# NEWSFLASH

Michigan PTA's Newsletter For Leaders

Supersized Edition!

# September/October 2021

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# From the President of Michigan PTA

Welcome to a new school year! This often means meeting new people at school, with new students and parents, new teachers and staff, and new PTA friends! This year also includes new PTA leaders and friends for the Michigan PTA Board of Directors. I'll start!

I'm Tracey Troy, and I am so honored to serve as your 2021-2023 Michigan PTA President. My family and I live in DeWitt and practice our Michigander on a regular basis. See, we relocated from the Greater Seattle area summer of 2017, having always been Washingtonians.

We moved here for a great opportunity with Dart Container (maker of the Red Solo Cup), where I work full-time as a Project Manager in Plastics Engineering. Michael and I have two great kids, Brandon is 17 and a junior this year, and Christine is 13 and in the 8th grade. We enjoy exploring Michigan, playing on the beautiful beaches, taking in gorgeous fall colors (MY favorite season), and making many new friends!

I joined my first PTA in 2010, a kindergarten parent eager to meet new people with new students, parents, teachers, and staff! Like many of you, I was gradually convinced to lead in an Executive Board role, serving as a local secretary, membership chairperson, vice president, and eventually president. All these experiences developed my desire to continue the mission of PTA. Our mission is mighty at all levels. Locally we react to the needs of the students and staff at our schools, provide engagement and lasting memories. Statewide we collaborate and engage with advocates like you and me to support ALL Michigan students and ensure that our state legislators perform their duties to provide what's needed. At a National level, we connect with parents and leaders across 54 PTA Congresses to empower all children, share ideas to promote the mission and broaden our advocacy voice at the federal level.

I look forward to getting to know you during these next two years, where we can share ideas, support each other's visions, and grow the mission: to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

I want to hear from you! Send me your questions or share your ideas and celebrations. You can reach me by email at president@michiganpta.org or phone at 734-975-9500. I wish you all a great transition to fall!

All the best, Tracey



Innovative leadership Ideas that spark passion, engagement, and connection

# Meet the Michigan PTA Board of Directors and learn how they can help you



#### **Meredith Blixt, Treasurer**

I am new to the state level but have been involved in local PTA for 4 years now, currently serving as treasurer for the DeWitt Elementary PTA. In my day job, I do IT audit work when I'm not chasing my children around (I have a 4thgrader turning 9 next week and a 6-year-old 1st grader). I hated math in elementary and high school but learned to love accounting while doing my MBA at Wayne State. I like to read sci-fi and fantasy and crochet while watching terrible reality television.

As Treasurer, I am getting familiar with the routines of the state level treasurer position, but my best experience comes from digging our local unit out of some tax deficiency something I remain proud of to this day! I'll remind all the treasurers out there that your form 990 is due before our next newsletter, and this is also the season to submit your documents to remain in good standing! Sometimes it can feel like a jungle adventure, but I am looking forward to sharing my Machete of Knowledge with all Michigan units in order to help everyone get where they need to be. Happy back-to-school to everyone, and I appreciate your patience and trust in me - we'll get this done together! Please contact me any with time questions at treasurer@michiganpta.org.

## Jenna McMechan, Secretary

Welcome to a new school year, PTA family! I am so happy to be serving Michigan PTA as the secretary. My family and I live, work, and attend school in Garden City. My husband, Drew, and I both work for Garden City Public Schools; he is in the business office and I am a behavior interventionist in our 1st and 2nd grade building. My child, Avery, attends the high school as a junior, is also very involved in PTSA, and will serve as her school's PTSA president this year. We love to attend Avery's volleyball tournaments and are major Michigan Football fans. Go Blue!

I have been a PTA officer in various positions since my student entered 1st grade. I have also been a member of the Nominating Committee and Convention Committee for Michigan PTA. Even though I work full time, PTA is my happy place and passion so I will always try to be available to help as you navigate through your PTA journey. If you need help with your position as secretary in your local unit, be sure to contact me. I am also the Chair of the Bylaws Committee. Remember to submit your bylaws on MemberHub as it is required for your unit's Standards of Affiliation. Have a great year!

Jenna McMechan



#### Tonya Whitehead, PhD, Board Member at Large

After a few years of absence, I'm returning to the Board of Directors to support the new leadership and members as we grow Michigan PTA to support all students. In the past, I've served as Communications Chair, Local Bylaws Chair, Convention Chair, and Secretary, but my passion is really in procedures and parliamentary procedures. I'm happy to work with members to ensure that they have everything in order for good standing, running effective meetings, or the basics of parliamentary procedures. My number one tip for effective meetings is a timed agenda. Having a timed agenda helps ensure that you get to all the items and respect everyone's time. For more tips feel free to reach out.

Outside of PTA I help faculty at Wayne State University improve teaching and support student success. To relax at home, on the northwest side of Detroit, I enjoy campfires and tending my vegetable garden. I also foster bully breed dogs until they can find permanent homes. I'm excited forward to being involved with Michigan PTA again, and especially with convention. I hope to see you all there!

## Susie Crafton, VP of Programs & Services

I serve at the unit-level as a Secretary and a Treasurer at a middle school and a high school, as well as at the council-level as the Legislative Chair for Walled Lake Consolidated Schools PTSA Council. I am proud to share that I am a graduate of WLCSD schools, and I love to volunteer with the district to ensure that we continue to provide a positive learning experience for all of our students.

I work full time as a non-profit manager that focuses on reimagining how we engage youth in civic learning in this country. I've spent about 20 years raising money in the education non-profit sector, mostly in Texas, where I lived with my family until 3 years ago.

In my MI PTA board role, I support the implementation of National PTA Programs across Michigan, like the Reflections Art Competition, as well as unit-level services, like the Awards Competitions that are announced at the MI PTA Convention (which is another committee I support). I love working with people to help them bring their ideas to life; if you have any ideas about new programs or services that MI PTA might consider supporting state-wide, please contact me! Additionally, if you are interested in getting involved in any of the following committees, I'd love to work with you:

- Awards
- Convention
- Family Engagement
- Health and Wellness
- Kinship Care
- MI Men in PTA
- Reflections

Lastly, if you have questions about how to get any of these programs started at the unitor Council-level, I'd love to help! HELLO, I'M

## Sandy Winkler, At-large Member, BoD

I'm Sandy Winkler, a first-term at-large member of the Michigan PTA Board of Directors. I have 15 years of PTA/PTSA experience. I am also in my final year as president of the Allen Park PTA/PTSA Council. Over the years I've held almost every position, I think! Treasurer is my favorite; fundraising is my least favorite. I can also provide guidance on bylaws, standing rules, and Reflections.

