for newsletters/social media
- Update website
- Participate, help, and communicate

**Monthly Tasks:**

**Insurance payments due**

**IRS Filings (990 or 990EZ or postcard) due November 15**

**Elect nominating committee at a membership meeting if not previously done.**

When elected, update the committee materials/notebook and schedule overview meeting with committee.

**Was your PTA Incorporated in November?** If so, then your annual Corporation Renewal is due on 11/30. The annual corporation is due regardless of the income you bring in and is separate from the Charitable Organization Registration/ Renewal.

**Standards of Affiliation (SOA) Agreement Checklist**

Review your SOA Checklist and visit the [WSPTA Governance page](#) for more SOA information, Best Practices and Tips, FAQs, etc.

**Let us know if you need help with any section of this checklist. We are here to help!**

Required By	#	Requirement	Fiscal Year	Best Practices/Specifics (WSPTA fiscal year is July 1 - June 30)	Responsible PTA Leader	Due/Status
State of Washington	1	Officers elected	Current	Officers were elected at a membership meeting recommended before previous fiscal year-end. Washington state law requires president, one president, treasurer, and secretary.		
	2	Corporate renewal filed	Current	File to annual corporate renewal date (end of the month your PTA incorporated).		
	3	Charitable solicitation filed	Prior	<b>OPTION 1:</b> Have the 200-2000 or 2000-20000 report received by the 15th. <b>OPTION 2:</b> Not required to file. Have or will file the free one time optional filing. <b>OPTION 3:</b> Not required to file. Choose not to do the free one time optional filing.		
IRS	4	990 form filed	Prior	File the appropriate 990 form no later than November 15 for the necessary extension and file for the deadline.		
Insurance	5	Year-end financial review	Prior	Year-end financial review was conducted (recommended by August 21).		
WSPTA Local PTA & Councils	6	Officer names/updated info	Current	Enter names and contact information for all elected officers used for non-elected positions such as membership, advisory/regulatory, reflections, programs, and topics & community engagement to the membership database (recommended before a previous fiscal year-end, update as needed).		
	7	Budget approved	Current	Budget was approved by the membership (recommended before previous fiscal year-end).		
Who agree to work on the website, articles, and an update of PTA	8	Standing rules approved	Current	Standing rules were updated as needed and approved by the membership (recommended at the membership meeting of the current fiscal year).		
	9	Insurance	Current	Verify and purchase appropriate insurance prior to November 30 to prevent 3995 (3.99%IME).		
	10	Training requirement	Current	Verify the training requirement for at least one elected officer attend PTA and the laws, and all other elected officers attend at least one WSPTA approved training before this year's WSPTA agreement. Member recognition ensuring each elected officer attended the annual training requirement.		
WSPTA Local PTA only	11	25-member minimum	Current & Prior	Had at least 25 members (or approved membership) within the prior fiscal year. Found at least 25 members for the current fiscal year on date that state 90.		
	12	Membership increase/ & Prior	Current	Membership increase paid for the previous fiscal year. Current fiscal year membership increase that be paid upon receipt.		
WSPTA Councils only	13	Council reflections program	Current	Officer reflections program for your local PTA.		

For the WSPTA uniform Book, a local PTA or council is good standing if one that meets the criteria in the above standards of affiliation agreement. This checklist is for your internal monitoring purposes only and does not need to be turned in to WSPTA, unless your local PTA or council is selected for periodic review.

**PROGRAMS:**

**Standards of Excellence Awards**

**Upcoming Training Opportunity:  
November 15th, Training will be held immediately following the Council Membership Meeting**



Does your PTA follow best practices as outlined by WSPTA? Do you have a great PTA website or send out regular newsletters? Consider applying for one or more of the WA State PTA Awards of Excellence to highlight these achievements to your members and school community. Award applications are **due March 1, 2018** but are [now available](#) and provide a list of judging criteria and point values. By reviewing the award standards early you may find that they also give your PTA Board ideas to improve upon the work they are already doing. PTAs can earn either Bronze, Silver or Gold level for these awards with the exception of the Standards of Excellence Award which also has a Platinum level.

**\*New this year\*** [Outstanding Newsletter](#) and [Outstanding E-Blast](#) awards have been separated into two separate awards.

