

## WES PTA

### Questions you may have about How this all works:

#### Functions at School:

1. Q. I have a function in the school coming up. What do I need to do to be ready for it?

The President is responsible for securing the school space if the function is at school (most of them are at school, but Mother/Son Event and Spirit Nights are at other locations)

In your PTA binder you should have copies of the Facility Use Forms. Simply fill out these forms *at least 3 weeks in advance* of the event, and get the signature from the principal. You will need to know which rooms you will be using, including the foyer, if you use that space. You need to indicate whether you need a custodian (will you have food or messes to clean up?) *The principal will fill out the appropriate codes for the rooms and will sign the form.* If the principal is absent that day, the vice principal can fill them out. Then just send them to the address listed on the bottom and you will be contacted via email or PTA mail.

2. Q. Do I need to contact anyone else?

You should always let the head custodian, Mr. O'Neal, know you are having a function, even if custodian help is not needed. If custodian help is needed, let him know well in advance. You will need to tell him what chairs, tables, etc. you will need and where you will need them. His email is [Joneal5@wcpss.net](mailto:Joneal5@wcpss.net).

Also let the head secretary, Mrs. Thompson, know about all functions and whether or not you need custodial help. She needs to include all PTA events on her master calendar in the main office and *she needs to know to whom she should refer questions if parents call the office for information, so give her the chair's name and number/email for all events.* Her email is [nethompson@wcpss.net](mailto:nethompson@wcpss.net).

3. Q. Are families who are tracked out still invited to functions at the school during their track out time?

That depends on the event/function. If it is a cultural arts event, we only invite the tracks who are in at the time. We are careful to space out these cultural arts events so each track and grade level will get an equal number of events.

If the event is one like Mother/Son, Father/Daughter, Family Fun Day, etc....then, yes, the entire school is invited and the appropriate chair or VP needs to make sure they have all received communications about the event in a timely manner. (More about

this in communications)

4. Q. Do we have rain dates for functions that are outside?

We have not had rain dates scheduled in the past couple of years. This is because of the complexity of running events on the multi-track system. Whether or not an event is rescheduled/postponed or simply cancelled is up to the President, VP, Chair, and the Principal.

5. Q. Help! I am at the school and there does not seem to be anyone here to open the doors?

This happened at one of last year's events, so it gets included here! A VP or chair who is trying to get into the school but can't will call the President. The President has the Principal's phone numbers and in this case will need to contact her. The Principal can phone the custodian and make sure he/she is planning on showing up!

6. Q. We are using the cafeteria for our function. What are the rules about cafeteria use?

Our Cafeteria Manager is Tina Brisson and her email is Tbrisson@wcpss.net. She is very helpful and is happy to let us use the cafeteria under a few conditions:

1. We are not allowed to use the food line or anything near the line or cash register table.
2. We are never allowed to go into the cooking/kitchen areas without her help or permission. This is a county-wide rule, I believe.
3. If we use tables in the cafeteria, we must make sure they are completely clean before we leave. If we did not ask for custodial help, we have to sweep floors, too. The chair who heads the event (and the VP who works with him/her) must make sure all is clean before leaving.
4. If we give Tina notice, she can be at the event and sell food or snacks and drinks, etc. She is very helpful this way.

7. Q. I need to use the microphone system for my function. What should I do?  
We have a microphone for the multi-purpose room/cafeteria area. It is on the stage and if you ask in advance, Mrs. Kelley-Cram (our P.E. Teacher) can show you how to use it.

8. Q. We would like to have music for the meeting. What should I do?  
Mrs. Kelley-Cram (PE Teacher) has allowed PTA to use her BOSE music system.

Simply bring an Ipad and set it in the system. Be sure you have screened the music first - there are many inappropriate pop songs out there!

9. Q. We would like to use a PowerPoint for the meeting. What should I do?

10. Q. We need to communicate to all people in the building (like during family fun day). Is there a P.A. system I can use?

There is a P.A. system on the phone on the front desk and Mrs. Dennen can give permission to use it. Just ask her ahead of time. Mrs. Thompson or any secretary can teach you how to do it.

