2023 UTAH PTA HANDBOOK PRESIDENT



HISTORY OF PTA

National PTA Fact | Utah PTA Fact

1897-1920

1921 - 1960

1961 - 2000

2001 - Present

- 1897 The National Congress of Mothers founded by Alice McLellan Birney and Phoebe Apperson Hearst
- 1898 Utah Congress of Mothers was formed by Mrs. C. E. Allen, one of Utah's delegates to the National Congress
- 1905 Resolutions endorsed federal aid for kindergartens and elementary schools and recommended salary increase for teachers
- 1906 National Congress of Mothers Magazine (forerunner of Our Children online magazine) first issued
- 1925 Utah joined the National Congress of Parents and Teachers
- 1935 Warm lunches were provided for 1,200 children who left home early and rode long distances in buses
- 1938 On May 15-20 the 42nd National Convention was held in Salt Lake City
- 1941 School lunch program inaugurated on nationwide basis
- 1951 Every school in Utah had a PTA
- 1952 Board recommended PTAs work for fluoridation of community water supplies
- 1956 Goal of 10 million National PTA memberships reached and library services bill, long advocated by PTA, signed into law
- 1958 National PTA board formally authorized the use of PTSA (Parent Teacher Student Association) as a further incentive for student participation
- 1970 National PTA and National Congress of Colored Parents and Teachers united to serve all children and youth
- 1970 Critical Issues Conferences began Now called Advocacy Conference
- 1981 National PTA sponsored Family Reading Week
- 1988 The 92nd National PTA Convention was held in Salt Lake City
- 1990 Utah PTA won every major award given at the National PTA Convention in Indianapolis
- 1992 Due to Utah PTA efforts, the Utah Legislature passed seven bills dealing with the management of the school trust lands
- 1994 Passage of School Trust Lands Management Act
- 1997 National PTA succeeded in getting content information included in TV ratings system
- 2000 National PTA launched Building Successful Partnerships Program
- 2001 National PTA unveiled new logo and tagline "everychild. onevoice."
- 2006 National PTA launched Take Your Family to School Week
- 2007 Utah PTA became founding member of Utahns for Public Schools, promoting public education and fighting for repeal of voucher legislation
- 2016 Utah PTA was instrumental in the passage of Constitutional Amendment that increased and stabilized funds distributed to Utah schools from the permanent State School Trust Fund.
- 2018 National PTA passed Utah PTA Resolution "High Expectations for Students with Disabilities"

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UTAH PTA PRESIDENT'S MESSAGE

Dear Presidents,

Thank you for being willing to serve the students in your school as part of the biggest team of volunteers advocating for and serving the children in Utah. Each one of you are making a difference in the lives of children in your community, your school and in the state of Utah.

We are all better together as team PTA because of the time you have given in each area. Thank you for being a great team player in team PTA.

PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. PTA gives parents a united and powerful voice, a seat at the decision making table and the tools to influence change that will better the lives of all children. The ability to speak for every child with one voice is the Power of PTA.

Utah PTA provides valuable training and tools to help you succeed as the president. The bylaws will help answer questions, please read through and become familiar with the PTA's bylaws. Utah PTA website has many ideas and tools to help you as a leader of PTA. Attend training through council, region, and state training. Join the Utah PTA Facebook groups so you can ask questions and receive ideas. Read and review the President's Handbook. Strive to become a Gold Star PTA and apply for awards and grants. Learn skills to become a more effective leader. Utah PTA is here to support you and your board.

Empower board members to serve in their positions. Welcome all perspectives. Listen and communicate with others. Collaborate with the school and community as partners working to provide opportunities for the children. Focus on the mission.

Thank you for the many hours you have sacrificed to make a difference in the lives of children. I hope you have a wonderful and successful year.

Corey Fairholm

Utah PTA President 2023-2025

Orey Fairholm



Correct Usage of the PTA Name

PTA and PTSA (Parent, Teachers, Students Association) are registered service marks of the National Congress of Parents and Teachers and are registered in the U.S. Patent Office. National Parent Teacher Association is also a registered name, as are National PTA and Utah PTA. Only organizations chartered by the PTA may use its name.

