



Everett PTSA Council Board of Directors' Handbook 2020-2021

Updated 9/30/2020

Role of the Council

A council of parent-teacher associations is a defined number of member local PTAS organized under the authority of the state PTA that operates under bylaws approved by the state PTA. **The mission of our Everett PTSA Council is to support, empower, and guide our PTAs to be successful.** We have a total of 26 PTAs at local schools and a Special Education PTSA which serves students, families and teachers within the entire school district.

Local PTAs Supported by the Everett Council: 2020-2021

ELEMENTARY SCHOOLS

Cedar Wood Elementary PTA
Emerson Elementary PTA
Forest View Elementary PTA
Garfield Elementary PTA
Hawthorne Elementary PTA
Jackson Elementary PTA
James Monroe Elementary PTA
Jefferson Elementary PTA
Lowell Elementary PTA
Madison Elementary PTA
Mill Creek Elementary PTA
Penny Creek Elementary PTA
Silver Firs Elementary PTA
Silver Lake Elementary PTA
Tambark Creek Elementary PTSA
View Ridge Elementary PTA
Whittier Elementary PTA
Woodside Elementary PTA

MIDDLE SCHOOLS

Eisenhower Middle School PTSA
Evergreen Middle School PTA
Gateway Middle School PTSA
Heatherwood Middle School PTA
North Middle School PTA

HIGH SCHOOLS

Everett High School PTA
Henry M. Jackson High School PTSA
Port Gardner/Sequoia High School PTA

ESD SPECIAL EDUCATION PTSA:

Serving all special education students, families and teachers within the Everett School District

Calendar of Events:

Each year the Everett board of directors will meet to set the calendar of events for the year at its annual Board Retreat. The calendar should include the following dates:

Meetings:

Membership meetings – and venues
Board of director meetings – and venues

Reflections:

Due dates
Training dates
Viewing/judging dates
Celebration event date

Training:

Must be approved by the Region Director prior to posting dates
Council trainings will be decided on by the board of directors with feedback from the end of the year survey.
Region 7 training dates
PTA and the Law dates
WSPTA Convention
WSPTA Legislative Assembly
WSPTA Focus Day

Membership:

Awards dates

School Board:

All meeting dates

Events and Programs:

Award Celebration event
Everett PTSA Council Reflections Celebration
Any other events and programs decided on

Updated and Reviewed Annually:

The following items must be updated and either presented or approved by the members during a membership meeting:

- Budget
- Standing Rules
- Financial Review Report
- Goals
- Tax and Secretary of State filings

The following items will need to be updated to be ready for the PTA year:

- Nominating committee recommendation form
- Everett PTSA Council Award recommendation forms

Beginning of the year - Leadership Packets:

The Everett PTSA Council board will build Leadership Packets for each local PTA/PTSA that will be delivered at the Region 7 fall training. The packets should include the following items:

- Everett PTSA Council Meetings & Trainings Schedule
- The Who, What and Why...
- Council Board of Directors Contact info
- Local PTA Planning Calendar
- Letter to Membership Chair
- Fulfilling Annual WSPTA Training Requirement
- Training Tracking Spreadsheet
- Shoe Fund Program Letter
- Shoe Fund Invoice
- Local PTA Treasurer Action List
- Legal Documents Notebook
- Red Flags for Theft, Fraud & Embezzlement
- Reflections Program events & deadlines
- WSPTA Game Development Competition (HS only)
- FACE Information Sheet

Financial:

For reimbursement of approved expenses, please submit the original receipt using the following form which is found on the Council website and keep a copy of your receipt for your records. Note: the signature of Council President or Vice President is required.

EVERETT PTSA COUNCIL
REIMBURSEMENT / PAYMENT REQUEST

This form enables the Treasurer to pay expenses correctly and is a record of our expenditures. It protects all of us, and must be completed for **all** payment requests.