# Jenn Garland, Vice President of Children's Advocacy

I have been a passionate PTA volunteer for more than twenty years, filling roles that run the gamut from newsletter editor and Math Olympiads coach through every PTA office, presidencies including multiple at the elementary, high school, and district (Council) levels. For the past two years I have served as a member of the Michigan PTA Board of Directors and as Co-Chair of the Michigan PTA Advocacy Committee, while also continuing to serve as Farmington Area PTA Council Vice President of Advocacy. I have attended National PTA's Federal Legislative Conference in Washington, D.C. as a member of the Michigan PTA contingent for the past four years. I am eager to put all this experience to work for all of Michigan's students and families as the new Michigan PTA Vice President of Children's Advocacy!

As you are no doubt aware, there are many current issues of concern across our state this year: increasing community conflict, lack of trust, concerns about past miscommunication, the volume of changes made in recent years, anxiousness over changes still on the horizon, ongoing racial conflict, concern over equity between schools. and fundamental misunderstandings over key issues such as vaccines, masks, and Critical Race Theory, to name just a few. It will take patient, careful stewardship to navigate this climate and begin to address the challenge of knitting together a trustful more cohesive, statewide PTA community.

In response, the Michigan PTA Advocacy Committee is working on several presentations to educate and furnish our PTAs with the information you will need to navigate the coming school year (see article for list). cont.



We will explain education legislation and provide guidance to PTAs about advocating on these topics. We will share guidelines regarding handling a hostile audience and other necessary leadership skills. We encourage all PTAs to engage with their districts by inviting Superintendents and administrators to PTA meetings and asking thoughtful questions. If you have additional suggestions about advocacy events or training to add to our to-do list, please let us know!

As we transition back to school, and wherever your PTA or Council falls as far as advocacy activity level, we want to make sure you are aware of specific resources:

- Michigan PTA works with National PTA on Federal Legislative Affairs, and Michigan PTA has an Advocacy Committee to address Michigan Legislative Affairs. Both organizations are non-partisan. You may join fellow PTA members to receive action alerts and information on legislative issues at both the national and state level. Please sign up for both today!
- Michigan PTA Advocacy also maintains a closed group on Facebook, which you should request to join and follow: Michigan PTA Advocacy
- Michigan PTA VoterVoice: www.votervoice.net/MIPTA/home
- National PTA VoterVoice: www.pta.org/home/advocacy/take-action

Jenn Garland, childadvocacyvp@michiganpta.org



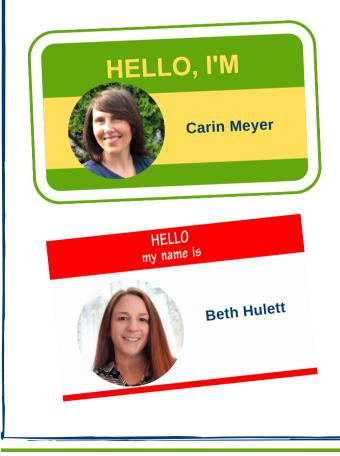
#### **Carin Meyer Introduction & FLC Report**

I am the Federal Legislative Chair (FLC) and a Board Member at Large. I am very excited about the beginning of this school year and glad to be on this journey with you. I am from Northville and am the parent of two teenagers and two dogs – all of which are most interested in me when I have snacks. I have served on PTA Boards in various positions, but the last few years have all been in Advocacy, which is my why.

The FLC position allows me to advocate on behalf of Michigan PTA to Michigan's 14 Members of the House of Representatives and both Senators. National PTA also shares with FLCs what is happening on the federal level, which I get to share with you. The focus recently has been on the American Rescue Plan Act (ARPA) and advocating for how those dollars are spent at the local level. This spring, we created a video on our Michigan PTA YouTube channel describing this act, school funding, and advocacy. ARPA involves a lot of money over a longer period, so this conversation will be ongoing. One timely thing to engage with your district is funds required to address learning loss. Many created new and innovative summer school programs and had more students participating. Your PTA can inquire how this went, what worked and what did not, and how they plan to measure success. I would love to hear from you on how this conversation goes!

You may have noticed that school meals are free again this year, thanks to the continuation of the federal USDA program. Under the guidance of National PTA, Michigan PTA advocated for this last spring to our Members of Congress, as this health crisis highlighted how much our students rely on schools for food access. Educationdata.org states that Michigan has \$11,790,000 in previous school lunch debt. We believe that all students should have access to healthy meals.

If you have any questions or comments about federal advocacy, please reach out. I also am the advocacy chair for my local council. My favorite part of all this is getting to meet other advocates across the state and learn about the ways they are engaging with their communities and elected officials. Email me at fedlegchair@michiganpta.org.



#### Beth Hulett, VP for Communications

Hi, I'm Beth Hulett. I'm happy to be back with the Michigan PTA Board of Directors for another term. My role is to tell the story and value of PTA by effectively sharing messaging with officers, PTA members, and the community through electronic communications, our website, social media, newsletters, printed materials, and more.

I've enjoyed creating the Michigan PTA Branding, Visual Standards, and Communications Guide (yes, I really did think that was fun. IoI) to help with consistency in our messaging as PTAs. You can find the guide here: michiganpta.org/pta-leaderresources. I also loved the challenge of creating and facilitating the communications aspect of our recent virtual conventions.

I'm looking forward to another great year with the communications committee!

## Tanya Pitkin, Director at Large

It's Me! I'm back for another term and so grateful for the opportunity to connect with leaders across the state and work with the new board of directors. I served as a board member in the last term (2 years) and became involved in many committees: Reflections, Convention, Nominations, to name a few.

My baseball-playing son, Sawyer, is in 5th grade this year. Our last year at our elementary school brings all the emotions and excitement. This was the building I attended my first PTA meeting as a kindergarten parent just wanting to know more about the teachers and what the day looked like. I soon realized it was a great way to form new friendships with other parents and get to know more students, teachers, and staff.

As I have become more involved with our PTA and Council PTA, I realized my passion was to be involved in decision-making at the administration level. My role on the Council brought me to my school district's office and invited me to the table where these decisions are made. I focus on bringing more parents into the discussion and continue to work on including a diverse group.

I'm excited to be the voice on the other side of the line when you call Michigan PTA (734-975-9500) for all types of questions and challenges that arise while you are doing the work of your PTA. Please don't hesitate to reach out for any reason – believe me, there have been some weird questions – and I will laugh WITH you when you ask, but we are here to help! These questions also lead us in the right direction on where we need to offer more resources or trainings.

MemberHub is by far the leader in question most days. I am comfortable with MemberHub and happy to help you navigate it if you are new to MH or just wondering where everything is in the latest update. Some other common questions are, "Where do I start?". As a new president or treasurer, it can be a lot. I understand this. If you don't have a partner helping you transition into your role, we are your resource. Don't hesitate; call now, and we'll get you off to a great start!



