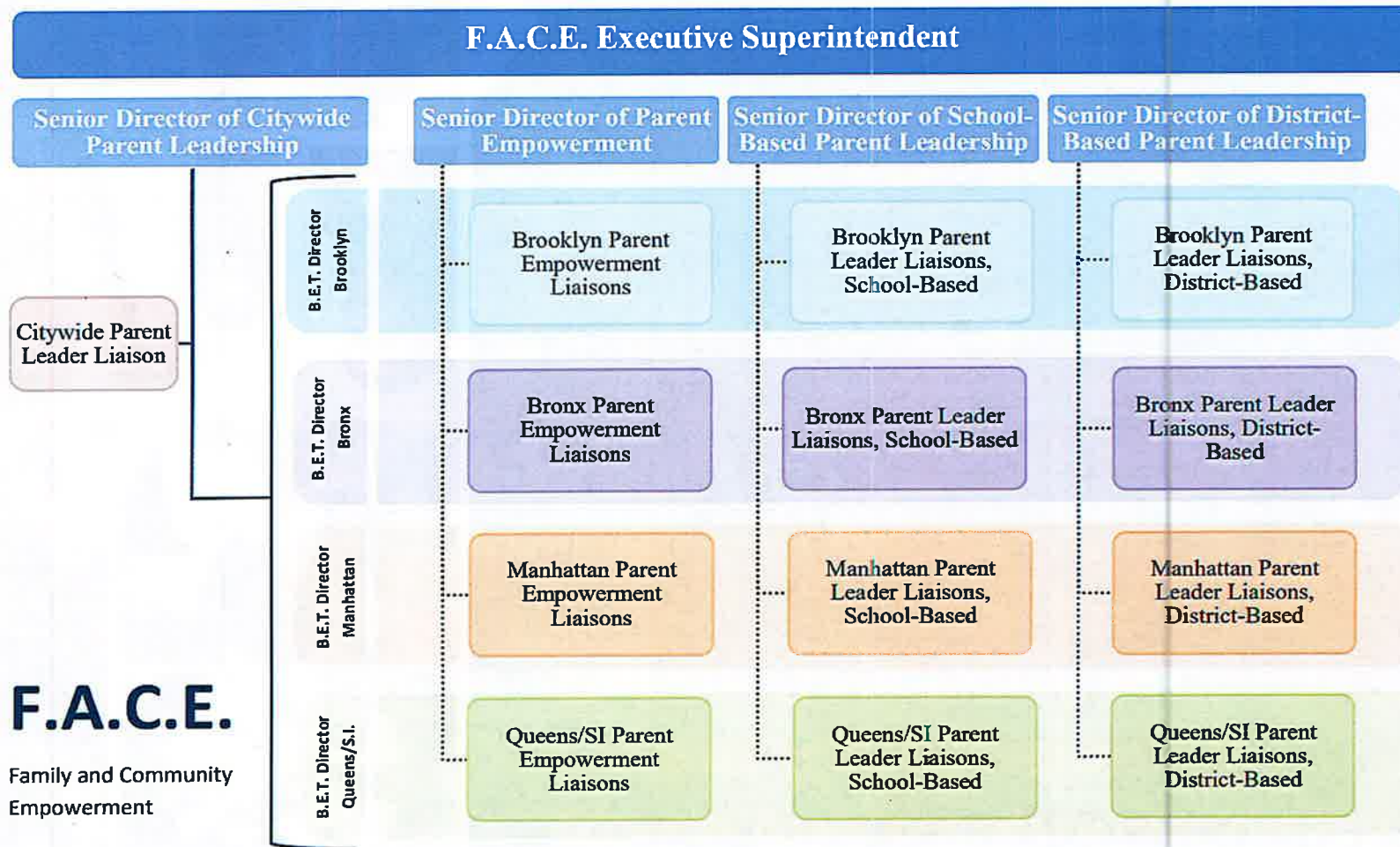




Roles and Responsibilities of Parent Associations & Parent-Teacher Associations

*Manhattan Borough Empowerment Team
Office of Family and Community Empowerment (FACE)
Division of Community Empowerment, Partnerships, and Communications
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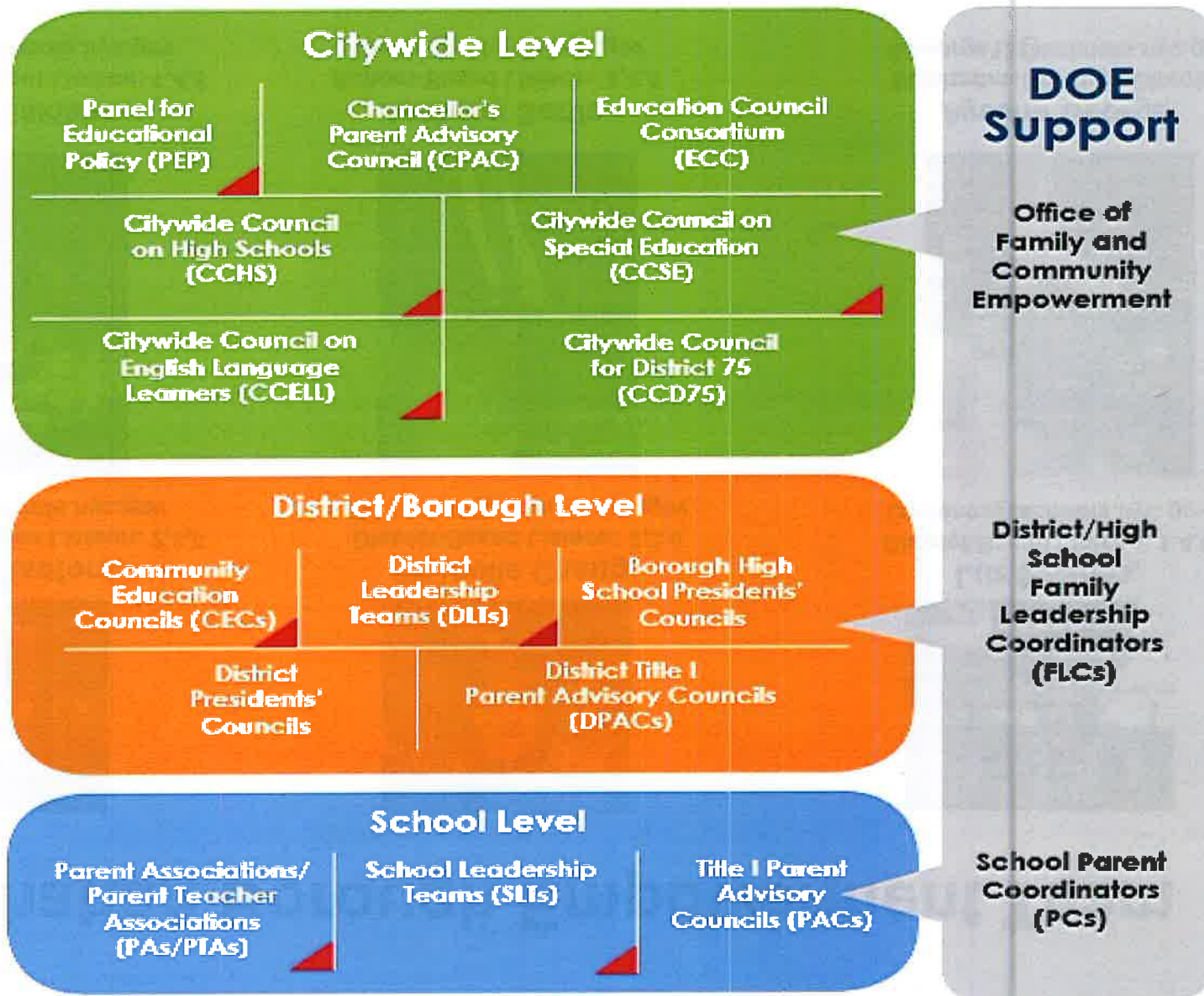


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Parent and Community Involvement at DOE



Agenda

- Welcome and Introductions
 - Group Norms
 - Objectives for today
- Unpacking Chancellor's Regulation A660
 - Roles and Responsibilities of the Executive Board
- Theory into Action: How can we make this information useful
- Best Practices
- Chancellor's Priorities – Shared Goals
- Next Steps



Group Norms

- We are all here to learn.....
 - We will listen to each other to better understand.

Objectives for Today's Training

- Understanding the roles and functions of the PA/PTA executive board
- Identifying and implementing effective meeting best practices

Do Now Activity: KWLH

What I KNOW	What I WANT to Know	What I LEARNED	HOW I Will Use My New Knowledge



UNPACKING A660

Parent Associations: A Foundation for Parent Involvement

- What?
 - NY State law requires a Parent Association (PA) or a Parent-Teacher Association (PTA) in each school in NYC (NYSEL 2590-h)
 - The Chancellor recognizes that parent leadership is the cornerstone of the public schools. PA/PTAs and Presidents' Councils are **autonomous and self-governing**. School officials' oversight of PA/PTAs and Presidents' Councils is limited to what is necessary to implement and enforce laws, policies, rules and regulations, and to protect the rights of students, parents and staff. (Chancellor's Regulation A-660)

Role of the PA/PTA

- A PA/PTA is a self-governing organization. It:
 - is responsible for its own actions and affairs and **cannot be run** by the principal or other school officials
 - adopts its own bylaws that conforms to Chancellor's Regulation A-660 ([CR A-660](#))
 - elects officers to function as the PA/PTA's administration
 - holds monthly meetings
 - abides by the rules outlined in the CR A-660
- There is no need to join the PA/PTA
- Payment of dues may not be used as a condition for membership and/or running for PA/PTA office

