



## **PRESIDENTS QUICK TIPS**

**Group Facilitators: Melissa Schwartz & Lori Berman**

### **Robert's Rules of Order simplified:**

Rules of Order for Voting at PTA Meetings:

**Do I have a motion from the floor to initiate a vote?**

- **Suzi says "I motion to vote on XYZ"**

**Do I have a motion to approve XYZ?**

- **John says "I motion to approve on XYZ"**

**Do I have a second?**

- **Sally says "I motion second XYZ"**

**Then you say...**

**All who approve XYZ say "I"**

- **We all reply**

**All who oppose XYZ say "I"**

- **We all reply**

**Anyone who wants to abstain from voting for or against XYZ say "I"**

- **We all reply**

**Then you say ...XYZ is Approved or Declined**

**NOTE: You want your secretary to record all voting in the minutes. If it is a difficult topic, then more notes regarding discussion and voting numbers etc. would be appropriate.**



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#### **General Info:**

- Communicate clearly and consistently with your community regarding meetings, events, calendars, and volunteer positions that become open or are filled.
- Keep the lines of communication open with your Principal. Meet with them on a consistent basis to keep each other informed
- Have a copy of your Bylaws and Standing Rules available for reference at all meetings.
- Have people sign in at meetings
- Only Paid Members can vote, or those who have met your membership requirements
- Thank the Staff and Volunteers
- Saying "I don't know. Let me find out" is a perfectly acceptable answer. But then find the answer and get back to them or report back at the next meeting.

Change is good, just because "it has always done that way" doesn't mean that you have to do it that way. Change it up.

Ask people to help. People like to be asked.

Maintain confidentiality. You will get information that needs to be kept confidential. Keep it confidential!!

You set the tone for the PTA/PTO. Be positive.

Do things that lets the staff know that they are valued.

Ask for help. We are here to help you.

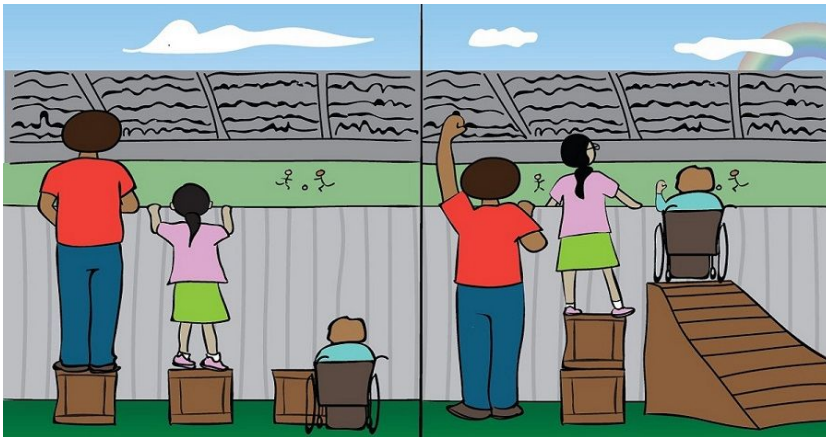
Not everyone will agree with you or your decisions. That is ok. Be kind. Be professional.



## PRESIDENTS QUICK TIPS

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### Equity vs Equality



#### Equity in Parent Groups

Inclusive Opportunities -- Make Events/Activities Open to All

- Does that mean you can't hold a 'Me and My Guy' Dance or a Bowling night out etc.?
- What about Dad Happy Hour Event?



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As a Parent Group -- you are looking for ways to involve Parents/Families & The School Staff

- Create a Variety of Events that reach Different Groups to INCLUDE them
- Consider how to be MORE inviting, Inclusive
- Implicit Biases
- ASK families what would get them to attend!
- Times, Days of the Week, Money, Multiple Kids, Sports Conflicts etc.
- SURVEY - ASK AT PTO/A MEETINGS ETC

Create a more Inclusive Community

- How do you create a community welcoming and inclusive?
- Add to By-Laws?
- Create a Welcoming Statement for use before PTO/A meetings to verbally remind all in attendance that as discussions take place, 'we' want to be inclusive.
- Have Questions for checks and balances to make sure you are asking about inclusivity, who is being excluded, can we modify to be more inclusive etc.
- What questions would you recommend?
- Volunteers -- how do you involve more people to volunteer?