# Michigan PTA Board of Directors 2021-2023

President: Tracey Troy - president@michiganpta.org Immediate Past President: Kathy Carter - carterk@michiganpta.org President-Elect: vacant Secretary: Jenna McMechan - secretary@michiganpta.org Treasurer: Meredith Blixt - treasurer@michiganpta.org Vice President of Children's Advocacy: Jenn Garland - childadvocacyvp@michiganpta.org Vice President of Membership: vacant Vice President of Outreach & Support: Lisa Roscoe - roscoel@michiganpta.org Vice President of Programs and Services: Susie Crafton-craftons@michiganpta.org Vice President of Student Involvement: vacant Communications: Beth Hulett - hulettb@michiganpta.org Director and Federal Legislative Chair: Carin Meyer - meyerc@michgianpta.org **Director:** Tanya Pitkin - pitkint@michiganpta.org Director: Richard Powell - powellr@michiganpta.org Director: Sandy Winkler - winklers@michiganpta.org Director: Sharene Nathan - nathans@michiganpta.org Director: Tonya Whitehead -whiteheadt@michiganpta.org

# Standards of Affiliation?

Standards of Affiliation are requirements that need to be met by each PTA/PTSA/Council unit to ensure they are compliant with National PTA, Michigan PTA and Each unit will need to complete Federal Laws. Standards of Affiliation items to remain in Good Standing. These include:

- Submitting membership dues to MiPTA (\$5.50 per • member)
- Paying Unit Renewal dues (\$40)
- Completing a financial review (audit) of the end of the fiscal year Filing your 990 with the IRS
- Completing and approving a budget for the new year Purchasing liability insurance
- •
- Submitting bylaws, with or without modifications

Good Standing is critical, because to not be in Good Standing jeopardizes your tax-exempt status. The IRS grants tax-exempt status only to our subsidiaries who are in Good Standing. Units must send MiPTA a copy of each of these items upon their completion. Let's look at each of these.

**Submitting membership dues:** This amount (\$5.50 per member) is actually the dues for members for the Michigan PTA and the National PTA. You send the dues to MiPTA, and we forward the national portion on your behalf. Some units have not paid these dues for their members yet. Please either send a check, or pay electronically through MemberHub. Do it today. These dues should be paid by the 28th of each month, for the members who have joined that month.

Paying Unit Renewal dues: This helps us to register active units for the year, and to provide training and other materials for you. Typically, you register your new board and officers at the same time. Now, please update your officers and board in MemberHub. Board members who are staying in the same positions must be updated as well, every year. These are usually due June 1. This year, with schools having been closed, we are extending the deadline to October 1.

**Completing a financial review (audit):** This is not a formal audit by a CPA, although it can be. It is a way to track your financial health and security, and your to use, to review the year's financial activity. Some councils sponsor Audit Parties, where many units get together and review each other's books. The audit team will need to have monthly bank statements, receipts, checkbooks, and a calculator. Audits should be completed as soon as the fiscal year ends, and a copy should be sent to MiPTA by December 1.

Due soon!

**Treasurer questions?** I can help with that! -Meredith blixtm@michiganpta.org

**Completing and approving a budget:** This must be done each year, and the year's budget must be approved by the membership. How much money do you plan to make? How do you plan to spend it? Try to account for every dollar. You don't have to spend every dollar—you could have some money designated as start-up for the next year, or to go into savings. Just don't leave money unaccounted for. Then make sure the membership votes and approves the budget. The funds belong to the unit, and the unit approves how it is spent. Send a copy of your approved budget to MiPTA by December 1.

Purchasing liability insurance: This is the newest of the Standards of Affiliation. PTAs work hard, and should Standards of Affiliation. PTAS work nard, and should protect themselves each year with an annual insurance policy. More and more, site locations and vendors are requiring liability insurance. While everyone's policy will be different, we require you to have at least \$1 million of liability coverage. You could also get insurance to cover your officers, coverage to protect you if you have to cancel a major event (hello COVID), and more. MiPTA uses AIM for province held you are wolcome to shop around Sond a insurance, but you are welcome to shop around. Send a copy of your Certificate of Insurance as soon as it is issued.

Submitting bylaws: Each unit must have bylaws. This is your playbook, your rules, your how-to guide. They must be renewed at least once every three years, or any time they are changed. When is the last time you looked at your bylaws? Give a copy to each of your officers, so they know what is required of them. Discuss these at an exec board meeting.



Filing your 990 with the IRS: Tax-exempt organizations like PTA don't pay income tax, but they still have to file a form with the IRS. This is the 990, and for most PTAs, it is a simple fill-in-the-blank page on the computer. It is due to the IRS within five months and 15 days after the end of your fiscal year. If you miss filing the 990, you could get in trouble with the IRS. This can be very expensive, and time consuming, to resolve. Send a copy of your confirmation form to MiPTA by December

If your fiscal year ends June 30, you must file your 990 each year between July 1 and November 15. If your fiscal year ends December 31, you must file your 990 between January 1 and May 15. If you don't know when your fiscal year ends, call us at 734-975-9500.

How to file? Units whose total revenue is less than \$50,000 can use the electronic "postcard" 990N. You can find directions here: https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizationsform-990-n-e-postcard. If your unit has revenues which exceed \$50,000, you must file the paper forms 990 or the 990EZ. Go here to learn which one: https://www.irs.gov/charities-nonprofits/form-990-series-which-forms-do-exempt-organizationsfile-filing-phase-in

**eCheck/ACH must be set up for MemberHub	*Submitted on MemberHub through the unit admin console
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does not need to be turned into MIPTA, your unit or council is responsible for completing all SOA requirements.

Questions? Concoct us at outreachsupportyp@michiganpta.org or 734-975-9500

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with this checklist or help understanding any of the SOA Agreement requirements, please contact council leaders (if applicable) or a state director. The Standards of Affiliation (SOA) Agreement checklist exists to help PTA Units and Councils remain current with all IRS, state, insurance, and PTA requirements. For assistance

Please share this checklist with your board of directors and membership.

everychild.one voice.

