Our Vision

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.
NCPTA Lifeline for Leaders
May 13, 2019

Finishing Your Year Strong
and
All Things Convention
by:
Donald Barringer, NCPTA Board of Directors
Welcome

• Introductions
  – Who you are
  – Where you are from
  – What you do for PTA
GoToWebinar Logistics

Know who’s speaking

- The bottom of your meeting window and the Control Panel both indicate who’s speaking.
- When you are speaking, meeting attendees will see your name if you connected with mic and speakers or if you dialed in and entered your audio PIN.

Interact

- You can mute yourself when you’re not speaking. The host can also mute you or all attendees. If you dialed in using a phone, you’ll need to use the audio PIN to mute your line via the GoToMeeting controls.
- The easiest way to share your webcam is to click the button on the grab tab. Or you can click the Share My Webcam button on the Control Panel.
- Pause and resume your webcam by using the icons in the top-right corner of your webcam feed.
- If you are muted or don’t want to interrupt the speaker, you can use the chat feature to communicate with the group, the host and/or other individual attendees.
Finishing Your Year Strong

• Nominations
• Elections
• Annual Financial Review
• Electing the new Board of Directors for next year.
• Letting Go
Top Ten Concepts For Leadership
by Rob Elliot, NCPTA Board of Directors

1. Socialize the PTA Mission of “Every Child One Voice”
2. Be Welcoming – let people know their skills and help are welcome and needed
3. Be Intentionally Inclusive – does your board fully represent the diversity in the school
4. Celebrate Diversity – recognize when diversity positively impacts your school community
5. Be Orderly and Efficient with Meetings – be consistent with meeting format and respect time commitments
6. Stay Positive – be a source of encouragement for those dealing with the day-to-day challenges in the school
7. Delegate and Ask for Help – it’s important to let others know how they can help
8. Encourage Collaboration – help build and maintain a sense of community by encouraging people to work together toward a goal
9. Avoid Petty Politics – reward and recognize positive collaboration not political power struggles
10. Be Open to New Ideas and Resources – validate and recognize the value of people who bring new ideas or resources
Nominations

• Form committee in fall
  – (if you have not done that, you can start today)
• Committee nominates officers only
• Send slate to president
• President gives notice to membership at least 10 days prior to election
• See www.ncpta.org for the new toolkit
Elections

• Held in the spring
  – Last general membership meeting
• General membership meeting
• Nominations from the floor allowed
• All nominees must be PTA members (as of the meeting)
• Take office July 1
Annual Financial Review

Requirements Document (click)

• See bylaws – Section 6.10
• Prepare report by June 30\textsuperscript{th}
  – Total income
  – Total expenditures
  – Budget comparison (actual/budget)
  – Assets and Liabilities
• Submit to incoming president, treasurer, audit committee
• Lastly, don’t forget to submit EVERYTHING to audit committee by July 1  (This should be comprised of a variety of people and not just one person.)
Board of Director Elections

• See bylaws – Section 7.1
• Board consists of…
  – Officers
  – Chairs of Standing Committees
    • Audit, Advocacy, Nominating required
    • Others according to BOD’s needs
  – School Principal
  – One Teacher
  – Up to 3 At-Large Members
Darlene Sanchez Harris
I think we never start learning. As leaders we continue to grow and that will never stop no matter what position we are in....we can always improve and learn more....
Letting Go

• It is good for everyone 😊
• Let the New Leaders Lead - It may look different, and that’s ok! ~ Donald Barringer

GOOD TRANSITIONS = GREAT STARTS!

The smooth transition of outgoing and incoming board members and officers is of vital importance and can determine your PTA’s leadership success for years to come. ~ California PTA

We Pass the Baton
What are Your Responsibilities?

KEYS FOR A SMOOTH TRANSITION

www.bit.ly/CTABoardTransition (click)

- Finish the term
- Complete all responsibilities (including updating your procedure book - click).
- Meet with current board to evaluate the term.
- Send new board contact information to your council or district.
- Meet with successor; introduce successor to key individuals.
- Turn over all PTA materials and resources (click) that relate to position.
- Incoming and outgoing boards meet together.
What are Your Responsibilities?

President's Checklist


• Communication between outgoing and incoming PTA leadership teams is vital for continuity between school years and in order to maintain PTA programs, training, and business during the summer months.

• By successfully transitioning between administrations, incoming officers better understand their responsibilities, gain confidence and are better prepared to develop viable PTA goals for the next school year.
Must Do

• Properly elect your new board of directors
• Annual Financial Review
• Set meeting schedule
• Meet with your administration
• Create a budget
• Approve budget at first General Membership
• Advocate
Must Haves to Create a Winning NCPTA Unit/Council

• Board Orientation/Retreat
  – Durham Council (click)

Strategic planning
  – SWOT Analysis (click)

• Lead
  – with the end in mind!
Must Haves to Create a Winning NCPTA Unit/Council

• Provide board with leadership development opportunities
• Social time with your board
• Provide quality programs
Provide Quality Programs

• **NCPTA Programs**
  - Reflections Arts Program
  - Parent Involvement
  - Elected Officials Go to School
  - Reimagining School Meals

• **National PTA Programs**
  - National PTA School of Excellence
  - Reflections
  - STEM + Families
  - Family Reading Experience
  - Connect for Respect
  - Healthy Lifestyles
  - Award & Grant Opportunities
Going the Extra Mile

• Breakfast/Lunch with the administration
• Provide quality family engagement opportunities
• Healthy school environments
• Staff appreciation
• Volunteer appreciation
• Make it fun, personal and meaningful
• Read 30 minutes a day
Donald Barringer has two passions—literacy and education. And it shows in the breadth of his work as a North Carolina PTA Board Member, PhD student, University Program Associate, youth mentor, former Teacher Advisor to North Carolina Governor Bev Perdue and former elementary school teacher.