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Implicit Bias or Unconscious Biases -- especially in groups as this is often what limits our actions in most group settings.

Language we use. Who do we exclude?

Examples?



#### Focus Within:

- Tune into your emotions
- Recognize how your experience has shaped your perspective
- Stick to facts, and don't make assumptions.
- Turn frustration into curiosity.

#### Learn about others

- Recognize how their experiences have shaped their perspective
- Consider how they might see the situation and what is important to them
- Think about how your actions may have impacted them

#### Engage in dialogue

- Ask open-ended questions
- Listen to understand, not to debate
- Offer your views without defensiveness or combativeness
- Disentangle impact from intent
- Avoid blame, think contribution

#### "eXpand" the options

- Brainstorm possible solutions
- Be flexible about different ways to reach a common goal
- Experiment and evaluate
- Seek out diverse perspectives



## **Treasurer Quick Tips**

### **Group Facilitator: Laura Miyazaki**

What are some best practices when it comes to Cash Handling procedures. Always protect yourself and have someone double count and verify with a signature.- Do you verify anyone handling cash knows the cash handling procedures and has signed off on them.

Signing off on reimbursements for expenses - Two signatures required. Verify expense is in line with budget.

Financial Reporting what does that look like for your parent group. Is it easy to read for any parent and is it available to all.

Credit Card processing. What percentage Fees are paid. Are the reports User friendly?

What Accounting programs work best. Quickbooks vs PTO Manager



## Communication Quick Tips

### Group Facilitator: Susan Matura

- Facebook posts should be interactive (a click-through to the website, a quick survey). If people do not interact with your posts, they will stop seeing it (even if they “follow” you).
- Know your community. What is the most effective means of communication for your school? (Remember that this could be different depending on what you are promoting. Get the kids excited, too. Are there language challenges?)
- Don’t forget to share celebratory news - this tends to get huge interest/likes
- Share content from District or UPC if you are having a “slow-news-day”.
- Remember that community members and perspective families will follow your pages. (Keep content appropriate, and show off your school! Make sure it is user-friendly.)
- Create fun content - use apps like: Canva, Mematic, WordSwag, SparkPost
- Outgoing communications should be short and sweet - link to a webpage for more complete information.

### Action Items:

- Facebook: Create “Events” for each of the upcoming PTO Meetings
- Facebook: Create at least one “Event” each week for upcoming events
  - Restaurant Fundraisers; All-School Events; School Spirit Days; etc.
- Investigate “Buffer” (or another free scheduling program)
- Develop a list of hashtags that you will use across media platforms to be consistent
- Identify communications options (web, social, eNews, principal news, community news, room parent emails, flyers, calendar, announcements, etc.)
  - Set a schedule on how to best utilize each tool.
- Develop procedures about who creates posts, who approves which communications, what are the rules, etc. (Using District resources requires principal approval, otherwise, who approves the message? Can you post photos of students?)
- \_\_\_\_\_
- \_\_\_\_\_



# UPC Quick Tips

## Group Facilitator: Julie Blumenreich

[membership@pvupc.org](mailto:membership@pvupc.org)

UPC's Mission as a District-wide Parent Group is to Communicate, Educate, and Advocate on behalf of our students, as well as our teachers, schools, families, and District. UPC's Voting Membership is comprised of Representatives from each of the PV Schools - that's you! Your role as a UPC Rep is to facilitate two-way communication through two jobs:

- 1) Bring UPC Information and Programs to your school by attending meetings and then reporting back to your school's Parent Group and Principal (or School Council).
- 2) Represent your school on a District-level by finding answers, connecting parents to UPC and District resources, communicating concerns through UPC, and voting on behalf of your school's interests.