Attach **original** invoices or receipts. (REQUIRED FOR PAYMENT)
(Please do not include any personal expenses on a receipt being reimbursed by the PTA)

Activity (Budget Account): _____

Amount of Purchase: _____

Description of Expense: _____

Make Check Payable To: _____

Email or Phone #: _____

Method of receiving check:

Next Meeting

Mail: _____

Requested by: _____ Date Requested: _____

PTSA President or Vice President Authorization Required:
(person being reimbursed CAN NOT sign this authorization--must be someone NOT receiving funds)

Authorized by (Print): _____

Authorized by (Signature): _____

Date Authorized: _____

For Treasurer Use:
Check # _____
Date Paid: _____
Enter in Money Minder _____

Communication

There are several ways we communicate with local PTAs:

Eblasts: Eblasts are done twice a month, the 1st and the 15th, and sent out to local PTA Board Members through the email address they have on file through WSPTA MemberPlanet. Board members are encouraged to send in material to our Council Communications Chair at least two days prior to the eBlast distribution to allow for adequate time for review and formatting.

Website: The Everett PTSA Council Website is meant as a vital resource for our local PTAs to find information about our programs, deadlines and contact information. As Board Members, please review the website and notify our Communications Chair if updates are needed.

Facebook: The Council maintains a Facebook main page for timely information sharing, reminders and other helpful information. Please send material you would like posted to our Communications Chair with appropriate links and/or graphics you would like included. Additionally, Everett PTSA Council also has closed, private groups for the positions of PTA President, PTA Treasurer, and PTA Membership Chairs, along with an ongoing group for Family and Community Engagement (FACE). These are meant for informal information-sharing and all members of the group can create posts. Approved Facebook guidelines (appropriate language/content) will be maintained for all of these groups.

Twitter: The Council maintains a Facebook main page for timely information sharing, reminders and other helpful information. Please send material you would like posted to our Communications Chair with appropriate links and/or graphics you would like included.

Membership Meetings: Council will hold several Membership Meetings throughout the year to bring together representatives of the 27 PTAs within the Everett School District. The Secretary will send out a request prior to the meeting asking if you would like to be on the agenda.

Council Contacts for Local PTAs:

Communication of ideas and PTA guidelines is a large part of how Council supports the PTAs/PTSAs within our district. To facilitate this, certain members of our Council Board of Directors may serve as “Council Contacts” that are assigned a local PTA.

Serving as a Council Contact to a local PTA means you are the direct link between that PTA and the Council. It’s helpful if you contact your local PTA to introduce yourself and double check that the PTA has the following items available; these items will help you support the PTA throughout the PTA year.

- Contact information for all Board members – verify this is the same information WSPTA has on file
- Standing Rules
- Budget
- Dates and location of meetings

As a Council Contact, you will occasionally be asked to contact your assigned local PTA to follow up on items throughout the year.

Fall Check-in Meeting with PTA President: To help establish contact and foster communication, Council will host opportunities for Council Contacts to meet one-on-one with local PTA Presidents in the fall. These will be short meetings intended to just introduce each other, see how the PTA is getting off to the start of the school year, and answer any initial questions that the PTA leaders might have.

Everett PTSA Council

Roles and Responsibilities

The Everett PTSA Council board of directors includes the following positions as defined by the Standing Rules. These roles and responsibilities will be reviewed during officer transition periods for clear and mutual understanding, and may be revised as needed and with changes communicated to the board of directors.

All Board Members:

(from 2020 WSPTA Council Handbook)

- Be familiar with the vision, mission, and goals of WSPTA and lead their implementation within the council area.
- Attend WSPTA events: leadership conference, legislative assembly, convention, and region conferences.
- Delegate responsibility and communicate regularly with fellow council officers, committee chairs, and local PTA officers.
- Be knowledgeable of the WSPTA Uniform Bylaws, the Standards of Affiliation agreement, the council's standing rules, council policies, and basic parliamentary procedure.
- Manage council finances in a fiscally prudent manner.
- Review recommendations from all financial reviews.
- Transact necessary business between membership meetings and other business referred to the council by the membership.
- Present recommendations to the membership for action.
- Perform other duties as specified in the council's standing rules.
- Be familiar with the resources available through the WSPTA website: www.wastatepta.org and the National PTA website: www.pta.org.
- Assess needs, requirements, and desires of local PTAs, and develop plans, programs, and workshops to serve those needs.
- Use input to set goals, prepare a proposed budget and calendar and to establish committees.
- Be familiar with all established WSPTA deadlines.
- Continue or establish an awards recognition program.
- Communicate regularly with local PTAs.
- Continue to provide information, support, and encouragement to local PTAs.
- Develop and promote the Reflections program in the council area.
- Reach out to leaders of under-represented groups to encourage participation and collaboration on shared goals to improve the lives of children.
- Identify the groups in the community that should be invited to participate in and provide support to local PTAs to make this happen.
- Attends all meetings of the Board of Directors and Membership unless excused.