11. Q. I would love to use the Smart Board for the meeting, but do not know who to talk to?

Mrs. Betsi Lohr, an administrator in the main office, or Mrs. Smith, our technology teacher, can help you with this.

12. Q. We will need to use the hose for an event. How do I turn on the hoses in the front of the school and in the back?

Mrs. Thompson has the keys that turn the water on for the hoses. She will show you where they are and you sign one out with her. Just make sure the water is completely turned off and the key is returned to her before you leave for the day.

13. Q. I want to have more volunteers sign up for events. What steps should I take to generate interest?

Talk to the VP of Volunteers first! One of the problems we had this year was a chair would get upset about lack of volunteers for her event. But if ANYONE is having trouble getting volunteers, he/she needs to contact the VP of volunteers and ask for help. This VP has a *master list of all of the PTA members* and can ask everyone to consider helping so the event will be a success.

### **Communications:**

14. Q. I need to email all teachers about something. What should I do?  
If you allow enough time you can go through the standard communications route. Email the VP of communications and request that it be approved by Mrs. Dennen and it will be included in the next teacher email that comes out on We. Or Thurs each week. If you have no time, you (as Pres. Of PTA) can send your message directly to Mrs. Dennen for approval. As soon as she approves it you can mass email it to the

teachers. You should have all of their emails in your binder.

15. Q. I have flyers I want to distribute to all families at WES. What do I need to do?

We follow a communications route that makes it easier for Mrs. Dennen to approve messages and flyers. You will have copies of the communications sheet in your binder and you should have one on file in your computer. (Please refer to the communications form attached here) Just fill out the form stating how many flyers you need, what color paper you want, whether you need them separated in bunches of 25 (for easy distribution to classes), etc, etc..... Then attach this form and your flyer and send to our communications VP (This year it is MaryAnn Ottaviano) Make sure you send it to her by the Thursday before you need them. She will send it to Mrs. Dennen for review over the weekend and Mrs. Dennen approves them by Monday.

After MaryAnn gets approval she will forward the whole thing to Double Data for copying. This usually takes a day or two. When the copies are done the President picks them up (we have the Pres pick up all copies to keep things from getting confusing) and signs for them and brings the copies and the invoice to the Teacher Mailbox/Copy room at WES.

As Pres. You can let the VP or chairs know that the copies are waiting for them at school. Each VP or chair is responsible for distributing them.

\*Keep in mind - this whole procedure may take longer if you need to have the flyer translated into Spanish.

\*Also - remember that a group of kids will be TRACKED OUT and another group TRACKING OUT SOON! We all must work with calendars in front of us so we include all students in the school. Many problems occur when we “run out of time” to catch a group of kids on a track. It is important to also note that MONDAY FOLDERS ARE THE ONLY MEANS OF SENDING HOME FLYERS/INFORMATION. Teachers will NOT just hand kids information to shove in back packs during the week.

\*This entire procedure should be reviewed with every VP during your first meeting. Every VP should then review it with his/her chairs.

16. Q. Do we do all communications in English and in Spanish?

We do try to, but time does not always allow for this because we must find someone to translate for us.

17. Q. If we need to do a communication in Spanish, how do we do it?

Sometimes Grace in the front office will translate for us. It would be a great idea to have a couple of PTA parents who can help do this job!

18. Q. Help! One of the Board Members or Chairs did not get material done in a timely fashion. Is there anything I can do to help get the info disseminated quickly?

We are fortunate that we work with a really nice man, Kevin Austin, at Double Data, which is on Ligon Mill Road right near Walmart. His email is \_\_\_\_\_ and his phone number is 435-6726 . If you call him he can usually help if the flyer/info is not too long. Also, Mrs. Dennen will, in an emergency, make a phone message to all parents.

Remind your Vice Presidents that they should check in with their chairs to make sure they are following the calendar and getting out materials in a timely fashion. If the VP does her job, the chairs should be fine. If the VP has trouble communicating with the chair (he is not calling or emailing back....) then she may turn to you for help and you can try to communicate. We have, unfortunately, had to cancel events when a chair just “dropped the ball”.