If you have questions or would like to see examples of applications, join us at the November 15th Council Meeting for a round table discussion on Awards of Excellence or contact Everett PTSA Council Program Chair Jen Hirman at [jhirman@gmail.com](mailto:jhirman@gmail.com) to have a Council member come out and meet with your PTA individually. *All PTAs are encouraged to apply!*

## **EVERETT PUBLIC SCHOOLS:**

### **The mobile app is here!**

The mobile app offers a constantly updated feed of district news and events with photos and links to the district's website. Users can customize the app by selecting the schools they are most interested in for news and updates. Users can also choose to receive push notifications to get breaking news, updates about school closures, calendar changes, and can translate content into their native language.

Parents, guardians and students can log in to the app to get student-specific information, including:

- grades and test scores
- bus route information
- checked out library items
- communications preferences
- attendance and class schedules

"We know our students are more successful in schools when parents are engaged in their learning and school activities," said Gary Cohn, Everett Public Schools Superintendent. "We hope the new mobile app will make it even easier for parents and community members to stay connected with our schools and the activities our students engage in every day."

You can download this free mobile app to a smart-devices from [iTunes](#) or from [Google Play](#) app stores. Or search for "Everett Public Schools" in your app store.

## **Everett PTSA Council Open Positions:**

**\* SECRETARY \***

**\* AWARDS RECOGNITION CHAIR \***

If you are interested in either position or would like more information, let us know.

*Angela Steck, Council President, [angelasteck@live.com](mailto:angelasteck@live.com)*

**EVERETT PTSA COUNCIL MEETING INFORMATION:**

**Council Membership Meetings:  
(all meetings at the CRC)**

- Wed, Nov 15th, Doors Open for Meet & Greet at 6:30pm, Meeting at 6:50pm and Training at 8:00 pm
- Wed, Jan 17th, 7:00pm Meeting & PTA Leader Roundtables
- Wed, March 21st, 7:00pm Meeting & PTA Leader Roundtables
- Wed, May 31st, Meeting & Training "Ready, Set, Go"

**Council Board of Director Meetings: (locations TBD)**

- Wed, Dec 6th
- Wed, Feb 21st
- Wed, Apr 25th
- Wed, June 6th

**Visit our Everett PTSA Council Website**

[www.everettptsacouncil.org](http://www.everettptsacouncil.org)

**Find us and "like" us on Facebook**

[www.facebook.com/everettptsacouncil](http://www.facebook.com/everettptsacouncil)



**Everett PTSA Council - CONTACT INFORMATION**

**Angela Steck**, President: [angelasteck@live.com](mailto:angelasteck@live.com) 425-301-2751

**Lisa Mills**, VP Communications: [lisagkm@gmail.com](mailto:lisagkm@gmail.com)

**Laura Peterson**, VP Membership: [lkpete@mac.com](mailto:lkpete@mac.com) 425-420-8490

**OPEN**, Secretary:

**Alisa Yee**, Treasurer: [alisapcepta@yahoo.com](mailto:alisapcepta@yahoo.com)

**Jen Hirman**, FACE Chair (Family and Community Engagement) & Programs: [jhirman@gmail.com](mailto:jhirman@gmail.com)

**Kim Kuhne**, Advocacy Chair: [kimkuhne@hotmail.com](mailto:kimkuhne@hotmail.com)



**Kelley Phan**, Reflections Chair: [everettreflections@gmail.com](mailto:everettreflections@gmail.com)  
**Lizzy Sebring**, Shoe Fund Chair: [everettcouncilshoefund@gmail.com](mailto:everettcouncilshoefund@gmail.com)  
**OPEN**, Awards Recognition Chair: [everettcouncilbanquet@gmail.com](mailto:everettcouncilbanquet@gmail.com)

For more information or inquiries, please refer to the Council Contact list in this eBlast and also posted on our [website](#).



**Everett PTSA Council**

Proudly serving the PTAs and schools of Everett School District

September 6, 2017  
Everett PTSA Council Weekly eBlast

Our regular weekly council eBlasts will be sent out each Sunday. Be sure to read for important information, dates and updates and share with your leaders. Make sure your PTA leaders are input in PTAvenue to receive important information - Council eBlast, Leadership News, emails, and much more.



[www.wastatepta.org](http://www.wastatepta.org)



[www.everettsd.org](http://www.everettsd.org)



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**PTA OUR CHILDREN MAGAZINE**

National PTA has a great digital magazine with articles that cover everything from parenting tips, crafts, digital safety and so much more. Click [ptaourchildren.org](http://ptaourchildren.org) to view the latest issue.