President

(from WSPTA Council Handbook)

- Sets the schedule of yearly meetings for the board and members
- Presides during all meetings.
- Serves as spokesperson for the council.

- With approval of the executive committee, makes one-year appointments to positions and committees as specified in the standing rules.
- Is an ex officio member of all committees, except the nominating committee.
- Disseminates and communicates information received pertinent to PTA purposes and programs.
- Coordinates the council's programs and activities.
- Cooperates, when requested, with the region director in establishing new local PTAs.
- Conducts an orientation or retreat for the board of directors.
- Facilitates a "role of a council" orientation at a council membership meeting.
- Plans a PTA president and principal workshop.
- May meet with the superintendent and education association president as appropriate.
- Conducts election of nominating committee/election of officers.
- Serves as a member of the region service delivery team or assigns another council member to be the liaison for the council.
- Ensures that the council meets the criteria in the WSPTA standards of affiliation agreement.
- Ensures that contact information of elected council officers is reported to WSPTA in timely fashion.

VP – Membership

(from WSPTA Council Handbook)

VP:

- Performs the duties of the president in the absence or inability of that officer to serve.
- Familiar with duties of the president and assists in those duties upon request.
- Serves as liaison between the executive committee and local PTAs in the council.

Membership:

- Create informational letter for Fall Leadership packets (membership/treasurer).
- Create contact sheet and collect local PTA membership chair information.
- Contact State office to include one- time Council fee on Local PTA Remittance invoice. (this shouldn't have to be done each year but check to be sure)
- Create Council Membership Drive flyer this includes contacting PTAs to verify membership fees for the year, checking OSPI website to verify free/reduced lunch numbers
- Distribute Council Membership Drive flyers to CRC employees
- Track membership drive donations on spreadsheet and then submit invoices to council treasurer for payments to each PTA.
- Send out thank you notes for all membership drive contributors.
- Provide weekly updates for Council VP of Communications to use in eblast-pull weekly totals off MemberPlanet, report membership award level winners (bronze, silver, gold)
- Send reminders prior to membership deadlines.
- Follow up with Local PTAs at the end of the year to balance registered & paid membership and to make sure that all membership drive checks have been cashed.
- Be available for questions from Local PTAs.
- Be familiar with MemberPlanet (training provided).
- Keep all paperwork on file in Membership binder.

Treasurer

(from WSPTA Council Handbook)

- Serves as chair of the budget committee.
- Presents the budget to the board of directors and membership.

- Maintains accurate financial records.
- Receives and issues receipts and makes deposits promptly in an authorized council account.
- Disburses funds according to the approved budget.
- Presents a written financial statement each month and at each regular meeting and such other times as required by the president.
- Provides all financial records if requested by the president or any member of the board of directors.
- Remits council incorporation renewal to the Secretary of State.
- Files IRS return annually.
- Files charitable solicitations report as needed.
- Remits council liability insurance premium.
- Maintains the council's legal financial documents notebook.
- Closes the books at the end of the fiscal year and submits the books and records for financial review to the financial review committee no later than thirty days thereafter.
- Performs any other duties designated in council's standing rules or as requested by the president

Secretary

(from WSPTA Council Handbook)

- Prepares accurate minutes of all meetings.
- Notifies the president of any unfinished business.
- Is responsible for correspondence as designated by the president.
- Maintains rosters of the members of all standing and special committees.
- Provides attendance sign-in sheets at council meetings.
- Provides a synopsis of council minutes to the newsletter editor or communications chair in a timely manner.
- Maintains a roster of local PTAs served by the council with the names and addresses of their officers.
- Performs any other duties designated in the council's standing rules or assigned by the president.

