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**SCHOOL PRINCIPAL & PTA PRESIDENT INITIAL MEETING**

(BETWEEN ELECTIONS AND END OF SCHOOL YEAR)

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Next Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **SCHOOL GOALS AND EXPECTATIONS**  **Staff Liaison: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| School Goal/Expectation For 2017-2018 | PTA Role:  How would you like PTA’s help? |
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| **PTA/PTSA Community Communications at School** | |
| Contact for Access & Approval for:   * Bulletin Boards * Banners * PTA/PTSA Kidmail Flyers * Reader Board | |
| **PTA/PTSA Space at School** | |
| Availability of PTA Space/ Storage  Equipment owned by PTA/PTSA  \*\*\*Contract must be signed every year after July 1st | |
| **Principal & PTA/PTSA President(s) Meetings** | |
| How often should meetings take place?  Who will send out the meeting invite? | |
| **Principal “Coffee” Gathering** | |
| Looking Ahead: Dates (recommended 3 a year) Morning, Afternoon or Evening Options (i.e., before or during PTA/PTSA meeting, etc)   1. \_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_   Who will send out the “coffee” invitations?  Possible Topics? (in addition to Q & A) | |
| **Principal Communication to Community** | |
| How often will Principal communication be sent?  In what form, (i.e., newsletter, listserv, etc.)  Who is the building contact to send content for Principal communication?  Are there any deadlines? If so, what are they? | |
| **Building/Facilities Use** | |
| Who is responsible for building use/facilities calendar and forms?  Meeting spaces available to use for meetings during the day (12-15 people)?  Meeting spaces available to use for meetings in the evening (20-40 people)? | |
| **Emergency Community Communication** | |
| How will emergency communication (i.e. school closures, early release, etc.) be shared with the community?  What should the role/procedure of the PTA/PTSA be in emergency situations?  How should the PTA/PTSA report critical community information to the school? | |
| **Back to School** | |
| * + - Orientation Days (Kindergarten, 6th grade or 9th grade) Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_     - Registration (Back to Business Day) Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_ * Back to School Forms * How will parents acquire back to school forms? (print vs. electronic)   + Can the following be included with the forms:     - PTA/PTSA membership   + PTA/PTSA volunteer/other forms included? (i.e., PTA/PTSA calendar, fundraising info, etc.)   + BSD/VIBES volunteer forms included?   + Special Needs PTA   + When does school office officially open in August? Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_   + Picture Day (PTA/PTSA or school) Date: \_\_\_\_\_\_ Retakes: \_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_   + Curriculum Night(s): * Date/Grade Levels: \_\_\_\_\_\_\_Date/Grade Levels: \_\_\_\_\_\_ Date/Grade Levels: \_\_\_\_\_\_\_\_ * PTA/PTSA Introduction/Presentation * Placement of PTA/PTSA information table(s) * Staff LID Days * PTA Introduction & Presentation * Lunch/Snacks * Suggestions on specific information that should be presented to staff? | |
| **Grant Requests** | |
| 1. All administration/staff submit grants form to the PTA/PTSA. 2. PTA/PTSA follows approved grant process. 3. If funds are granted, courtesy of the financial support is encouraged – thank you card, statement, or brief overview to relay back to PTA/PTSA general members.   \*Grant Writing Assistance Available (including BSF)  \*All grant funds must be approved by PTA/PTSA general membership.  \*PTA checks must be written directly to the school not staff as per BSD. | |