Do not use periods, hyphens, or small letters

PTA has established guidelines for the proper use of the PTA name, logos, and tagline (everychild.onevoice). When used properly, PTA's logo and tagline create a consistent message, help to unify all PTAs, and set PTA apart from the competition.

The success of our PTA brand identity system depends on all PTAs' adherence to the established guidelines.

A custom logo for your PTA/PTSA can be created by going to the link below. To ensure your logo is brand compliant, please do not alter the logo. PTA blue (Pantone 541c), black and white are the only compliant color options. Do not add clip art or designs around your logo. Do not add drop shadows, outlines or any additional effects to your logo.

For more information click here: PTA Branding and Web Guidelines





STRUCTURE OF PTA

Each PTA level has its own leadership structure. To see how to structure the elected and appointed positions of your local PTA, see section 2 of the President Handbook or the Utah PTA website, <u>utahpta.org</u>.

National PTA Board of Directors

President, president-elect, secretary, treasurer, Vice President of Membership, Vice President of Advocacy, Board of Directors, National Constituent Association Advisory Council (NCAAC), Nominating Leader Recruitment Committee (NLRC)

Utah PTA Board of Directors

President, president-elect, vice presidents, directors, secretary, treasurer, administrator and teacher representatives, Immediate past president, commissioners, region and associate region directors, board specialists

Region Board of Directors

Region director, associate director (where applicable), assistant region directors, superintendent(s), secretary, treasurer, if applicable

Council Board of Directors

President, president-elect, vice presidents (including Administrative VP and Teacher VP), secretary, treasurer, commissioners

Local Board of Directors

President, president-elect, vice presidents (including Administrative VP and Teacher VP), secretary, treasurer, commissioners



OVER 125 YEARS STRONG

For more than 125 years, National Parent Teacher Association (National PTA®) has worked toward bettering the lives of every child in education, health, and safety. Founded in 1897 as the National Congress of Mothers by Alice McLellan Birney and Phoebe Apperson Hearst, National PTA is a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for public education.

Today's PTA is a network of millions of families, students, teachers, administrators, and business and community leaders devoted to the educational success of children and the promotion of family engagement in schools.

National PTA Mission Statement

PTA's Mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

Utah PTA Mission Statement

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

Utah PTA Vision Statement

To fulfill the Mission, Utah PTA will:

- Advocate by speaking on behalf of all children and youth in schools, in the community, before governmental bodies, and before other organizations that make decisions affecting children.
- **Develop** programs, resources, and leadership skills that enhance the lives of all children, youth, and their families.
- **Engage** the public in united and equitable efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth.



Purposes of PTA

- To promote the welfare of children and youth in home, school, places of worship, and throughout the community.
- To raise the standards of home life.
- To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth.
- To promote the collaboration and engagement of families and educators in the education of children and youth.
- To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social wellbeing of all children and youth; and
- To advocate for fiscal responsibility regarding public tax dollars in public education funding.

PTA Values

- **Collaboration:** We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.
- Commitment: We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.
- Diversity: We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.
- Respect: We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.
- Accountability: All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.



WHY BE A PTA SCHOOL?

Utah PTA is the largest volunteer child advocacy organization in Utah with over 675 local units and councils. Utah PTA is a partnership between parents, educators, students, and individuals who want to make a difference in the life of a child. Members of Utah PTA are also affiliated with millions of members of National PTA, an association that is actively involved in promoting activities and legislation that support the nation's public school children.

A PTA School:

- Is a member of the largest child advocacy group in Utah and the United States.
- Has only one agenda ALL children.
- Functions under the umbrella of Utah PTA's 501(c)(3) with their own EIN for banking purposes and IRS filings.
- Functions under the umbrella of Utah PTA's Charitable Solicitation Permit, allowing them to fundraise and deposit fundraising money in their own checking account.
- Has leadership training available through the year for fully trained leaders.
- Networks with other PTA leaders throughout the district and state.
- Has current bylaws to govern them.
- Has the support and training of Utah PTA and National PTA.
- Has access to resources and updated handbooks from Utah PTA.
- May participate in the PTA Reflections program.
- May participate in PTA awards and any PTA program.