Programs:

(from WSPTA Council Handbook)

- A council may offer programs in addition to Reflections, and a programs chair can increase awareness of PTA programs at the state and national level and encourage resource sharing between local PTAs.
- Educate local PTA leaders about, and encourage them to participate in WSPTA and NPTA programs, such as:
 - Local PTA and Council Awards of Excellence
 - Leadership Academy, WSPTA//Game Development, PTA Essay Contest, Individual Awards (e.g.: Golden Acorn, Outstanding Educator, etc.), Senior scholarships, NPTA School of Excellence
- Educate and provide support for local leaders to pursue grant opportunities from WSPTA and NPTA.
- Develop and execute council-specific programs that provide value to your community.
- Specific to Everett PTSA Council: identifies Star Awards to be given out to local PTAs

Communications Chair:

Review relevant awards of excellence applications at the start of the year to set the plan for the Council communications.

Facebook:

- Update the Council FB page as often as possible, sharing information timely.
- Monitor other FB pages for postings to share: WSPTA, Region 7, all schools in Everett, news agencies (HeraldNet), Snohomish Health, OSPI, National PTA, etc.
- Create events for membership meetings or training.

eBlast:

- Currently sent out twice a month.
- Need communication from other members on Council to submit articles or blurbs for the eBlast. (Membership, Advocacy, Reflections) It is not the job of the VP of Comm to research and provide content for the eBlast, while some research is necessary, the committee work should be done by committee chairs.
- Read Leadership News for informative articles to include.
- Monitor other sites or FB pages for information to share: WSPTA, Region 7, news agencies, National PTA, etc.
- Keep calendar of events, looking on WSPTA or EPS websites for information.

Website:

- Update content on website to almost match the eBlast.
- Committee chairs should regularly review their own pages for any adjustments.
- Committee chairs should be providing information to include on the website.

Additional/Optional Tasks

- Create holiday or New Years card and order and send out. Usually have help from anyone on Council with addressing.
- Create Thank You cards for School Board Members for School Board Appreciation Month. Usually use pictures of Reflections artwork, so take the picture, create the cards, order the cards, wrap the cards.

Advocacy:

(from WSPTA Council Handbook)

A council can play a vital role in supporting local PTA advocacy chairs. A council's advocacy chair may:

- Educate local PTA presidents about the need for an advocacy chair.
- Maintain regular communication with legislative chairs within the council.
- Educate local PTAs about WSPTA's legislative platform and the value of PTA's advocacy activities.
- Encourage local PTA advocacy chairs to attend convention and region training events.
- Offer council training for local PTA advocacy chairs.
- Encourage attendance at WSPTA's legislative assembly.
- Arrange council gatherings at legislative assembly.
- Assist local PTA advocacy chairs with preparation of newsletter articles and other information to be sent to members.

Family and Community Engagement (FACE)

(from WSPTA Council Handbook)

A family and community engagement chair can help local PTAs build strategies for engaging all families, as well as strengthen ties with the local community and school district.

- Educate local PTA presidents about the need for family and community engagement.
- Increase awareness of diversity and inclusion issues.
- Maintain regular communication with family and community engagement chairs within the council.
- Assist local PTA chairs by helping them build relationships with school and district personnel.
- Create community relationships that benefit local PTAs, such as with local food banks, translation services, or city government.
- Offer training on family and community engagement.
- Share information and newsletter content with local PTAs that is relevant to all families in the school district.
- Offer parent education opportunities within the school district

Reflections:

Coordinate the PTA Reflections Art Contest for the district. This includes:

- Offering a training at the beginning of the school year for local Reflections chairs
- Communicate with Local Reflections Chairs on an ongoing basis to keep them informed of deadlines and guidelines for the Reflections program.
- Encourage local PTA involvement in Reflections
- Manage and oversee the Council-level art competition including collection of art work from schools, judging at the Council level, display of art work at the CRC, and January celebration night.
- Pass along art work from Everett Council that progresses to WSPTA, and continue to monitor progress of those student art pieces.