19. Q. How many newsletters do we have and who writes for them?

We tried to have 5-6 newsletters in the past and we love to get articles from teachers, the principal, kids, and PTA Board Members and Chairs. As president you may want to write an introduction letter for the first newsletter. You can also interview kids about interesting subjects and that helps get the students to read the newsletter!

20. Q. How do I get information communicated in the morning announcements at school?

If you give Mrs. Smith, our technical teacher, advance notice of a week or so, she can video tape you or a VP or chair to get your info. On the morning show they have at school. We have even used kids (usually 5<sup>th</sup> graders get this honor) to make “commercials” of our events.

## **Meetings:**

21. Q. When and where are the PTA Board Meetings?

This year we had a PTA Board Meeting on the first Tues of every month at 4:30 in the media center. You and the board are welcome to change that! They last about 1- 1 ½ hours.

22. Q. When and where are the PTA General Meetings?

We have four meetings a year:

Our Welcome Back to School Meeting is on Curriculum night in August. It was in the multi-purpose room.

Our second meeting is in November and we try to had the chorus sing. it was also on “Stacking Competition” day for P.E. ; Mrs. Kelley-Cram and I worked together to have a fun night for the kids. We also had the book fair for families that night.

Our third meeting was in March and it was on Bingo Night. It was in the cafeteria and we offered subs for purchase.

Our fourth meeting is at the end of May and it is also our Volunteer Appreciation Night. The VP of Volunteers is responsible for coordinating this and inviting volunteers, getting food, honoring volunteer of the year, etc. this takes place in the media center.

23. Q. Do we follow formal procedures at our PTA Board meetings? What do I need to know about this?

Yes and No. We actually try to be pretty casual, but the President does say the following things during meetings:

“I’d like to call the meeting to order...”

“Can you please review the minutes from the last meeting, \_\_\_\_\_?”

“Will someone please make a motion to approve this \_\_\_\_\_”

“Can someone please second the motion? All in favor say I. Any opposed?”

24. Q. What paperwork do I need to have for each meeting? Do I make copies for everyone?

You will need your agenda for the meeting and the minutes from the last meeting. You also should have copies of any Teacher Grants that need to be approved. I always made copies for everyone just to be sure they had them! Mrs. Dennen did not object if I needed to make quick copies in the copy room at school (just a few copies, though. If you need a packet copied for some reason, we should use Double Data) If you can email out the agenda to board members that helps them know what topics will be covered.

25. Q. What needs to be voted on at a board meeting?

Any change in the PTA Standing Rules, which will be reviewed at the first meeting, should be voted on.

Any purchase that is \$500 or more must be voted on.

Any idea or change that seems to be controversial can be voted on. This helps keep the peace!

26. Q. What needs to be voted on at a general PTA meeting?

We vote on the budget. We need to vote on the starting budget for a year (usually this is at the LAST general PTA meeting of the year before). Then if there are any changes that need to be made we need to update general members and vote again. The budget is, however, REVIEWED by the treasurer at every general meeting and at every board meeting. Copies of the budget should be available to general members at all general board meetings (treasurer should bring them)

27. Q. There is a conflict at the meeting and some people are getting upset. What should I do?

Remain calm and remember that if the issue does not involve everyone at the meeting, it should be discussed at a later date by the parties involved. You can say something like “Let’s take this up later. We need to move on.” Or in business they sometimes say “Let’s take it offline for now.... Let’s get back to the agenda....”

After the meeting you can set up a time/place to discuss the hot topic further, if you need to.

28. Q. One of the Board Members or Chairs seems to be struggling. What can I do?

One of the first signs of struggling or personal issues is lack of communication. If a VP or Chair is not getting back to people or is ignoring emails, he/she may feel in over her head.

Suggest a meeting time and in the meeting ask if he wants a co-chair or added help. Remember to involve the VP of Volunteers.

If the meeting does not work or the person is not following through on his commitment, you may need to cancel an event. This is something that should be explained to the Board Members and to Mrs. Dennen. Then the school community can be notified of the change or cancellation.

### **Organization Skills:**

Just a Note: keep the phone numbers and cell phone numbers of the school, the Board members, and the Principal in your phone. You will be contacting them often!

29. Q. Where do we keep all of the records from the past PTAs?

They are in cottage #8, the PTA Cottage. However, the financial records are kept with the Treasurer.