Utah PTA:

- Supports many of the National PTA programs and legislative efforts as they relate to the welfare of Utah's public school children.
- Participates in numerous committees, coalitions, conferences, summits, and programs for children and youth.
- Holds an annual Leadership Convention to train PTA leaders across the state as well as an annual PTA Day at the Capitol and Advocacy Conference to bring important grassroots issues to the membership.
- Provides valuable parent information through leadership trainings, various handbooks, and emails. Utah PTA has programs for children and youth, including Reflections, Battle of the Bands, PTA Take Your Family to School Week, Teen Dating Violence Awareness and Prevention Week, and more.
- Has the backbone of the organization of diverse volunteer members who donate millions of hours to benefit the children in local public schools.
- Advocates for all children in schools and districts, and by following bills that are supported by Utah PTA resolutions that originate from the grassroots—their members.
- Is the watchdog for Trust Lands money, making sure the monies keep flowing to the local schools and that all uses of the land benefit the children of Utah.
- Supports all public schools, including public charter schools.



PTA LINE OF COMMUNICATION

MEMBER → LOCAL → COUNCIL → REGION → STATE → NATIONAL

NATIONAL → STATE → REGION → COUNCIL → LOCAL → MEMBER

BE A PTA PROFESSIONAL

According to the PTA bylaws, all meetings shall be governed by "Robert's Rules of Order-Newly Revised." In addition, all board members shall:

- Abide by all PTA rules and meet all PTA deadlines.
- Ensure the confidentiality of the PTA member contact information for the use of PTA only.
- Attend all board meetings and applicable executive committee meetings.
- Notify the president as soon as possible if an emergency occurs and they are unable to attend a scheduled PTA meeting.
- Arrive on time and remain to the conclusion of the meeting except in cases of individual emergencies.
- Begin all meetings on time.
- Be allowed a 10-minute break every two hours, returning promptly.
- Turn all cell phones to "off" or "vibrate." Leave the room if you must answer a call.
- Complete preparation before or after meetings, not during meetings.
- Refrain from holding side conversations.
- Direct all comments and questions through the chair.
- Maintain professional courtesy at all times, including being supportive rather than judgmental, respecting differences of opinion, and listening to others' ideas without prejudice.
- Give feedback directly and openly in a timely fashion.
- Acknowledge problems and deal with them as they arise.
- Be prepared to present agenda items in a concise manner and focus on tasks and the process and not on personalities or hidden agendas.
- Obtain missed information during breaks out of consideration of others.
- Adjourn at the scheduled time, as per the printed agenda.
- Dress to match the dress of those also attending a meeting when representing PTA.
- Wear PTA logo items such as name tags, badges, or attire when representing PTA.
- Notify president of address, phone number, and email changes as soon as possible.
- Stay at home out of consideration for the health of others if ill and possibly contagious.
- Set meeting guidelines and expectations.
- Give proper notice of meetings and deadlines.



UTAH PTA FACTS

Utah PTA is the largest advocacy association in Utah. Many individuals volunteer and participate at the local and council PTAs within the state.

Utah PTA divides the state into 20 geographic PTA regions, each served by a region director. In large districts, the region director works with area councils. The council president then works with the local school PTA president. In rural areas, two or more school districts are under one region director. Local PTA Administrative Vice Presidents meet on a regular basis throughout the school year with council presidents/region directors. Presidents-elect and Administrative VPs may also be included in these meetings. Local PTAs also meet on a regular basis throughout the year in Executive Committee and board meetings and work with administrators, teachers, staff, parents, and students.

Utah PTA is an affiliate of the National PTA. National PTA is composed of 54 state congresses and more than 20,000 local units in all 50 states, the District of Columbia, U.S. Virgin Islands, Puerto Rico, and the Department of Defense Schools in Europe. State PTAs are the liaison between the local PTA and National PTA, helping each to function effectively and to support and sustain the other. PTAs at the local level are valuable assets to their school communities by providing educational and parent involvement information, resources, events, and activities.