Shoe Fund:

Coordinate the Everett PTSA Council Shoe Fund program which collects donations and supplies gift cards for shoes to school counselors to distribute to ESD students in need. *March, 2019: Program is currently being restructured due to Payless Shoe Stores going out of business.*

Special Ed PTSA Liaison:

Recognizing that the Special Ed PTSA serves the entire Everett School District by providing services and support to special education teachers, families and students, the position of Special Ed PTSA Liaison is created to further strengthen the communication between the Special Ed PTSA and Everett PTSA Council. Duties include:

- serving as an active and voting board member on the Everett PTSA Council
- encouraging Council and local PTAs to continually strive to make events accessible to Special Education students
- promote the Special Education PTSA to all local PTAs in the district to help them become aware of the resources and events available to their families

Board-at-Large (3): North, Central, and South

Board-at-Large positions are intended to serve as advisory positions to help ensure that the Council is representing the needs of the whole district. These positions may be called upon to help assist

local PTAs who need additional support.

Recognition Chair

Everett PTSA Council holds an annual celebration to recognize local PTA award recipients and celebrate the accomplishments of Council and local PTAs. The recognition chair coordinates this event by securing the venue and date early in the year and holding Recognition Committee meetings as needed throughout the year to divide up tasks as outlined in Council materials.

Everett PTSA Council 7.3 Standing Rules 2020-2021 (Approved by membership 9/23/20)

COUNCIL NAME: The legal name of this council is Everett Council Parent Teacher Student Association and its National PTA number is 11279110. The council will also do business as Everett PTSA Council or Everett PTSA Council 7.3.

MISSION: The mission of this organization is “The Everett PTSA Council supports, empowers, and guides our PTAs to be successful.”

STATE OF WASHINGTON: This council is a non-profit corporation recognized by the State of Washington on January 7, 1980. It is the responsibility of this council to file an annual corporation renewal form prior to January 31st. The incorporation number is available upon request. This council was recognized by the State of Washington Charitable Solicitations Act as of November 15, 1988.

IRS STATUS: The IRS recognized this council as a non-profit tax-exempt organization on May 25, 1994 under section 501(c)3. The Employer Identification Number is available upon request. The Treasurer is responsible for filing the appropriate tax return prior to November 15th.

REGISTERED AGENT: Washington State PTA has been designated to serve as the registered agent with the Washington Secretary of State, Washington Department of Revenue, and the IRS.

STUDENTS: The students of the Everett School District will be considered honorary members of this Council without voice, vote or privilege of holding office.

SERVICE FEES: Annual Everett PTSA Council fees will be \$50.00 per local PTA, plus \$0.50 cents per member. The current year’s annual council fee shall be waived for any member PTA in its first year of PTA charter.

ELECTED OFFICERS shall be President, Vice President-Membership, Secretary, and Treasurer. Elected officers shall serve a term of one (1) year, from July 1st to June 30th. No person shall serve in the same elected office for more than two consecutive terms. These elected officers shall constitute the Executive Committee. Any elected position, other than Treasurer, may be held jointly by two (2) people. Each co-position holder shall be entitled to voice and vote. In the case of Co-Presidents, the presiding President has only a tie breaking vote. An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer. If a vacancy occurs in an office, the Executive Committee will select an acting officer to serve until the next general meeting, at which time nominations will be taken from the floor with consent from the nominee.

ELIGIBILITY: Nominee must be a member of a local PTA in the Everett PTSA Council at least 30 days prior to election, and have served at least one term on a local PTA Board of Directors in the Everett PTSA Council. The Nominating Committee and Council President will make every attempt to provide the widest possible representation of local PTAs on the Council Board of Directors. All elected officers must be at least 18 years of age.

BOARD OF DIRECTORS consists of the elected officers, all appointed Standing Committee chairpersons, the Special Ed PTSA Liaison, the Board-at-Large members (North, Central and South), and the Region 7 PTA Service Delivery Team Liaison (when not filled by someone already serving on the Board of Directors). All committee members and the Board of Directors must be current members of a local PTA in the Everett PTSA Council.

STANDING COMMITTEES shall be: Advocacy Chair(s); Communications Chair(s); Programs Chair(s); Family and Community Engagement Chair(s); Reflections Chair(s) and Shoe Fund Chair(s).

AD HOC COMMITTEES include Recognition Chair(s); Nominating Committee, Financial Review Committee, and Budget Committee, with other committees as required at the discretion of the Board of Directors. The President will request volunteers for Ad Hoc Committees, other than Nominating Committee members that are elected.

