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Below is information that was recently shared with the Office of Family and Community Empowerment (FACE) Click the buttons below to access PA/PTA guidelines on the virtual environment and virtual election guide. If you have any questions or assistance with your SLT, Parent Advisory Council (PAC) please contact Celsa Pacheco Family Leadership Coordinator at cpacheco5@schools.nyc.gov PA/PTA Guidance on a Virtual Environment Parent Associations (PAs) & Parent Teacher Associations (PTAs)The health and safety of all students, employees and families is a DOE priority following the changing situation around the novel coronavirus (COVID-19) in New York City. In addition, the DOE seeks to ensure that PA/PTA elections are conducted freely, fairly and inclusively and ensure that all members can participate fully. Given the closure of DOE school buildings, the DOE recognises the difficulties faced by PA/PTA and the board of chair presidents in accessing their documents. Based on the current federal, state and local injunctions and recommendations for public assembly, social distance and staying at home, with the exception of essential interests, as well as the current closure of DOE school buildings, have been waived from the following provisions of Chancellor's Regulation A-660 and the following information is allowed: Extends the deadline for pa/pta elections until 31 October 2020 and extends the term of office of current officials until the elections; extends the deadline for submission of the annual accounts to 31 October 2020; Eliminates the requirement to personally meet pa/PTA and council chair chairs. PA/PTA and Council President Official Elections Exemption extends the deadline for conducting PA/PTA and Board of Presidents elections until October 31, 2020, relieve parents' leaders of the pressure to hold and hold elections this spring. Conditions for pa/PTA and presiding Council officials will continue until the elections, and PA/PTA should follow their current procedure for filling vacancies that occur before the election. The exemption does not prohibit pa/pta from holding elections before October 31, and we are working with the law to develop guidelines for virtual elections (detailed guidelines and training will follow). Virtual meetings In order to best support PA/PTA and board of presidents as the transition to virtual meetings as set out in the waiver, FACE recommends the following best practices: Notification meeting notification must be shared with PA/PTA members at least 10 days before the scheduled meeting. PA/PTA members should work with their parent coordinator or principal to send an email to all parents and after the meeting is announced on the site School. Conducting a meeting Parents should work with the parent coordinator or director to use Microsoft Teams, Google, or organisation of the meeting. Pa/PTA will need to identify a technology moderator for the meeting who will manage the technical characteristics of the virtual meeting platform (e.g. mute/disconnection, meeting entry, presentation, etc.). The technology moderator should not play an additional role in the meeting. The chairman of the meeting, or the designer, should enter and announce the standards of the meeting at the beginning of the meeting and periodically at all times. (For example, the speaking order and the rule of one microphone.) The meeting should be on the agenda and all members should be able to speak and be heard during the meeting. The meeting should be recorded in a video conferencing application to help the recording secretary make protocols. Decision-making In order to make any decisions, the PA/PTA will have to meet the quorum. The quorum remains 8 members. Of the 8 members, 2 must be members of the Board, and 6 must be parents. Each member shall have the right to vote on all matters presented at the general meetings of the members. The following five principles must be respected in order to ensure independence, transparency, integrity, competence and fairness. Independence – Associations are autonomous and self-governing Transparency – Associations are required to use multiple means of communication to ensure that general membership is equipped with the opportunity to participate in decisions taken by the association. Integrity – All possible measures should be considered to enable members to participate actively in discussions and debates on topics prior to membership consideration. Competencies – Apply best practices for decision-making and voting on a remote/conference call. Honesty – Good communication can alleviate potential problems of injustice. PA/PTA and The financial activities of the governorspa/PTA and the audit accounts of the Governing Council All PA/PTA funds and the Governing Council must be deposited in the organisation's cheque account. Use a checkbook that contains a section or copy of each selection. Pa/PTA or the board of presidents who wish to use an alternative form of control (e.g. checks printed from financial software) must obtain face approval. FACE will work with CPAC to issue guidelines for acceptable alternatives (follow-up). Other bank accounts Any account other than a mandatory check account must be authorised by the members' vote and must be on behalf of the PA/PTA. However, the primary check account must be used for all transactions, including deposits and withdrawals. For example, if pa/PTA or the Governing Council has a savings account, the funds must be transferred from the check account to the savings account. Funds can only be withdrawn by transferring from your savings account to your check account. Emergency Emergency and the expenses of the Executive Board of PA/PTA Presidents and the rules of procedure of the Governing Council must include a process for authorising boards to make extraordinary expenditure. The Rules of Procedure must specify the circumstances