30. Q. Where do we keep all of the forms and information for our current PTA year?

They are kept in a small file box under the "PTA Box" in the Copy Room/Teacher Mailbox Room

31. Q. What do I do if I need to get into the PTA Cottage #8?

The key to cottage #8 is kept in the drawer of the front desk in the main office. We must "sign it out" and leave our phone numbers. We must also do this to use the WES costume (the bird) That is kept in Mrs. Dennen's office and must be returned to the same spot!

### **Funds for PTA:**

32. Q. Who keeps the checks, signs the checks, and deposit's the checks from PTA and to which bank and when??

The treasurer keeps the checks at her home and she/he deposits them. We use First Citizens bank and our branch is located in Wakefield. The treasurer tries to deposit checks and cash within 1-2 days of getting them. There are 3 signers on the bank account. They are President, Treasurer and VP of Fundraising. All checks require 2 signatures.

33. Q. When are the local dues and national dues paid, and by whom?

The treasurer gets the final membership number from the Membership Chairperson. Then he/she can pay the dues by the deadline (usually in October)

34. Q. When should the chairs of any event or fundraiser get their money to our treasurer? Should they follow special procedures before handing over the money?

They should give the money to the treasurer within a day or two of getting it. This

means for big events, like father/daughter dance, the chair may have to meet with the treasurer to drop off the checks every couple of days. It is important to follow this rule so that we get checks in the bank ASAP.

The PTA Bank Deposit Form, The Check Request Form, and the PTA Receipt Verification form are attached to this booklet. The PTA Bank Deposit Form should be done electronically and is used when more than 1 check is being deposited (ie. 25 checks for Father/Daughter Dance are being deposited) For only one check you will only need the Receipt Verification completed. Eposits require two copies of Bank Deposit Form and 1 copy of the PTA Reciept Verification. Check request forms should be signed at the bottom by the committee chair of the VP and should include receipt.

35. Q. Teachers are collecting forms and money/checks for PTA events all of the time. Where do teachers place all of these things and how do they know when and where to get the forms/money to us?

We keep large ziplocks or brown folders with the event names on them in the PTA box in the copy room. Teachers can place the checks and forms in them and the chairperson should collect them often and get them to the treasurer. Chairs should inform all teachers about flyers in the teacher emails (using the communication form). They need to tell teachers where to leave the money and forms and by which date they are due.

36. Q. Sometimes the PTA gets a check and it bounces. What do we do about bounced checks?

We get charged \$7 when a check bounces, and unfortunately, it happens! The Treasurer will have to contact the person who submitted the check to let them know it bounced. If they want to give us cash or if they can give another check, they may. The Treasurer can ask if the person will please cover the penalty fee, but often the PTA ends up covering it.

The Treasurer handles collecting the NSF's by sending a "form" letter requesting Payment via cash or money order along with the bank fee. If we do not receive the funds we can withhold the item (no yearbook, no ticket or admittance to an event...)

37. Q. What is the audit committee and what do they do?

The audit committee meets at the beginning of the school year and goes over all of the treasurer's accounts and transactions to make sure all is documented correctly. It consists of 3 members of the PTA and usually board members offer to help with this. No signers of checks can be on the auditing committee. The treasurer has to complete an online form indicating that we had a committee review records. There is also a printed form that must be signed and dated by all audit committee members and filed with the financial records.

38. Q. Are donations to the PTA tax deductible? What is our tax ID number?

Yes they are tax deductible and our **tax ID number is 56-2149394**. **You will need this number many times during the year!**

### **In General....these tips may help....**

Someone needs to be responsible for the PTA mailbox in the copy room. It should be filed into the folders on the lower shelf. This keeps everything neat and it helps keep things from getting misplaced. Except for those ziplock baggies for the current event for which we are collecting, the box on the top shelf should be neat and pretty empty. (Thanks, Stacey, for this constructive advice!)

At the end of one year/beginning of the next, the NC PTA website must be updated with new officers. To get into the file go to [www.ncpta.org](http://www.ncpta.org) and click on \_\_\_\_\_ . Our username is \_\_\_\_\_ and our password is \_\_\_\_\_ .