What is your “WHY” story? Why and how did you get involved with PTA?

My mother was involved in school and PTA from elementary to high school. Her experience was so positive that when I had the opportunity at my high school, I joined and became active with our PTA. In 2002, when I began my career as an educator, I was reminded of my mother’s volunteer work and my own PTA involvement and decided to become a member of my local PTA.

What did your family do to foster a love of reading?

My mother is a reader and created a culture of reading within our house. As a child, I remember her reading everywhere. She had bookshelves of books in the living room, read magazines when I would go to get my haircut in the barbershop and she would purchase books for me and my siblings as well.

So much of your professional and volunteer work is centered around literacy. Why is literacy important to you?

The Marines coined the saying, “If you can read this sign, thank a teacher.” As an educator, I’ve seen students come to me in the second grade, however they are reading on a kindergarten level. Research from many literacy studies shows that if a child does not know how to read by the third grade, they are expected to have additional struggles in life. It’s important that every student—young and old—is provided with the tools to help them succeed.

Frequently, we point fingers at this school or that parent for not doing what we expect—blaming them for a student’s literacy struggles. However, I believe the “see a need, fill a need” approach is more productive and effective. So, whether it’s my younger family members, friends who have little ones or even adults who did not finish high school, I encourage doing any type of literacy activity together to help learn some of the basics of literacy.

What are a few books you would recommend to someone looking to gain insight into becoming a better PTA leader and mentor?

Good to Great, Who Moved My Cheese and Our仨ety is Melting. These three books help us make our organizations better, but also help us to reflect on our own dispositions as leaders. It’s important to understand who we have within our organizations to help us work smarter and not harder.

How can PTAs best partner with schools to encourage more family reading?

Encourage literacy activities for all ages!-Host a read-a-thon event or a drop everything and read event, turn on the closed captions on the TV or play games in the car like reading road signs and billboards. PTAs can offer suggestions and tips to families, helping them learn ways they can incorporate literacy into their daily lives. For example, PTAs can include small literacy activities at their events or partner with teachers to provide literacy exposure sessions at their PTA meetings.

Tell us one of your most memorable experiences serving on the North Carolina PTA Board of Directors.

I was recruited to the North Carolina PTA Board of Directors after working as North Carolina Governor Bev Perdue’s Teacher Advisor. As I transitioned away from that role, I was approached to consider joining the board to help put the “1” back in North Carolina’s PTA. That following year, I worked with my fellow board members and teacher colleagues to plan a teacher training at the state conference. I also worked with our Student North Carolina Association of Educators organization to host a pre-service teacher training. Those two professional developments were great opportunities to partner with educators and show them how PTA can help them, too.
Leading Effectively and Efficiently

• Continuous Leadership Development
• Keep drama to a minimum
• Plan strategically
• Take care of yourself
• Be positive
• Thank others often
• Enjoy what you do

7 Ways to Appreciate Your Volunteers

1. Give them the bigger picture. ...
2. Provide food for your volunteers when they work. ...
3. Check in with your volunteers. ...
4. Feature volunteer stories on your blog/website. ...
5. Give your volunteers awards. ...
6. Give your volunteers small tokens of gratitude. ...
7. Send your volunteers a simple, handwritten thank you card.

More Ideas
https://www.pinterest.com/pin/55380270401398805/?lp=true
Continuous Leadership Development

• NCPTA
  – Website
  – Annual NCPTA Convention
  – Leadership and Webinars
  – NCPTA Staff and Board of Directors
Continuous Leadership Development

- National PTA
  - Membership tool-Kit
  - Local Leader PTA Kit
    - http://www.ptakit.org/
  - Website
    - www.pta.org
  - On-line training
    - https://www.pta.org/home/run-your-pta/elearning
- Annual Convention
  - https://www.pta.org/home/events/National-PTA-Convention-Expo
- Action Alerts
  - https://www.pta.org/home/advocacy/take-action/sign-up-for-alerts
Keep Drama to a Minimum

• You don’t have to have the last word
• You don’t have to prove you are right
• Vent to a trusted person – ON THE PHONE!
  – Doesn’t have to be the same person
• It is your job to keep things positive and productive
• Write and discard what you really want to say
Plan Strategically

• Use your leadership team’s goals
  – You don’t have to recreate
• Utilize your administration skills
  – Don’t take advantage
• Each committee
  – List three things that you want to accomplish
    • SMART
  – List steps to accomplish
Take Care of Yourself

1. Get your sleep
2. Exercise
3. Make time to eat well
4. Set aside working hours and family time
5. Take a break when needed
6. Delegate if someone else can do it
7. Have fun and personal growth
Be Positive

- People don’t want to be around negativity
- Volunteers want to feel good about giving
- People will stop coming if they leave frustrated and tense all the time
- Positivity is contagious, spread it!
- You will feel better too
Enjoy What You are Doing

- List three personal goals for yourself
- Why are you doing this?
- Keep a journal of the things that energize you
  - Do more of them
  - Delegate the things that don’t energize you
Follow Ups

1. **PTA Financial Information** (if you have further questions, please email office@ncpta.org)
   - National PTA Kit [http://www.ptakit.org/finance/index.aspx](http://www.ptakit.org/finance/index.aspx) (you must register with PTA online to access resources)

2. NCPTA Involvement - We would love to have more hands on the volunteer table with NCPTA. Please place your name for interest for a NCPTA Committee which will be effective July 1 or submit for the 2020-21 Board of directors here [https://ncpta.org/index.php/interest-form/](https://ncpta.org/index.php/interest-form/)
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Thank You for Being Fabulous!