Utah PTA volunteers reported 735,543 hours of service to Utah's children in their local public schools in 2022. If this volunteer service were translated into monetary value, it would be worth \$22,029,512.85!

Utah PTA also has an exemption from sales tax from the Utah State Tax Commission. Every local unit in good standing qualifies for this exemption under the umbrella of Utah PTA. See the Utah PTA Treasurer Handbook for more information.

National and Utah PTA Programs

Reflections

Healthy Lifestyles

School of Excellence

Take Your Family to School Week

Teacher Appreciation

Battle of the Bands (PTSA) (Utah Only)

Conferences and Trainings

Advocacy Conference (Oct/Nov)

PTA Day at the Capitol (Feb)

Leadership Convention (May)

PTSA Student Leadership Conference (Sept)

Utah PTA Awards and Grants

Utah PTA Awards

LEAP Award

Utah PTA Gold Star Awards

Membership Awards

Arts Education Grant

Art Supplies Grant

Utah PTA Commissioners

Community Engagement

Education

Family Life

Health

Individual Development

Safety

Student Leadership

Utah PTA Specialists

Arts Grants Military Families

Awards Reflections

Bylaws Resolutions
Digital Wellness Special Needs

Diversity and Inclusivity Technology Family Engagement Trust Lands

Male Engagement



WHAT ARE THE NATIONAL STANDARDS?

The National Standards for Family-School Partnerships are voluntary guidelines to strengthen parent and family involvement on behalf of children in schools and other programs. The six standards and their quality indicators provide PTAs, schools, and communities with the components that are needed for highly effective family-school involvement programs. Add more information can be found at NPTA at https://www.pta.org/home/run-your-pta/family-school-partnerships

PTA leaders and all those interested in more effective family/school/community connections will find the National Standards for Family-School Partnerships to be a valuable resource and catalyst for action.

Welcoming All Families Into The School Community

Families are active participants in the life of the school and feel welcomed, valued and connected to each other, to school staff and to what students are learning and doing in class.

- Communicating Effectively

 Families and school staff engage in regular, two-way and meaningful communication about student learning.
- Supporting Student Success

 Families and school staff continuously collaborate to support students' learning and healthy development, both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively.

Speaking Up For Every Child

Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

- Sharing Power
 Families and school staff are equal partners in decisions that affect children and families, and together inform, influence, and create policies,
- Collaborating With Community

 Families and school staff collaborate with community members to connect students, families, and staff to expand learning opportunities, community services, and civic participation.

practices, and programs.

Background

Our nation acknowledged the important role of parent involvement through its enactment of the 8th National Education Goal:

• Every school will promote partnerships that will increase parental involvement and participation in promoting the social, emotional, and academic growth of children.

Utah PTA supports this goal. The standards were designed to raise the level of expectation about how family-school involvement programs can improve student achievement and life success by engaging families in true partnership with educators and community leaders.



How Were the Standards Developed?

The standards were developed by the National PTA in collaboration with parent involvement researchers and other national leaders. They are endorsed by more than 30 professional education and family-school involvement organizations. The standards clearly delineate those practices that have been shown to lead to success and high-quality parent involvement programs. The standards were developed to be a practical tool for meeting the threefold purpose of the National Standards, which is:

- 1. To promote meaningful parent and family participation
- 2. To raise awareness regarding the components of effective programs
- 3. To provide guidelines for schools that wish to improve their programs

How Can My PTA Use These Standards?

Before you begin to develop new—or improve on existing—family-school involvement programs, form a committee or action team including all of the stakeholders—parents, teachers, administrators, support staff, and community leaders. Be sure everyone involved understands the group's purpose: to recognize the importance of parent and family involvement, review the standards, look broadly at current programs or practices at your school, and make recommendations about what steps are needed to initiate positive change.