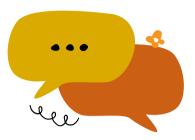
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Required by	#	Requirement	Due by	Best Practice/Specifics	Responsible PTA Leader	Date(s) Completed
State of Michigan	1.	Officers Elected	June 1	Officers were elected at a membership meeting (recommended before previous fiscal year-end). Michigan State law requires president, vice president, treasurer, and secretary.		
IRS	2.	Form 990 filed	Nov 15 or May 15	File the appropriate IRS form 990 (by mail or at <u>www.irs.gov</u> ) no later than 4 months and 15 days following end of the unit fiscal year (or file the necessary extension and file by the deadline).		
Insurance	4.	Year-end financial Review/Audit	Dec 1	Year-end financial review was conducted		
	<del>.</del>	Annual Unit Dues Paid	June 1	Annual unit dues payment (\$40) made to Michigan PTA by check or through the <u>MIPTA store</u>		
	6.	Officer names/contact info*	June 1	Enter names and contact information for all elected officers (and key non- elected positions such as membership, advocacy/legislative, Reflections, fundraising, student involvement, volunteers, heath/safety)*		
Michigan PTA	7.	Budget Approved*	June 1	Budget was approved by the membership (recommended before previous fiscal year-end), submit proof via MemberHub – <i>Budget Submissions</i>		
	9.	Proof of Form 990 filing*	Dec 1	Submit proof of 990 submission via MemberHub – Form 990 Submissions		
	10.	Proof of Audit*	Dec 1	Submit the Audit via MemberHub – Audit Submissions		
	11.	Insurance*	Dec 1	Submit Proof of Insurance via MemberHub – Insurance Confirmation		
	12.	Membership Invoices Paid	Monthly	Membership invoices paid in full for the previous fiscal year. Current fiscal year memberships shall be paid by the 28 <sup>th</sup> of each month. Paid by check or via MemberHub** – State Payments		
MIPTA Councils Only	13.	Council Reflections Programs	Annually	Offer a Reflections program for your local PTAs		

# PTA.org está disponible en español

PTA Nacional se complace en anunciar que PTA.org está disponible en español a través del traductor de Google. Para traducir el sitio web, seleccione español en la barra del menú desplegable en la parte superior derecha de la pantalla en cualquier página de nuestro sitio web. Comparta esta novedad con otras PTA para alcanzar a nuestros miembros de habla hispana como otra herramienta para apoyar a las familias hispanas en la comunidad escolar.



PTA.ORG ESTÁ DISPONIBLE EN ESPAÑOL

# Michigan PTA State Level Committees Want You!

Volunteering at the state level can be a rewarding way to enhance or continue your work with PTA in support of Michigan's children. Michigan PTA has a variety of volunteer opportunities available through the state office. For more information visit the link below or scan the QR code.

https://forms.office.com/Pages/ResponsePage.aspx? id=DQSIkWdsW0yxEjajBLZtrQAAAAAAAAAAAAAAAMAAMu48bBUQIQ zUUQ2WVRMUkIISIpOV0JRVkhBRjUwTS4u









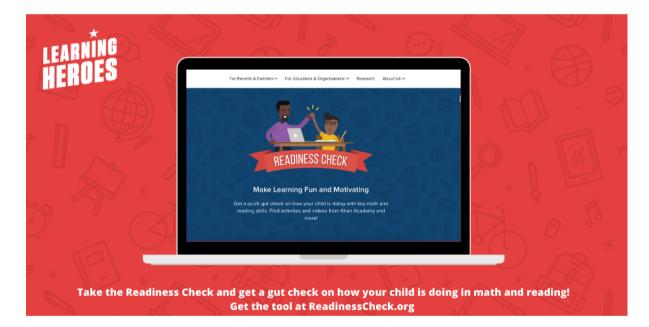
# **Be a Learning Hero!**

Learning Heroes has recently developed "Team Up for Success" an ongoing series of free, researchbased bilingual tools and resources for parents throughout the year.

The suite of resources for parents and families include:

- The new Dear Teacher letter helps parents introduce their family to the child's new teacher this fall.
- The updated Parent-Teacher Planning Tool helps parents and teachers partner up on learning plans. They also created this video to help parents use the tool this school year.
- Paths to Success has been updated with a new landing page and flyer to help parents of middle school students prepare for high school and beyond.
- The Readiness Check gives parents a gut check on how their child is doing in reading and math.

Visit ReadinessCheck.org



Could you inadvertently be excluding some of the 61 million American people with a disability from your online communication? Learn how to create Inclusive design so more people can engage with your content on social media.

https://blog.hootsuite.com/inclusive-designsocial-media/



The Reflections program is the National PTA's cornerstone art program. It provides students with an opportunity to express themselves creatively and receive positive recognition for original works of art, inspired by a theme. All grades of students are encouraged to participate, from preschool all the way through high school, and their artwork will be judged at appropriate developmental age and skill levels. This year's theme, "I will change the world by..." can be expressed in any of the six art areas listed below:

- Literature
- Music Composition
- Photography
- Visual Arts
- Dance Choreography
- Film Production



The Reflections Program is structured for PTAs to recognize students at the local unit, council, district, state and national PTA levels. Entries are first judged at the local unit level, where selected works are chosen to represent the PTA at each subsequent level. Each local unit, district or council establishes its own due dates which allow adequate time for judging and celebrating at that level.

At this point in the school year, local units and/or councils will want to advertise this program to drive student participation. Units have been successful using the following tactics:

- Hanging posters at schools
- · Sending flyers home with students
- · Hosting an "art night" after school, where students can start brainstorming
- Partnering with art teachers to encourage their classes to participate

Please join the Michigan Reflections Network Facebook page to receive more information about Michigan PTA's Reflections program. Any leaders interested in co-chairing the MIPTA Reflections committee should call or email the committee at reflections@michiganpta.org or call Michigan PTA at (734) 975-9500. We need to keep this committee strong and growing and we need you!



# **REFLECTIONS - How Do I...**

How do I run our Reflections program if some or all of our students aren't learning face to face? Here is some great information to help you include all students (in person and virtual learners) in your PTA Reflections program: https://www.pta.org/docs/default-source/files/programs/reflections/reflections-2020-2021/virtual-reflections\_f1.pdf

## How do I find information on how to run our Reflections program?

Visit pta.org/home/programs/reflections/startyourprogram to access the Reflections Local Leader Kit, marketing materials, forms, detailed instructions and more.

How do I purchase other Reflections promotional items? Visit ShopPTA.com for promotional materials, awards and recognition supplies.



National PTA's Reflections program has helped students explore their own thoughts, feelings and ideas, develop artistic literacy, increase confidence and find a love for learning that will help them become more successful in school and in life.

Each year, over 300,000 students in Pre-K through Grade 12 create original works of art in response to a student-selected theme. In response to this theme, students create works of art in one or all the available arts categories: Dance Choreography, Film Production, Literature, Music Composition, Photography, Visual Arts.

Help us pick the theme idea that will spark fun and creativity during a future National PTA Reflections program year! The student who submits the winning entry will receive \$100 prize from National PTA.

We're looking for the most original theme ideas. This means past themes and duplicate submissions will not be considered.



