

Jane Addams PTSA Steering Committee Meeting
July 29, 2009
7-8:30 pm

Attendance

Steering Committee members:

Heidi Henley

Lauren McClelland

Christine Sampson

Other Representatives:

Debbie Nelson, Principal, Jane Addams

Laura Mah, 5th Grade teacher, Jane Addams

Beverly Ferguson, Teacher, Jane Addams

Sudene Snyder: Director, Washington State PTA

Sarah Ducett, Washington State PTA

Iris Neilsson, Washington State PTA

Lauren Mguire: Representative, Seattle Council PTSA

Affiliation Application

The application for affiliation to the WA State PTA was accepted. Sudene Snyder presented information about the programs and benefits offered by the WA State PTA. See attached copy of slide presentation. Some of the benefits include:

Leadership training. The next Leadership Development Conference will be on September 26th. A number of classes will be offered for different leaders in a given PTSA including President, Vice President, Treasurer and Secretary. The cost is 40 dollars total. The number of people attending from a given PTSA is up to that PTSA. It is a good idea to send as many people as possible.

Awards. Different awards are offered to local PTSAs based on best practices, member recruitment and other goals. As a new PTSA, we should be able to apply for and receive goals for member recruitment. It is a good idea for PTSAs to develop a portfolio with pictures of sponsored events, trainings attended and other records of accomplishments.

Financial awards. Can apply for up to 500 dollars from the WA State PTA. The Applegate award application is due in December.

Establishing the PTSA

Standing Rules. The Standing Rules are currently being drafted by the Steering Committee (see attached draft). These will be voted on by all members at the Organizational Meeting planned for September 23rd. The members of the Board of Directors needs to be listed on the Standing Rules. The following are the suggested members:

Legislative Chair

Faculty/Staff Representative

Fundraising Chair
Membership Chair
Volunteer Coordinator
Communication/PR Chair
Student Representative
Member at Large

A PTSA can have as many committees as needed/desired. Not all committees need to be voting members on the Board of Directors. The Board of Directors and Committees can change over time.

Meeting Schedule. A general meeting schedule for the Board of Directors and General Membership needs to be established in the Standing Rules. It was suggested that meetings be alternated every other month (one month the General Membership will meet, the next month the Board of Directors will meet). As the PTSA is established it may be useful to have meetings of both every month.

Communicating with Parents

A PTSA letter will go out as part of the Welcome packet being sent on August 17th. The letter will announce the upcoming Organizational Meeting, announce upcoming events (Opening Event and Building Preparation Day), and solicit donations.

Next Meeting

When: August 13th 2009, 7pm

Where: Sacajawea Elementary School