Developing genuine collaboration is critical. The views of all stakeholders should be considered and valued and no one group should control the outcomes. Establishing trust and a true partnership will take time, but the extra effort is well worth the lasting benefits that can be gained. Meaningful change requires thoughtful, incremental steps. Laying a solid foundation can make all the difference in the final outcomes and success of your programs.

Creating an Action Plan

When parents, educators, and community leaders make parent involvement a mutual goal, they can begin to work together as a team to create an action plan for reaching and maintaining the standards. Give each step adequate attention to ensure the overall effectiveness of your plan. Set realistic and achievable goals. Remember: "Success Breeds Success." Accomplishing obtainable goals and then setting additional ones works better than reaching too high and trying to achieve too much in the beginning.

When implementing your action plan, consider local needs, priorities, and the demographics of your school and community. Involve those who will be instrumental in carrying out the plan to help develop the steps or procedures to implement it. This uses a bottom-up rather than top-down team approach which allows for greater support and cooperation from everyone involved.

Family involvement should not be seen as an "add-on" program feature, but rather as an essential component in the ongoing goal of improved student success. In order to be most effective, the family-school involvement plan should be fully integrated into the overall school or program improvement process.

Making Progress

Once the groundwork is laid and all stakeholders understand the value of the partnership, then redefining, reshaping, and "scaling up" planned activities and goals maintains the momentum of program change. As noted, family involvement is a process, not merely a series of "one shot" activities or plans carried out and then retired. It is crucial that the standards be implemented in an ongoing pattern of planning, action, and evaluation on a consistent basis. Each measurable success fosters a pattern of continual, meaningful partnership.



TRANSFORMATIVE FAMILY ENGAGEMENT

Parents know they play an important role in their child's success. But traditional family engagement practices don't always meet the needs of each and every family, nor treat them as equal partners in ensuring their child's success. Family-school partnerships often focus primarily on academic success, but whole child development is also an essential part of the conversation.

The solution? Trans formative Family Engagement.

Transformative Family Engagement is a shared effort of families, schools, and community leaders to advance programs, practices, and policies that empower every parent to make their child's potential a reality.

So, what does Transformative Family Engagement look like in schools and local PTAs? Using research findings and best practices for family-school partnerships, we use the guiding principles of the 4 I's of Transformative Family Engagement—Inclusive, Individualized, Integrated, Impactful—with strategies you can use as a model to implement these principles in your school community.

The <u>Four 'I's of Transformative Family Engagement</u> outline how your PTA can become more inclusive, individualized, integrated, and impactful in its approach to family engagement.

For more information on how to implement the Four I's of Transformative Family Engagement with your PTA, visit: <a href="https://pta.org/center-for-family-engagement/four-parts-of-family-eng