# **Safety Guidelines for Video Conferences**

As we continue to navigate this difficult time, we are discovering new ways to work, teach, learn and connect with each other. Using apps and programs like Zoom, Google Hangout, FaceTime and Skype, has become an essential way to communicate in our everyday lives and conduct business. But are you using these video tools safely? Here are four basic guidelines for using video chats and conferences. National PTA encourages you to follow these guidelines for all PTA business and communication conducted using these tools.

# **Beware of False Links and Invitations**

Don't assume every Zoom or Google Hangout link is legitimate. The most common way malware infects devices is from the user's own actions. This includes clicking through an infected email, advertisement, image or hyperlink. Malware links can even come from seemingly trusted sources, but the link or the messaging may seem awkward. If you have any doubt it's best not to click anything that is hyperlinked, and instead double check the link with the sender in a new email, text or call.

#### Use a Password

Many video conference tools have a safety option that requires users to provide a password or ID number in order to join the meeting. Using this feature is an easy, yet strong way to secure your video. This prevents others from freely accessing it without an invitation.

# **Check Your Settings**

Always look through the settings of any app or program you use to disable and remove unwanted functions. Features vary from product to product, but generally you can prevent an app from accessing your microphone, camera and location unless you are actively using the app. Remove any personal or unnecessary information from your account profile, including contact information, location and anything that could be used to guess your password. Adjust screen sharing capabilities to none or for only the host. Being as private and protective as possible with your settings can prevent some hackers from retrieving your valuable data.

## **Do Your Own Research**

Video conferencing apps, programs and tools are similar, but there are some slight differences. Always research safety tips specific to the tools you are using. With a little bit of internet searching, you can also find step-by-step guides on how to discover certain privacy settings, as they might not be as obvious or easy to find depending on the tool.

As we all adjust to our new norms, it's imperative we stay safe physically, mentally and digitally. National PTA remains dedicated to serving our community. More resources are available at <u>PTA.org/COVID19</u>.

# Advocacy for your local PTA

Advocacy is an important part of PTA, and from the beginning, PTA has been a key part of children's advocacy in America. PTA members share a commitment to improving the education, health, and safety of ALL children. Many of the benefits our children receive today, such as universal kindergarten, the National School Lunch Program, and the juvenile justice system, were accomplished as a result of PTA Advocacy. We speak with one voice for every child.

# Upcoming Advocacy Events for 2021-22

- Up-to-date information on new legislation that will impact funding for Michigan schools, regulations, and resources for our children
- Grassroots campaigns to work toward the best outcomes for ALL children in Michigan
- Michigan PTA Advocacy Day with our State Legislature (March 2022)
- Training Sessions on Advocacy Topics
- Webinar on National PTA Position Statements and Resolutions (look for this in the spring)

# Michigan PTA represents you across our State

Michigan PTA is frequently involved with other stakeholders that are impacting the education of our children in Michigan. We sit on State of Michigan government committees, the LAUNCH Michigan Steering Committee, many different state associations and outreach groups, and local school boards. We spend all this time advocating and be involved to make a difference for children in Michigan. Every Child, One Voice!

Michigan PTA Advocacy Committee planned presentations for 2021-22

- Michigan educational legislative history
- Michigan educational funding formulas today
- Covid pandemic funding (what it means over the next 2-3 years)
- Michigan educational legislative issues
- Michigan ARPA funding update
- Michigan Department of Education organizational structure with priorities and funding power (or lack of power)
- Intermediate School District and school district relationships

Advocacy questions? We can help with that! -Carin (meyerc@michiganpta.org) -Jenn (garlandj@michiganpta.org)

## Where do you start?

1. Make sure your local PTA has an advocacy officer to receive communication from Michigan PTA and National PTA to pass on to your members. Input this person in your PTA's MemberHub record so they will receive advocacy communications. Need help? Contact info@michiganpta.org, or call Michigan PTA 734.975.9500

2. Learn more about Michigan PTA and National PTA grassroots efforts and how to educate your members on VoterVoice (the tool that both National PTA and Michigan PTA use for advocacy communication). How to start? Sign up for Michigan PTA VoterVoice at www.votervoice.net/MIPTA/home. Sign up for National PTA VoterVoice at www.pta.org/home/advocacy/take-action. 3. Plan a legislative activity for your local unit, such as a visit from your State Representative, State Senator, or school board officers, or an educational presentation on advocacy and legislative affairs. Need help planning an activity? Contact the Michigan PTA Advocacy Committee at childadvocacyvp@michiganpta.org.

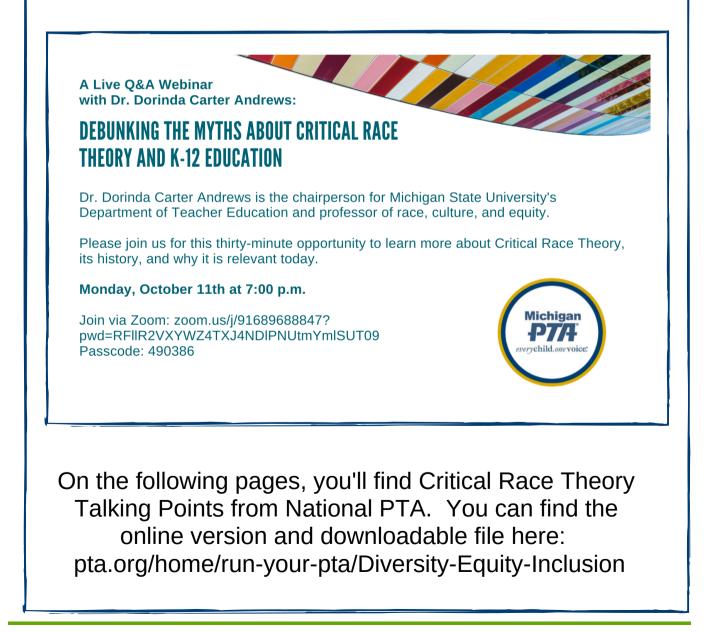
National PTA continues to align with the Center for Disease Control guidelines and recommended protocols for schools (and therefore, so does Michigan PTA): https://www.pta.org/docs/defaultsource/files/advocacy/positionstatements/reopening-schools-ps.pdf Please share this position statement whenever you are questioned about PTA's stance on the pandemic (masking, vaccines, quarantines, etc.).

Thank you for all you do for PTA!

# **Critical Race Theory Talking Points and Webinar**

National PTA issued Guidance and Talking Points for PTAs regarding Critical Race Theory (next page). Michigan PTA is also providing a free webinar on what Critical Race Theory is and why it is in the news across our country: DEBUNKING THE MYTHS ABOUT CRITICAL RACE THEORY AND K-12 EDUCATION. This webinar is open to all PTA members and you may invite other guests from your schools to participate. We hope this educational program will provide you a better understanding of this topic and prepare you to have discussions in your own school communities. The webinar is scheduled for Monday, October 11, 7:00-7:30 p.m., and features Dr. Dorinda Carter Andrews from the Michigan State University College of Education. The flyer with the Zoom information is attached below.