STANDING & AD HOC COMMITTEE MEMBERS must be current members of a local PTA in the Everett PTSA Council. All positions will be appointed for a period of one (1) year. A chair position can be declared vacant if a Chairperson is absent three (3) consecutive meetings, unless previously excused by the presiding officer.

NOMINATING COMMITTEE shall be elected at a general membership meeting of the council at least thirty (30) days preceding the election of officers and shall consist of at least three (3) members. The committee shall select its chair at its first meeting. All members of the Nominating Committee shall have been members in good standing for at least thirty (30) days preceding their election. No person shall be eligible to serve two (2) consecutive years on this committee. The President is not eligible to serve on this committee. No school district administrator can serve on the Nominating Committee for the council within the district where he/she is employed.

QUORUM (EXECUTIVE COMMITTEE MEETINGS): A majority of those on the executive committee shall constitute a quorum.

QUORUM (BOARD OF DIRECTOR MEETINGS): A majority of the Board of Directors will constitute a quorum.

VOTING MEMBERS & QUORUM (GENERAL MEMBERSHIP MEETINGS): Voting

members of the Everett PTSA Council will consist of the Board of Directors and three (3) voting delegates from each local PTA. Representatives from local PTAs whose fees are delinquent shall not participate in the business or activities of the council. A quorum will consist of 10% of those eligible to vote.

ONLINE PASSWORDS: A list of online passwords will be updated and maintained annually by the President and Secretary. With any changes of the Executive Committee, passwords will be revised and Executive Committee notified.

SOCIAL MEDIA: Everett PTSA Council shall maintain a social media policy. The policy shall reside with the Secretary. Members of Everett PTSA Council shall not use any social media platform to bully, insult, embarrass, harass, target, or post threats of physical or verbal abuse toward any individual, including school board officials, school administrators, teachers, PTA members, volunteers, or other individuals associated with Everett School District.

ELECTRONIC VOTING: Everett PTSA Council may allow voting by email, online voting tool and/or by mail for election of the nominating committee and/or officers per WSPTA "Mail, email and online voting procedures" found in the WSPTA leadership guide.

REQUIRED TRAINING: During the PTA year, all elected officers must participate in at least one (1) WSPTA approved training, and at least one (1) elected officer must complete PTA and the Law training.

STANDING RULES: The Standing Rules will be reviewed annually and may be amended by a two-thirds (2/3) majority vote of the General Membership after the Everett PTSA Council Board of Directors has approved the amendment. Council Standing Rules shall not be in conflict with the WSPTA Uniform Bylaws.

BUDGET: A budget will be prepared by the Budget Committee (consisting of at least the incoming and outgoing Presidents and Treasurers) and will be submitted for approval to the Everett PTSA Council Board of Directors prior to the last Council meeting and to the Council no later than the last General Membership Meeting of the fiscal year.

REALLOCATION: The Board of Directors has the right to reallocate up to \$500, as needed by a majority vote of the Board of Directors. Under emergency situations the Executive Committee of the Everett PTSA Council has the right to reallocate funds by a majority vote of the Executive Committee. All reallocations will be announced at the next Council General Membership Meeting.

RESERVE FUND: The Council shall maintain a reserve fund of not less than \$2,000 and not more than \$6,000, to be shown in and voted on as part of the regular annual budget. Funds may be used to maintain the viability of the PTSA in times of decreased funding, including but not limited to paying required filing fees and insurance premiums, as allocated by the Board.

BONDING AND INSURANCE: The following insurance shall be purchased annually by the Council: General Liability, Medical Payments, Non-Profit Professional Liability (Officer Liability) - at least minimum limits; Fidelity Bond (Crime) - at least as high as the maximum expected bank balance. Other coverage and/or increased limits may be purchased as approved by the Board. The Board will review and approve the policy coverage and limits annually prior to renewal.

CHECK SIGNERS: Only elected officers can sign checks. Two (2) signatures are required on all checks. The bank signature card will list at least two and not more than four elected officers. Use of a debit card, credit card, ATM card and online banking to disburse funds is not permitted.