

CHECKLIST!

- ✓ Schedule a meeting with the principal prior to the beginning school year.
- ✓ Understand the goals and targets of the school for the upcoming year.
- ✓ Obtain a copy of the school calendar of events for the year and note key times to support and/or avoid school programs.
- ✓ Discuss a range of possible PTA programs/activities with each other and agree on what best supports the school programs.
- ✓ Work together to plan training and/or information for PTA volunteers within the school.
- ✓ Schedule the PTA events with the principal on the school district calendar.
- ✓ Establish an ongoing method for communicating with each other.
- ✓ Understand each other's roles as school principal and PTA president.
- ✓ Know it is going to be a great year!

Good Luck on a Successful Year!

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*PTA Presidents
and Principals
Collaborating
for Success*



PTA Presidents and Principals Collaborating for Success

Communications is the key to successful school and PTA collaboration. Pre-planning is important to assuring good communications and supportive programs. The **Pennsylvania Parent Teachers Association (PA PTA)** and the **Pennsylvania Association of Elementary and Secondary School Principals (PAESSP)** recommend the following steps:

Schedule a meeting between the principal and the president prior to the school year.

It is important that you meet together and establish a working relationship and communication system. This meeting should take place before the school year begins and before concrete PTA plans are put into place.

Learn about the principal's goals and targets for the upcoming year.



More and more demands are put on schools each year. The PTA programs put in place should supplement and support the goals and tar-

gets the principal has for the school. There are many good ideas that could be targeted, it is best to select just a few ideas that support school goals and do them well.

Coordinate with the school calendar of events.

The school will already have curricular and extra-curricular events planned. The school will also have certain times when focus needs to be exclusively on school priorities (e.g., PSSA/Keystone Exam prepa-

rations and testing). PTA projects/programs should respect these priorities and time frames.

Discuss with each other a range of ideas and support projects the PTA is considering.

Have the PTA committees discuss a range of projects and programs that might support the principal's goals for the school. Also, consider possible time frames. Discuss these with the principal and determine which projects and times best meet the needs of the school. PTA planning should be finalized only *after* this discussion.

Determine how, when and through what means the principal and the president will remain in communication.

Reach agreement with the principal about the preferred methods of communicating with one another on various issues.

Clearly understand one another's roles within the school.

The principal should have an understanding of the PTA president's role within the school. The role as president and individual parent should be clearly delineated. The PTA should understand that the



school has systems for discussing and addressing individual student and parent concerns that require confidentiality. Discuss how to report concerns expressed by others and where the role of the PTA president begins and ends related to individual student/parent concerns.



Confidentiality and use of school facilities.

The principal should discuss how, when and where PTA representatives and volunteers should work within the school. Confidentiality is vital and therefore PTA volunteers within the school should not be in a place to overhear or repeat conversations of school personnel related to school or student issues.

Provide training and guidelines for parents representing the PTA within the school.

Both should emphasize the supportive role of the PTA and the need for confidentiality. It is important that volunteers within the school avoid gossip or unethical discussions related to staff, other parents or students.

If conflict arises address it quickly and directly.

It is much better to head off possible conflict early. Rather than worry about something that was heard or assumed may be true, the PTA president should discuss it directly with the principal for clarification.