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### ACTION PLAN:

*Mark all that apply, or fill in your own answers.*

- Stay Informed. To stay informed I will:
  - Review the monthly E-Bulletin.
  - Attend monthly meetings, or ask an alternate to attend in my place.
  - Review the Monthly UPC Snapshot.
  - Follow UPC on Facebook, Instagram, or Twitter.
  - Regularly check the UPC website.
  - Sign up for the Special Education Newsletter and/or CLN Alerts.
  - \_\_\_\_\_
  - \_\_\_\_\_
- Report to My School. I will communicate back to my school by:
  - Using the UPC Snapshot, E-Bulletin, or my notes and flyers to make an oral report at my school's monthly Parent Group Meetings.
  - Meeting with my school's Principal or Parent Group President, as needed.
- Promote UPC Events. I will promote UPC events to the families at my school by:
  - Reporting about events at Parent Group Meetings.
  - Sharing Social Media Posts and inviting individuals to attend events.
  - Making sure the events are included in communications from my Parent Group and Principal.
  - Posting event flyers on a Bulletin Board.
  - Posting event information on our Parent Group Website.
  - \_\_\_\_\_





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[membership@pvupc.org](mailto:membership@pvupc.org)

- Advocate on behalf of the Families at My School.
  - If a parent inquires or I otherwise learn of an issue at my school to be brought to UPC or the District Administration, I will take the following steps:  
\_\_\_\_\_
  - One way I will invite parents to bring issues to UPC is: \_\_\_\_\_
- Programs and Ideas. One idea I learned about through UPC that I will tell my school about, one school program I learned about that I would like to develop at my school, or one idea or program at my school I would like to share through UPC is:
  - \_\_\_\_\_
- Two Additional Big Goals I have for Myself as a UPC Rep this Year are:
  - Attend \_\_\_ lunch or evening UPC Speaker Programs.
  - Serve on a UPC or District Committee.
  - Serve as a liaison to a school that does not have a UPC Rep.
  - Learn about a UPC leadership role I might want to serve in in the future.
  - Bring a Parent Leader from my school to a UPC Monthly Meeting and Program.
  - Bring a Community Member to a UPC Monthly Meeting.
  - Suggest this Vendor \_\_\_\_\_ for the School Vendor Showcase.
  - Utilize this UPC resource: \_\_\_\_\_.
  - Sign up for the Legislature's Request to Speak Program and submit my positions on educational bills.
  - \_\_\_\_\_
  - \_\_\_\_\_



## **Fundraising Quick Tips**

### **Group Facilitator: Jenn Stockhill**

**[Showcase@pvupc.org](mailto>Showcase@pvupc.org)**

- Events that raise money AND build community are the best. For example, The Fun Run (which typically I done b a professional company brings in a lot of money can be community building if you invite the families to attend the run.
- Event Nights at local restaurants such as McDonalds (staff help serve and they are great to work with), Peter Piper does a lot of fun activities with the families, etc.
- Tell people what the money will be used for. For example, staff appreciation, technology, site beautification, etc)
- Saying "I don't know. Let me find out" is a perfectly acceptable answer. But then find the answer and get back to them or report back at the next meeting.

What events have you found to raise the most money?

[Fun Run](#)

[Silent Auctions](#)

What are some successful community building events?

[Family Nights out](#)

- [Papa John's - 20% back to school, all day event, Mr. Slice at the school.](#)
- [Chick-Fil-A - Cactus and Tatum location gives better percentage back to the school than the Mayo location.](#)
- [PDQ](#)
- [Skyzone](#)

[Donuts with Grown-Ups](#)

Other Helpful info.

- [Desert Trails has a well established Sponsorship program. Presenting sponsors which sponsor specific teacher programs/events.](#)



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- City of Phoenix has programs that include City Personnel to visit campus' and talk about native plants and other gardening topics.
- Some schools sell pavers as a lasting donation to the school.
- Sunshine Acres has a clothing drive fundraiser that pays the school a certain price per pound of clothing collected.
- Holiday Shops are popular at some schools.

**Save the date for UPC's February 26 School Vendor Showcase Event at Explorer Middle School!**