4 Principles of Transformative Family Engagement











PTA ACRONYM LIST

504	Formal plan for children with disabilities for academic support and success	NEA NEA	National Education Association National Endowment for the Arts
ABC	Anti-Bullying Coalition	NSBA	National School Boards Association
ACEES	Advisory Committee on Equity of	PCAU	Prevent Child Abuse Utah
	Educational Services for Students	PD	Prevention Dimensions
ADHD	Attention Deficit Hyperactivity Disorder	PR	Public Relations
AFT	American Federation of Teachers	PTA	Parent-Teacher Association
AFR	Annual Financial Reconciliation	PTSA	Parent-Teacher-Student Association
ASTL	Advocates For School Trust Lands	RD	Region Director
CAP	Community Action Partnership	RISE	Readiness, Improvement, Success,
CCRR	College and Career Readiness Plans		Empowerment
CCSSI	Common Core State Standards Initiative	SAFE UT	Helpline App
CHADD	Children and Adults With Attention	SCC	School Community Council
	Deficit/Hyperactivity Disorder	SAP	Student Assistance Program
CHIP	Children's Health Insurance Program	SAR	Students at Risk
CP	Council President	SEA	State Education Agency
DARE		SOEP	Statewide Online Education Program
Diffe	Define, Assess, Respond, Evaluate - Substance Abuse Prevention Program	SSARAC	State Students at Risk Advisory Committee
DCFS	Division of Child and Family Services	TANF UAESP	Temporary Assistance for Needy Families
DOE	Department of Education	UAESP	Utah Association of Elementary School Principals
DSAMH	Utah Division of Substance Abuse and	UASCD	Utah Association of Supervision and
	Mental Health	CHOOL	Curriculum Development
DWS	Department of Work Force Services	UASSP	Utah Association of Secondary
EC	Executive Committee		School Principals
EIN	Employer Identification Number	UCCJJ	Utah Commission on Criminal and
EML	Engaging Minority Leadership	33	Juvenile Justice
ESEA	Elementary Secondary Education Act	UDOH	Utah Department of Health
ELL	English Language Learner	UEA	Utah Education Association
ESSA	Every Student Succeeds Act	UETN	Utah Education Telehealth Network
FAS/FAE	Fetal Alcohol Syndrome/Fetal Alcohol Effects	UFPN	Utah Family Partnership Network
FSP	Family-School Partnerships	UHS	Utah Highway Safety
GED	Graduation Equivalency Diploma	UHSA	Utah Home Schools Association
ICAC	Interagency Crimes Against Children	UPEC	Utah Public Education Coalition
IEP	Individualized Education Program	USBA	Utah School Boards Association
IGP	Intergenerational Poverty	USBE	Utah State Board of Education
IRS	Internal Revenue Service	USC	Utah Safety Council
LAC	Legislative Advocacy Committee	USDE	United States Department of Education
LEAP	Leadership, Excellence, And Partnershipping	USSA	Utah School Superintendents Association
LEA	Local Education Agency, School District or	UTPS	Utahns for Public Schools
	Charter School		Dads of Great Students
LEP	Limited English Proficiency	WATCH	Dads of Great Students
LIC	Local Interagency Council	D.O.G.S.	William J.D. William
MADD	Mothers Against Drunk Driving	WPU	Weighted Pupil Unit
NAEP	National Alliance on Montal Illness		
NAMI	National Alliance on Mental Illness		



UTAH PTA PAST PRESIDENTS



Back row: Darlene Hutchison, Dawn Davies, Carmen Snow, Ilene Mecham, Linda Parkinson, Marilyn Simister Front Row: Jeana Stockdale, Gainell Rogers, Stacey Mollinet, Liz Zentner, JoAnn Nielson

2021-2023: Stacey Mollinet	1981–1983: Gayle Judd
2019-2021: Laney Benedict	1978–1981: Darlene Hutchison
2017-2019: Jeana Stockdale	1976–1978: Mrs. Jack Smith
2015-2017: Dawn Davies	1974–1976: Dixie Nelson
2013-2015: Liz Zentner	1972–1974: Joan Burnside
2011-2013: Gainell Rogers	1970–1972: Lila Bjorklund
2009-2011: Ilene Mecham	1967–1970: Mrs. Youngs McGregor
2007-2009: Marilyn Simister	1964–1967: Mr. Rowan C. Stutz
2005–2007: Carmen Snow	1961–1964: Mrs. James W. Urie III
2003–2005: JoAnn Neilson	1959–1961: Dr. Ellvert H. Himes
2001–2003: Susan Dayton	1958–1959: Mrs. George H. Jones
1999–2001: Colleen Taylor	1955–1958: Mrs. Cecil Baker
1997–1999: Barbara Willie	1952–1955: Mrs. Donald E. Rose
1995–1997: Linda Parkinson	1947–1952: Mrs. Charles L. Walker
1993–1995: Mareid Horton	1945–1947: Mrs. Eric A. Johnson
1991–1993: Joyce Muhlestein	1943–1945: Mrs. Edmund P. Evans
1989–1991: Pat Hales	1938–1943: Mrs. Lee K. Nicholson
1987–1989: Darlene Gubler	1935–1938: Mrs. Arch J. West
1985–1987: Lenora Plowthow	1931–1935: Mrs. John K. Hardy
1983–1985: Donna Davies	1925–1931: Mrs. William Reid