Jenn Garland Michigan PTA Vice President of Children's Advocacy childadvocacyvp@michiganpta.org



# **Critical Race Theory Talking Points**



# **Critical Race Theory** Guidance and Messaging for PTAs

This document seeks to provide information on National PTA's position and response to inquiries on critical race theory. PTA leaders are encouraged to use the messaging in this document to guide their own responses to their membership, partner organizations, stakeholders and media on the methodology.

#### **About Critical Race Theory**

Critical race theory, or CRT, is an academic concept that is more than 40 years old but has become a highly debated topic in the media and public arena this year, especially in the K-12 space as numerous state legislatures are debating bills seeking to ban its use in the classroom. The concept will likely continue to be a topic of much conversation and debate in the coming months as a new school year begins, legislatures return from summer recess, and our country enters the 2021 election season.

People approach critical race theory from many different angles depending on their lived experience, and there are significant disagreements even among experts about its precise definition, how it intersects with teaching and learning in K-12, and how its tenets should inform K-12 policy and practice. There are also claims that the theory advocates discriminating against white people and making white children feel bad in order to achieve equity.

The core idea of critical race theory is that race is a social construct and racism is not merely the product of individual bias or prejudice, but also something embedded in legal systems and policies. It is an understanding that who we are, the laws we have in place, the histories that have been handed down to us, have been shaped by race. The basic tenets of CRT emerged out of a framework for legal analysis in the late 1970s and early 1980s, and the concept is taught in law school and graduate school to adults. In addition to law, CRT has been taught and applied in fields including sociology, humanities, social sciences, political science and teacher education. In the field of education, CRT was introduced in 1995.

#### **National PTA's Position on Critical Race Theory**

National PTA does not have a position on critical race theory as a specific methodology, but we do believe students should have an honest and fair understanding of how our nation's history has unfolded, and we encourage the implementation of diverse and inclusive curricula in K-12 public schools nationwide.

# **Critical Race Theory Talking Points cont.**

In September 2020, National PTA's Board of Directors adopted a <u>position statement on Inclusive</u> <u>Curricula in K-12 Education</u>, which expresses our association's commitment to the creation and implementation of diverse and inclusive curricula in K-12 schools as well as the necessary accompanying professional development that supports culturally and linguistically-responsive teaching and learning so that the history of all students—including but not limited to African American, Latino(a), Native American, Asian and LGBTQ groups—is accurately represented and taught.

National PTA's Board of Directors also adopted a <u>position statement on Addressing Systemic or</u> <u>Institutional Racism</u> in July 2020, which states that our association strongly urges federal, state and local public officials to invest in educating students and teachers on the history and impact of institutional racism. The position statement also indicates that our association believes professional development and training must be provided for all school staff on implicit bias and culturally appropriate curriculum.

Further, National PTA has a <u>position statement on Shared Responsibility in Educational Decision</u> <u>Making</u>, which outlines that National PTA supports the concept of shared responsibility in the development of school policies and in curriculum decisions, and that PTA urges all school boards to cooperate with parents, teachers, students, principals, administrators, business, civic and community leaders, and the general public in this process.

National PTA's goal is to clearly state what we believe is in the best interest of our students while avoiding the polarizing debates that are more about politics than education.

#### Talking Points on Critical Race Theory and National PTA's Position

- National PTA does not have a position on critical race theory as a specific methodology, but we do believe students should have an honest and fair understanding of how our nation's history has unfolded, and we encourage the implementation of diverse and inclusive curricula in K-12 public schools nationwide.
- In September 2020, National PTA's Board of Directors adopted a <u>position statement on</u> <u>Inclusive Curricula in K-12 Education</u>.
- As outlined in the position statement, National PTA believes culturally and linguistically
  responsive teaching and learning and inclusive curricula are imperative in building socially
  competent and aware children and youth and enhancing their intellectual capability and
  psychosocial well-being. This includes recognizing racism, classism, and other issues in the
  world and developing a student's awareness to openly address these situations.
- As also outlined in the position statement, National PTA supports and advocates for inclusive K-12 curricula and multicultural resources and materials to empower students and families of all backgrounds to understand themselves more effectively in relation to others.

# **Critical Race Theory Talking Points cont.**

- In July 2020, National PTA's Board of Directors adopted a <u>position statement on Addressing</u> <u>Systemic or Institutional Racism</u>. As outlined in this position statement, National PTA strongly urges federal, state and local public officials to invest in educating students on the history and impact of institutional racism.
- National PTA believes classrooms that acknowledge diverse histories and cultures break down
  existing barriers and create supportive and inclusive schools that encourage students to grow
  and learn in the safest and most empowering spaces possible.
- National PTA believes in the value of all children and helping all children reach their full potential. Our association also believes that providing students with age-appropriate and accurate history lessons in our nation's public schools will help them become the critical thinkers we need to make this a more just, prosperous and equitable country.

#### Sample Statement on Critical Race Theory and PTA's Position

## {NAME OF PTA} Statement on Critical Race Theory

{City, State} (Date)—The following statement can be attributed to {insert name}:

"Since our founding, PTA has been the conscience of the country when it comes to issues that affect children and youth. Our association believes students should have an honest and fair understanding of how our nation's history has unfolded, and we encourage the implementation of diverse and <u>inclusive curricula in K-12 public</u> <u>schools</u> nationwide.

"Culturally and linguistically responsive teaching and learning and inclusive curricula are imperative in building socially competent and aware children and youth and enhancing their intellectual capability and psychosocial well-being. This includes recognizing racism, classism, and other issues in the world and developing a student's awareness to openly address these situations. Kids deserve age-appropriate and accurate history lessons in our nation's public schools, which will help them become the critical thinkers we need to make this a more just, prosperous and equitable country.

"PTA is committed to advocating for inclusive K-12 curricula and multicultural resources and materials to empower students and families of all backgrounds to understand themselves more effectively in relation to others. Classrooms that acknowledge diverse histories and cultures break down existing barriers and create supportive and inclusive schools that encourage students to grow and learn in the safest and most empowering spaces possible.

"At PTA, we loudly use our voices to demand more for our kids and ensure they can become all that they can be. Our association remains committed to tackling tough—but necessary—conversations to ensure access to a better education and create a better future for all of our children."

{Insert PTA Boilerplate}

# Handling a Hostile Audience

Marcy Dwyer, MBA, CAE, CMP, Non-profit Association Manager, Michigan PTA

The person was so angry a chair was thrown across the room. This happened to me at a meeting. I was one of the speakers and am a small female, a whopping five feet tall, and no one would ever be intimidated by me. I did know some strategies of what to do in this situation and we handled this person without it escalating.