PA/PTA Membership

- **Who?**
 - Every parent of a child currently attending a public school is an automatic member of their school's PA/PTA
 - Parent is defined as:
 - birth or adoption parent
 - step-parent
 - legally appointed guardian
 - foster parent
 - “person in parental relation” to a child currently attending a school

PA/PTA Membership

- PA/PTA members can support schools by:
 - Participating in the decision making of the association through group votes
 - Participation in school events
 - Volunteering – time, treasure and talent
 - Chairing and participating on committees
 - Electing parent members on SLT
 - Providing input on school policies (through the School Leadership Team)

PA/PTA Executive Board

- The mandatory PA/PTA Executive Board officers or Co-Officers are:
 - President
 - Recording Secretary
 - Treasurer
- ******These mandatory officers also serve as the voting selectors during elections for Community Education Councils or, where appropriate, the Citywide Council on High Schools.

****** *Recommendations have been made to change for the next election.*

Executive Board Roles and Responsibilities

- PA and PTA Executive Board officers:
 - are elected annually by the membership
 - provide the leadership needed to move the goals and objectives of the PA/PTA forward
 - build and sustain relationships within the school community
 - represent the school and its membership on district, borough and citywide organizations
 - share the leadership responsibilities for PA/PTA membership
 - establish by-laws compliant with A660

PA/PTA President or Co-President

- Chairs all PA/PTA meetings
- Plans agendas for general membership meetings with Executive Board officers
- Builds consensus through parliamentary procedures
- Coordinates the work of the Executive Board officers and committees of the association, appoints committee chairpersons
- Encourages parent involvement and member participation
- Signatory on PA/PTA checks
- Primary representative to the appropriate Presidents' Council
- Mandatory member of the School Leadership Team
- Assists with the June transfer of all PA/PTA records to the incoming Executive Board

PA/PTA Treasurer

- Maintains all financial PA/PTA records (expenses and income)
- Provides a written Treasurer's report at each PA/PTA meeting
- Contributes to the development of the PA/PTA proposed budget
- Prepares the January Interim PA Financial Report, June Annual PA Financial Report and all other monthly reports (i.e., fundraising activity reports, monthly Treasurer reports)
- Deposits money in the PA/PTA checking account
- Signatory PA/PTA checks
- Assists with the June transfer of PA/PTA financial records

PA/PTA Recording Secretary

- records motions, votes, decisions, financial activity, reports and discussion at all association meetings (minutes)
- shares minutes at each general membership meeting for review and adoption by the membership
- ensures that PA/PTA records are available to the general members upon request and reasonable notice
- prepares responses to all incoming correspondence
- maintains an accurate file of all incoming and outgoing correspondence
- prepares all meeting notices and agendas for distribution at association meetings
- receives all of the association's mail and directs mail to the appropriate Executive Board officer



PA/PTA Group Norms

- Be inclusive, not exclusive
- Build and nurture relationships with other parents and members of the school community
- Support your parent leadership
- Each one, teach one! Information is only powerful when you share it
- Learn from each other and model what you've learned
- Build the capacity of the organization
- Ask for help when you need it

PAIR & SHARE

- Finish the statement.....
 - My PA/PTA empowers families to?
- Share 1 Best Practice from your school
- Be prepared to share with the group



CHANCELLOR'S PRIORITIES

Deepening and Expanding Our Shared Commitment to Equity and Excellence

**EQUITY &
EXCELLENCE
FOR ALL**

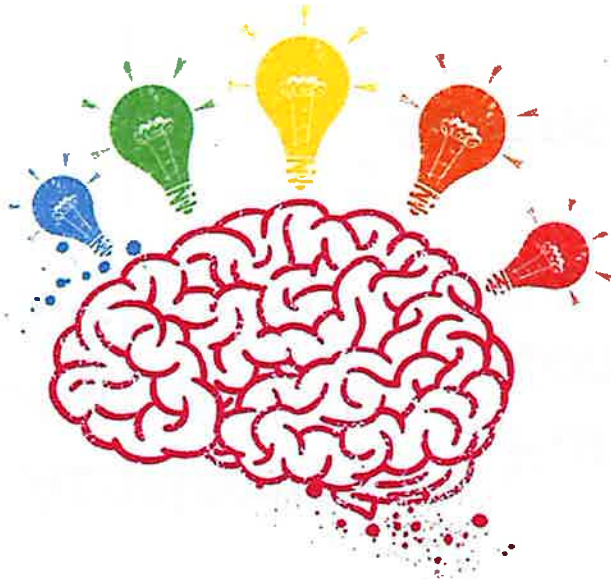
Accelerate
Learning and
Instruction

Partner With
Communities

Develop
People

Advance Equity Now

Activity: What next



More Information

Family and Community Empowerment

The Division of Family and Community Empowerment fosters student achievement by strengthening partnerships between families and educators. Through leadership opportunities, training, and resources we aim for every parent to build their voice as they support and advocate for the educational success of all children.

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[Chancellor's Regulation A660](#)

[PTA Link](#)

Thank you!

