

Jane Addams PTSA Organization Meeting
July 7, 2009
6-8 pm

Attendance

This meeting was by open invitation to parents of Jane Addams students.
Twenty eight parents attended.

The meeting was also attended by:

Debbie Nelsen, Principal of Jane Addams
Lauren Mcguire, Representative from Seattle Council PTSA/Co-Director for
North Area Elementary schools

Seattle Council PTSA

Lauren Mcguire will serve as a representative/liaison between the Jane Addams PTSA and the Seattle Council PTSA (SCPTSA). The SCPTSA provides administrative and technical assistance to local PTSAs. Lauren Mcguire will provide an overview of what is involved in setting up a PTSA.

PTSA (Parent Teacher Student Association)

A local self governing association whose main purpose is to promote the health, safety, and education of children.

There are two parts to a PTSA:

1. Activities: What a PTSA does in the school (the types of fundraising, committees, types of involvement in the school). These decisions are made by each school's PTSA. The SCPTSA can assist with ideas.
2. Business: The administrative components of a PTSA. A PTSA is registered as a non-profit 501c3. There are a number of business aspects to starting and running a PTSA. The SCPTSA has a binder of checklists and information that each PTSA uses to get started/operate.

Starting up a PTSA will involve setting up a steering committee to oversee the start-up. Once the PTSA is going, elections can be held to elect officers.

A group of people who want to be a PTSA must apply to the Seattle Council PTSA. When the application has been received there are a series of steps that must be accomplished before a PTSA is formed. These include:

1. Articles of Incorporation to establish the PTSA as a non-profit. An application for this is made to the WA State PTSA.
2. By-laws and Standing Rules are adopted. These rules and laws are meant to establish that the PTSA is fair and open to all parents.
3. Training is provided in many aspects of running the PTSA (for example training related to the finances).

4. Insurance must be obtained for the PTSA in case of any accident or injury at events hosted by the organization.
5. A bank account must be established.
6. At least 25 members must be identified.
7. Once at least 25 members have been identified, there is a vote on whether to form a PTSA. Members must have paid dues to the PTSA (dues are decided on by the PTSA). As an example, Bryant Elementary School's dues are 10 dollar per individual/ 17 dollars per family. Part of the dues go to both the Seattle Council PTSA and the WA State PTSA to support the services they provide.
8. Officers are elected (this will happen after school is underway). Usually there are 6-8 people elected as officers including a president, vice president, secretary, and treasurer. There may be additional committee heads such as a legislative chair or a volunteer coordinator.

A sign up sheet for the Steering Committee was passed around.

Other options (other than a PTSA) would be starting a Site Council or a PTSO.

PTSA Start up Money

Lauren Mcguire will see if the SCPTSA has any start up money available
 Laurelhurst Elementary PTSA has donated 500 dollars to the start up. Other area PTSAs could be petitioned as well (after Late August when they start up again/ prior to fall)

PTSA will probably be provided some space in the Jane Addams' building.

Steering Committee

A Steering Committee was formed by those interested in participating. The first meeting of the Steering Committee will be held on July 15th at 7pm at Sacajawea Elementary School.

Summer Project Needs Identified by the Building Leadership Team (BLT)

1. Opening Event. There will be an Opening Event prior to the start up of school in September. There is a need for parents interested in helping organize the event. A sign-up sheet was passed around.
2. Building Clean-up Day. There will be a big clean-up day to help with cleaning and small touch up paint jobs prior to the start of school. The day will be a Saturday in August. There is a need for a small parent group to help organize the clean-up day. The organizers will recruit other volunteers and help identify projects. A sign up sheet was passed around. Local PTSAs could also be invited to help out at the event.

Other Summer Project Ideas

- Getting school supplies together (per Debbie this will be taken care of by the secretary)
 A letter will go out before school related to placement in classes and the supply list.
 People will be asked to give 20 dollars for a K-4 kit or 25 dollars for a 5th-8th grade kit).
- Starting a Gardening Committee (for school grounds)

- Organizing After School Clubs and Activities
- Artist-in-Residence Program
- Finding discretionary money for teachers
- Finding scholarship funds for students
- Finding field trip money
- Community building activities
- Establishing traditions at our school
- Setting up communication networks and channels
- Working on the web-site (per Debbie, one of the teachers is going to start working on improving the site)
- Setting up a car-pooling network
- Book Fair
- Helping teachers set up their rooms (this will be organized towards the end of the summer and will be based on individual teacher's schedules. A sign up sheet was sent around at the last meeting)

Fundraising Ideas

- Starting a Scrip Program (start up money is needed for this)
- Scholastic Book Program
- U-promise – give % back to schools
- Office Depot – has a program where a 5% donation is given with purchases

General Parent Input

Debbie Nelsen asked what parents wanted to have input in as the school is developed. The following ideas were mentioned:

- Conversation groups with parents (staff and parents). What do we want our culture to be? It would be nice to have a way of getting together to generate some ideas.
- Staffing of the school. Do parents have a say in who is hired? Parents were involved in the first phase of hiring. Normally parents will be told that hiring is underway and will be invited to volunteer to participate. Parents interested in participating need to undergo a training.
- Every child should feel welcomed the first day of school. A nice way to do this is to have every child greeted by name at least three times between the time they enter the building and the time they reach the classroom.
- Mascot and school colors will be decided on at the Opening Event by vote. Ideas from parents and kids were solicited at the meeting in June. Those ideas will be consolidated by the BLT and 6-8 of the best ideas will be voted on.
- Spectrum. Parents would like input in the process of how Spectrum will evolve in the school.
- Environmental Focus. Per Debbie the focus now is on curriculum and outside experiences. Parents can be involved at various levels.
- Disaster Preparedness. Debbie says this is on her list.
- School Directory and Family Handbook. Each family needs to sign a form giving permission for their name and information to be published in the directory. This will

need to wait until the beginning of school and can be something the PTSA assists with.

- Design Committee for the building. Making the building look nice with art works etc.
- Sustainable School Committee should be formed. Reduce paper waste as a school goal given our environmental focus. Can forms be put on-line?
- PTSA should do outreach to ELL families to ensure they feel welcome and are included.