Do you have any concern about being a leader in front of a hostile person, or worse, a hostile crowd? Have you been at the little league game, or school board meeting, or another public event where an angry person or crowd got out of control? Given this, it's important that anyone running a small-, mediumor large-scale event understands the basics of effective crowd control. A crucial aspect of a smoothrunning program is understanding how and why people and crowds get out of control – as well as what you can do to prevent that from happening and how to restore order if it does – which makes it much more likely that your meeting or event will go ahead without a hitch.

First, talk to your fellow PTA leaders or Michigan PTA prior to the meeting if you have any concerns. Prior preparation is the best tool for successfully navigating hostile situations. Discuss the possibility of unruly behavior at a meeting and the options leaders in the room have for handling the situation, for the safety of all participants, and maintaining respect and control of the meeting.

Suggestions for preparing for a hostile conversation

- Prepare in advance. Know what your objective is for the meeting, speech, presentation and stay on track. Define for your audience upfront the operating process for the meeting, when a comment is welcome, and the method for that comment and publish the agenda. Many PTAs have meeting operating rules printed on the back of the agenda for the program. Identifying the procedure will give your audience the process for handling "disrupters".
- Stay calm. Keep your own temper in check and display positive, confident body language. If you are unable to keep control, identify a person in advance that you can turn the meeting over to, which will defuse any confrontation in the situation.
- Talk to the positive people in the room. Plan in advance to choose someone to take the first comment or question from, to model an open interaction method and easy style. The audience wants you to succeed and this establishes a calm tone. It is okay if that question is the elephant in the room (and can even purposely be the negative question you anticipate coming up).

- Align yourself physically with the dissenters. This may seem counterintuitive, and safety for all concerned is the first priority. When safety is a concern it's better to end a meeting than escalate the confrontation. If you feel comfortable handling the conversation, physically direct your communication to the dissenter while maintaining your calm, non-shouting, tone of voice. Some presenters will move close to the dissenter, so they do not have to shout to be heard by the dissenter – again safety first – trust your instinct.
- Identify the next step. Defining for your audience when they open comment period will end, why, and what the next step is will allow you to close the conversation and give people another direction or method for engagement.
- Most importantly, SAFETY First! End the meeting, and turn the matter over to another authority, such as the chair of the meeting, school administration, or police/security, if there is ever any concern for safety.
- Talk to Michigan PTA, school administration, and/or other PTA leaders if you have any concerns or want more strategies on handling possible hostile situations.

## Resources

- Michigan PTA Board, 734.975.9500, info@michiganpta.org – Contact us today for a more in-depth discussion on strategies and tactics on crowd control and hostile conversations
- PTAs should follow school policy for all live meetings
- Your local PTA Council
- National PTA's Roberts-rules-of-order-basics (pta.org)
- School administration
- Facility personnel where your event or meeting will be held
- Local police or building security
- How to deal with a Hostile Audience by Conor Neil, Ted Talk
- Articles How to Speak to an Unruly Crowd (hbr.org)
- Open Meetings Act Handbook (michigan.gov)
- Who may speak during public comment at an open meeting? MSU Extension
- Marcy Dwyer, Michigan PTA, mdwyer@michiganpta.org

# **Membership Update**

Nothing says Back to School like PTA Membership. For those of you who take on this important task – Thank You! The 2021/22 school year is a great opportunity to reengage with families and develop relationships with new ones. Here are a few tips to help:

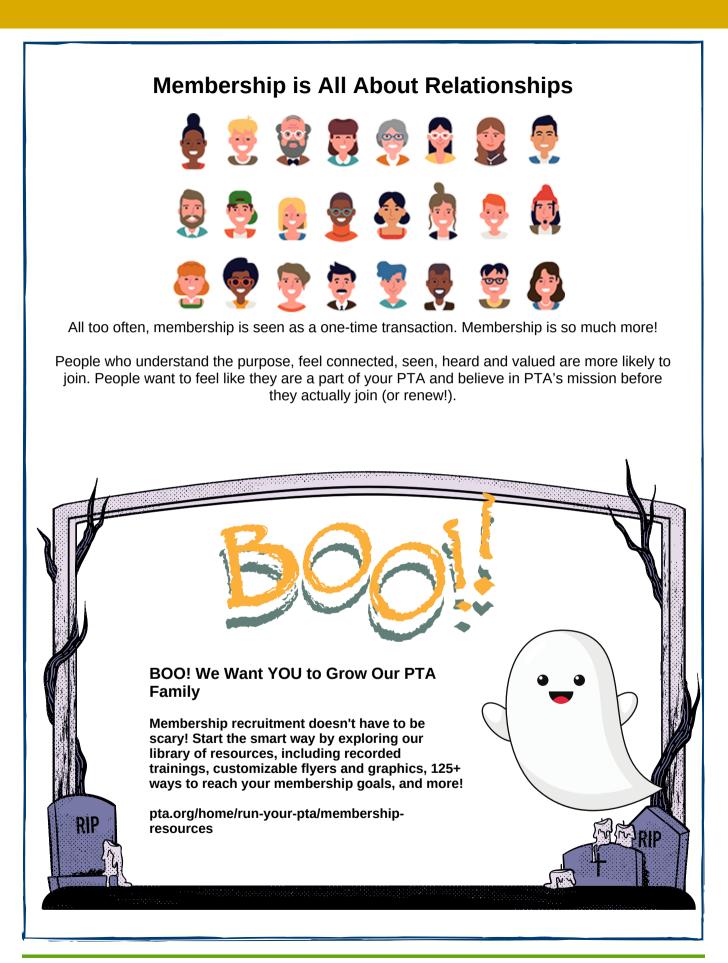
- Pick a membership goal number and talk about it. Maybe this number is based on your 19/20 numbers. Perhaps you want to get a few more members to reach a round number. Whatever your goal, share it with your school community and keep sharing it. It is an easy way to approach people as well, "Are you a PTA member? We are trying to get 75 members, and your membership would make us only ten away."
- Be present. School districts throughout the state have different rules about parent volunteers being in the buildings, but to whatever extent you can be at school events show up! This could be an open house, curriculum night, and other events throughout the year. Set up a table and clearly display who you are. Have handouts or QR codes that families can easily access.
- Reach out to EVERYONE. Remember, the T in PTA stands for Teacher, but it doesn't just have to be only teachers – all staff is vital to the function of the PTA. The importance of representation and inclusion only begins there – make sure you reach out to all groups in your community. Having PTA represent our school demographics is not just about membership - it makes a better, stronger organization. Together we all rise.
- Utilize the membership resources on National PTA's website pta.org (under the Run Your PTA tab). National PTA has it all, from handouts to the elevator speech (which is a few sentences explaining why PTA membership is important)!
- BRAG! This PTA goal builds membership over time but is often overlooked. Whatever your PTA does
  in the school share it with your school community. Put up signs, attach stickers, put it in newsletters
  and/or on social media (Always follow district guidelines before sharing photos of students &
  buildings). Whenever your PTA is active in your school make sure there is no question about who
  made it happen.
- Let Michigan PTA and Memberhub help.