justifying extraordinary expenditure, the maximum amount in dollars that may be allocated and the timetable for reporting extraordinary membership expenses. At the next general meeting of members, after extraordinary expenses, members must be able to vote on whether extraordinary expenditure was an appropriate use of funds. FACE will issue further guidelines and a template to help page/PTAs with respect to this section of their terms and conditions. Title 1 PACs District and school PAC representatives can continue to use 1% of Title 1 funding for parental engagement in the current fiscal year (FY20) for parent engagement activities in the current virtual remote learning environment. Pac leaders can contact their principals to obtain specific requests to use these funds in accordance with existing purchasing guidelines for remote learning learners. When principals receive requests to purchase services/goods with 1% set-off of Title 1 funding for parental involvement, they should contact the BCO's Director of Finance and HR to navigate the current purchasing restrictions. Rollover FY20 Title I Funds for Parents and Family Engagement DOE organized for all Title I schools to receive an increased allocation of Title I parents and family engagement funding based on the balance of their unused FY20 Title I 1% Parents and Families Engagement set-up funding for use in FY21. Unused FY20 funds will be added to each school's title allocation and 1% of parents and family engagement set-up funds when the initial FY21 school-based budgets are released in early June. FY20 Title I set-up of funding can also be spent until the end of June on acceptable activities, as described here. Note that allocations for 2021 will be revised downwards for any expenditure that occurs in fiscal year 2020 after the initial allocation data is retrieved. Get involved make a difference: One of the best ways to get involved at Mott Hall School is to volunteer with the PTA (Parent Teacher Association) and the SLT (School Leadership Committee). The PTA, the SLT and its subcommittees need your contribution. A special welcome for our upcoming 2019-2020 Parent Teacher Association Executive Board. Chiaki Torisu-PTA President Abigail Camacho- PTA Secretary Nataly Benenson- TREASURER PTA General Meetings PTA are every third Wednesday of the month of the Chancellor's Regulation a-660 All our schools are obliged Parent Association (PA) Parent Teacher Association (PTA) Organizacje te: te: and families updating parents and families about the school plan and conducting activities for parents and families PA/PTA can support schools in many ways, including: organizing workshops of parents organizing activities for families, both academic and social fundraising conducting volunteer events All of the following are automatically members of their school PA / PTA: Parents Homeland Guardians Legally appointed guardians Foster parents Persons in parental relations PA / PTA officers are responsible for PA / PTA budget, events and activities. Officials are elected by membership per year. Pa/PTA Elections must take place in spring. During this time, three mandatory officials (chairman, recording secretary and treasurer) are elected. This must be done before the last day of school. The election rules are set out in the Rules of Procedure of the Chancellor of the A-660. They are also set out in pa/PTA regulations, which can be found in the See documents for elections Visit for all election materials, including a guide to information on how to conduct PA/PTA school elections. Any complaint about PA/PTA elections is known as a complaint. Must: Be submitted in writing (email address or identification of whom). Focus on a specific and material breach either: Chancellor's Regulation A-660 PA/PTA Word Regulations or anonymous complaints cannot be taken into account. All PA/PTA must hold at least: Ten monthly general meetings of members Ten board meetings per year Quarterly meetings with the main members must receive at least 10 calendar days before the announcement of the monthly meeting. This announcement must include: date, time and place where the agenda items meeting will be held, which will be discussed See for all conference materials. PA/PTA Regulations are a set of rules adopted by the members of the association. These rules govern current PA/PTA cases. The template for these terms and conditions is available both as a PDF of the filling and as a word document available in All regulations must comply with the Chancellor's Regulation A-660. Any changes to the design must also comply with that Regulation. Español A PA/PTA is responsible for its own finances and must comply with certain banking, fundraising and record-keeping policies and guidelines. Each association that raises funds must have a bank account in order to carry out transactions with suppliers. Board members must follow appropriate record-keeping practices accurate accounting of the association's finances. See See all reporting materials. Parent Leader Times is a quarterly newsletter for parents in managerial positions in their school, district or city. . For more information about running a PA or PTA, see the Board of Presidents is a PA/PTA organization of presidents (or designers) that represents the interests of parents in a given district. Each school district is required to have a board of presidents. Each municipality must have a Council of Presidents for its secondary schools. City-wide Special Education (District 75) has a citywide Council of Presidents. CPAC shall be composed of the Chair of the Governing Council. CPAC meets monthly with the Chancellor and other branches so they can share information to better support their constituents and be prepared for their advisory role as Chancellor. CPAC members are PA/PTA members, SLT members and DLT members. CPAC meetings are open to the public. Public.

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