
ISSAQUAH PTSA COUNCIL

BEST PRACTICE MOMENT SCHEDULE

SEPTEMBER BEST PRACTICES MOMENT

WHAT ARE BEST PRACTICES?

A checklist of items that a local unit should follow to be the best PTA unit they can be.

WHY BEST PRACTICES?

To guide our PTAs to be child focused, fiscally responsible, practice fiduciary responsibility, knowledgeable, involved, and well trained. Following Best Practices makes earning the Standards of Excellence award easier to apply for and receive.

WHERE IS THE BEST PRACTICES CHECKLIST?

It is found on the back cover of the Leadership Handbook

STANDARDS OF EXCELLENCE AWARDS FORM:

read instructions very carefully and follow them exactly. Only include what is asked for and in the way it is asked for. Award form is available on the WSPTA website and was in your Leadership Packet.

COLLECTION LIST FOR SEPTEMBER (KEEP IN A FOLDER YOU WON'T LOSE)

- list of general membership meeting dates (copy of calendar)
- list of board meeting dates (copy of calendar)
- newsletter article showing award recognition from previous school year for any or all of these 3 awards: Golden Acorn, Outstanding Advocate, Outstanding Educator
- minutes from general meeting from previous school year where officers were elected (highlighted)

OCTOBER BEST PRACTICES MOMENT

Following Best Practices does not mean you have to check off everything on the list. Your goal should be to check off more this year than last year and/or improve on those items you do check off. If you do not check off something this year, work with your Board to come up with ways to accomplish it next year.

COLLECTION LIST FOR OCTOBER (ADD TO FOLDER YOU STARTED IN SEPT.)

- copy of insurance certificate
- minutes from general meeting where goals were approved (highlighted)
- copy of goals
- examples of programs/activities that address your goals
- minutes from general meeting where budget was approved (highlighted)
- copy of budget
- minutes from general meeting where standing rules were approved (highlighted)

- copy of standing rules
- minutes from general meeting where financial review results were presented (highlighted)
- copy of completed financial review checklist
- copy of financial review report

NOVEMBER BEST PRACTICES MOMENT

Begin work on putting together your Nominating Committee that will be elected by the end of January.

If you do not already have a system to pass on materials and information, start one now. Notebooks, evaluation forms, copies of flyers, disks of materials, etc. need to be included.

COLLECTION LIST FOR NOVEMBER (ADD TO FOLDER YOU STARTED IN SEP)

- copy of volunteer appreciation flyer or article in newsletter
- copy of budget with line item for State Convention and other trainings highlighted
- copy of membership brochure/flyer – will need to provide three of these to show ongoing membership drive throughout the school year

DECEMBER BEST PRACTICES MOMENT

Don't forget to get that Nominating Committee elected and trained.

COLLECTION LIST FOR DECEMBER (ADD TO FOLDER YOU STARTED IN SEP)

- examples of communication to membership
- monthly financial reports (for Sept.-Feb.)
- examples of sharing information with membership from WSPTA and NPTA
- examples of determining members needs and how the needs are met

JANUARY BEST PRACTICES MOMENT

Be sure you are communicating in a variety of ways with your membership. Don't count on just your newsletter to get the word out – use flyers, reader board, posters, email messages, website, etc.

Get your awards committee going so they can be on the look out for possible candidates for Golden Acorn, Outstanding Advocate and Outstanding Educator.

All Local Unit award applications are due to the state on March 1.

Including: Communications, Newsletter, Standards of Excellence, Honor Unit, Outstanding Local Unit of the Year, PTAs Taking Significant Action, 100% Membership and 100% Teacher Membership.

Be sure you are continuously recognizing volunteers.

Where are you on your 100% membership? How about 100% teacher membership? How about staff membership? Are you passing on information from the State and National PTA to your membership?

Is your treasurer providing monthly budget reports at your meetings, on your website, and posted at the school?

How do you evaluate the current year's goals, programs, and activities?

JANUARY COLLECTION LIST (ADD TO YOUR FOLDER)

- minutes from meeting where Nominating Committee was elected (highlighted)
- proof of attendance at Council Meetings – get from Council Secretary
- examples of how your membership advocates for children at your school, district, or state

FEBRUARY BEST PRACTICES MOMENT

Consider doing either a written survey or an online survey of your membership. You might want to do this in early spring to get feedback on the year to date and to plan for the next year.

Very carefully go over the Best Practices Checklist and catch up where you can.

Very carefully go over the Standards of Excellence application and begin putting your application that is due. Take care when filling out the application so that it does not get returned to you.

Don't forget to apply for Communication and Newsletter.

Don't forget to apply for 100% Membership award and 100% Teacher Membership award.

You should also consider applying for Honor Unit and Unit Taking Significant Action.

If you know of an Outstanding Local Unit, nominate them.

Review your own PTA goals to see if you are meeting them.

Attend Region 2 Mid-Year Conference.

FEBRUARY COLLECTION LIST (ADD TO YOUR FOLDER)

-letter from Region Director identifying who attended conferences (including WSPTA convention, Back to School, PTA and the Law, Leg. Assembly, Mid-Year, and Focus Day

-examples of how your PTA evaluates goals, programs, and activities

-description of the process for passing on materials and records year to year

MARCH BEST PRACTICES MOMENT

Begin Spring Cleaning of notebooks and files.

Verify the contents of your Legal Documents notebook.

Check for records that are due for destruction.

Label records with destruction date.

APRIL BEST PRACTICES MOMENT

Enter your new officers on the State PTA website.

Begin training of your new Board members.

Continue cleaning of notebooks and files.

Attend WSPTA Annual Convention.

MAY BEST PRACTICES MOMENT

Pass on notebooks and files to next year's Board.

Have a transitional meeting with outgoing board and incoming board members.

Schedule the Financial Review for after July 1.

Pat yourself on the back for a job well done.