Email info@michiganpta.org or turn to MemberHub at support.memberhub.com. Here you can find answers to MemberHub membership questions and create a ticket to get your specific questions answered.

Check out the newest membership tools including these Zoom backgrounds!



pta.org/home/run-your-pta/membership-campaign





We received word about an incredibly successful membership challenge between two high schools in Farmington Public Schools. We asked them to tell us about it. Here's what they said:

## How did your membership challenge work?

FHS: The PTSA with the most memberships(per percentage of number of students in each school) before our first varsity football game against each other would have the rival team's principal wear the winning football jersey during the first half of the game.

#### How much did it increase your numbers?

NFHS: We have reached over 26% of the student enrollment numbers which is a significant increase from last year and pre-COVID year. We had a 617% increase from 20-21 school years and 310% increase from 19-20 (pre-COVID).

FHS: Our membership drive exceeded our expectations! We had a record number of 365 memberships, compared to the previous years of 278 memberships in 2019-2020 or 216 memberships in 2018-2019.

# How did you get the word out in your community and did one method reach more people than others?

NFHS: We sent messages through Memberhub, school portals and also posted our everyday countdown on Facebook using attention-getting pictures. Every effort brought us some memberships.

FHS: A student from North created an amazing flyer for us to share that included a QR code for people to easily join each PTSA. Our Principal added the information to his weekly newsletter and we encouraged memberships and shared information on our active Facebook page. I think Facebook definitely helped the last day as we were able to give live feedback numbers. It continued to be extremely close in numbers that day and we were able to encourage families to join and share information as a friendly and fun competition.

## Tell us about working together as a team but in competition with each other at the same time.

NFHS: It was a lot of fun. This was one of the best teams I have worked with. We discussed the pros and cons of everything and the execution of tasks was very clear and proper. Great teamwork!

FHS: I really enjoyed working with NFHS on this challenge. We both had the same end goal and that was to increase membership and provide a fun way to engage families.

## MICHIGAN PTA'S NEWSLETTER FOR LEADERS



# Become a National PTA School of Excellence! Enroll by October 15

Show your community that something important is happening at your school—a new kind of welcoming process that extends beyond the building and into the homes of families who now feel prepared to help support their child's success.

Become a National PTA School of Excellence! This recognition program supports and celebrates partnerships between PTAs and schools to enrich the educational experience and overall well-being of all students. Enroll at PTA.org/Excellence by the extended deadline of October 15.

## What does it take to be recognized as a National PTA School of Excellence?

By enrolling in this program, your PTA and school administrators are making a year-long commitment in identifying and implementing an action plan for school improvement based on PTA's National Standards for Family-School Partnerships. Schools that exhibit improvement are honored as National PTA Schools of Excellence, a distinction that spans two years.

As a National PTA School of Excellence, your PTA and school will gain local, national and statewide recognition. On top of that, your PTA will be eligible to earn the Phoebe Apperson Hearst Award. This is National PTA's highest honor recognizing effective family engagement strategies and includes a \$2,000 grant.

## Enroll Today!

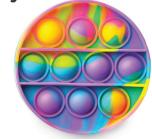
Visit PTA.org/Excellence or call (800) 307-4782 for assistance.

# Non-Food Treat Ideas



- Awards or medals
- Books, bookmarks
- Bracelets\*
- Bubbles
- Class crafts
- Crayons
- Finger puppets
- Glow sticks
- Grab bags
- Necklaces
- Notepads
- Pencils\*
- Pencil cases
- Pencil grips\*
- Pencil sharpeners

- Pencil toppers\*
- Pencil erasers\*
- Playing cards
- Ribbons
- Rings
- Bouncy balls\*
- Slinkies
- Small figurines
- Spinning tops
- Stickers
- Sticky notes
- Stress balls
- Stuffed animals
- Tote bags
- Yo-yos



\*Avoid items made of latex. Look for latex-free versions instead.



# kidswithfoodallergies.org

# **Important Dates to Remember**

Unit and Council Renewal and Officer Updates in MemberHub (for 2020/21 this deadline is extended to Oct.1st)	Begins June 1, 2020
Submit Board of Directors Speaking/Visit Requests for Fall 2020 and Founders' Day Schedule	September 15
990 filing date with IRS (for most Units/Councils)	November 15
Standards of Affiliation (SOA)* deadline (Dues, Audit, Budget, Copy of 990, Officers, Bylaw, Insurance)	December 1
Submitting Board of Directors Speaking/Visit Requests for Spring/Summer 2021	January 15
Submitting Resolutions for consideration at Convention	March 1
Fran Anderson Scholarship Deadline	April 1
Michigan PTA Awards Deadline	April 15

# Satisfying Standard of Affiliation allows Units/Councils to participate in all State and National Awards, Grants and Programs.

Please note that when a Unit/Council applies for a National PTA award/grant/program, Michigan PTA is contacted before the award/grant/program is dispersed and if the Unit/Council has not satisfied the Standards of Affiliation (SOA), that entity will be disqualified for the award/grant/program, per Michigan PTA's affiliation agreement with National PTA.

# Mailing Address Michigan PTA P.O. Box 510535 Livonia, Michigan 48151

734.975.9500 michiganpta.org

# MICHIGAN PTA'S NEWSLETTER FOR LEADERS



# Connect With Michigan PTA!

Website: michiganpta.org Facebook Page: facebook.com/everychildonevoice/ Facebook groups/pages by interest:

- Michigan PTA Advocacy
- Michigan PTA Reflections Network
- Michigan PTA Diversity, Equity and Inclusion
- Michigan PTA Membership/Memberhub
- Michigan PTA Leadership Community

# We're Here to Help

Volunteers are available to help answer questions. How you can reach us:

734-975-9500

P.O. Box 510535 Livonia, MI 48151

President- Tracey Troy president@michiganpta.org

Secretary- Jenna McMechan secretary@michiganpta.org

Treasurer- Meredith Blixt treasurer@michiganpta.org

VP of Outreach & Support- Lisa Roscoe outreachsupportvp@michiganpta.org

VP of Student Involvement- Vacant studentinvolvementvp@michiganpta.org

VP of Membership- Vacant membershipvp@michiganpta.org

VP of Advocacy- Jenn Garland childadvocacyvp@michiganpta.org

VP of Communications- Beth Hulett CommunicationsVP@MichiganPTA.org

