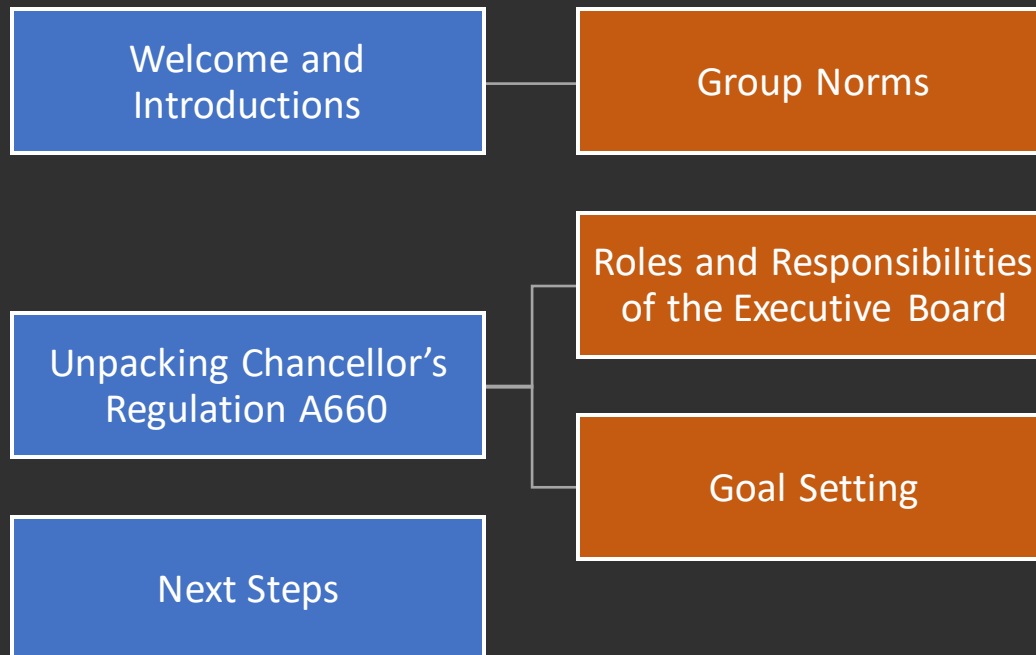




Roles and Responsibilities of Parent Associations & Parent-Teacher Associations

*Office of Family and Community Empowerment (FACE)
Division of Community Empowerment, Partnerships, and Communications
2020-2021*

Agenda



GROUP NORMS

Please mute yourself upon entering the meeting.

This is a public meeting, and it is being recorded.

Please post your questions in the Q&A.

If time permits, we will take live questions, otherwise you can put them in the Q&A.



Chancellor's Regulation A-660

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:
 - 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:
 - Participates 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

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

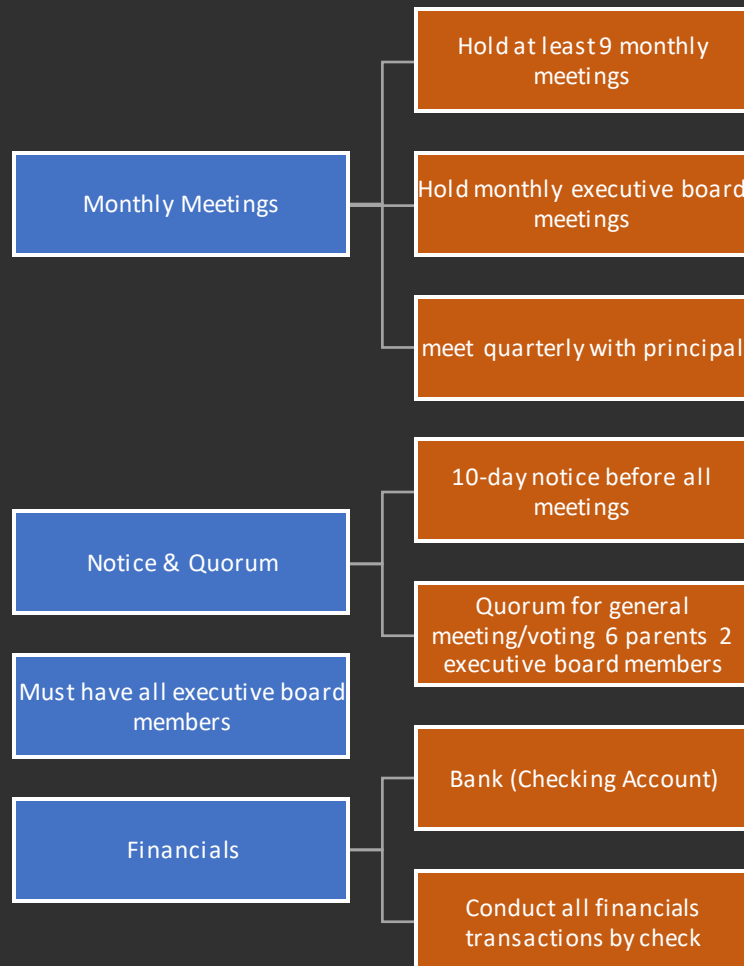
Each one, teach one!
Information is only powerful
when you share it

Learn from each other and
model what you've learned

Build the capacity of the
organization

Ask for help when you need it

PA/PTA REQUIREMENTS



Goal Setting



What is a Goal?

- A goal is the object of a person's ambition or effort
- An aim or desired result.

What are some goals you set recently?

What did you do to accomplish it?

What has worked and what has not worked in accomplishing your goals?

As an elected or future parent leader in your child's school what are your personal individual goals?

What are the goals you want to establish for your association or council?

STRATEGY IDEAS Progress Process MEETING Business Future
Discuss Communication Forum
Innovation Progress Dialog IDEAS
Next Steps
Communicate
QUESTIONS Exploration IDEAS Connection Session INPUT TALK Creativity BUSINESS FUTURE PROPOSAL FORWARD Strategy
SOLUTIONS

Task

Meet with executive board

Create goals

How does your goals
support the school
community

Connect fundraisers with
goals

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.

- FACE@schools.nyc.gov
- www.nyc.gov/schools
- [Chancellor's Regulation A660](#)
- [PTA Link](#)

School- Based Liaisons

Manhattan & Bronx

Manhattan

- ❑ Anthony Settle
(District 2,3,5 & High
Schools)
- ❑ Myishia Taylor-Myke
(District 1,4,6)

Bronx

- ❑ Rebecca Rosado
(District 7,11,12)
- ❑ Jose Gonzalez
(District 8, 9. 10)

Brooklyn, Queens & Staten Island

Brooklyn

- ❑ Tameka Nurse- Carter
(District 13,17,22,23)
- ❑ Anthony Aguilar
(District 14,16,18,21)
- ❑ Christian Mabry
(District 15,19,20,32)

Queens & SI

- ❑ Sharon Kang (District
24,25,26,30)
- ❑ Bibi Matadin (District
27,28,29,31 QHSPC)