
The Nuts and Bolts of Setting up a New Council

JULY-ANNUAL MEETING

- Very Important Meeting
 - Officer Elections- nominate a pro-tem chair to run the first seat of president
 - President can then take over running the elections or the pro-tem can continue
 - Script available to follow to run the elections
 - Prior to meeting AA can email meeting info
 - Business/Calendar Meetings follow the Annual Meeting
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SCHOOL LIAISONS

- Divide number of schools by members
 - Random selection of schools
 - Should not be your own child's school
 - AA can send out letter to principal, parent coordinators and PTAs advising who their liaison is.
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BUDGET

- Need to set up the budget for the year
 - Budget is \$20,000
 - Good idea to review last year's budget as a guideline
 - Want to approve the budget in July so it can be sent in to the Senior Grant Officer and also, P-Card can be issued to the AA
 - Common line items include member reimbursements and office supplies
 - Line items can be moved as the year progresses, e.g., need more funding in member reimbursements so move money from office supplies
 - Reimbursement Forms-filled out and submitted monthly. President signs off on members' forms. Treasurer signs off on President's forms. Must have supporting documentation.
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SCHOOL VISITS

- AA makes the appointments for members.
 - No visit to a school should be unannounced.
 - AA responds to event invitations extended to the members
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CORRESPONDENCE

- All correspondence goes to the AA at the council office.
 - AA forwards to members emails and mail by scanning it.
 - Outgoing correspondence needs to be reviewed.
 - President and/or Secretary may review outgoing correspondence.
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ADMINISTRATIVE ASSISTANT

- President is supervisor unless another member is designated.
- Review vacation schedule, work day (start time/end time/lunch).
- Discuss how after hour meetings are handled, e.g., AA comes in later that day or works overtime.
- AA is responsible for tracking the council's budget and should provide a spreadsheet with funds spent and remaining funds left in each line item.
- Responsible for inputting members' reimbursements on FAMIS and submitting the documentation to the Senior Grant Officer.

GOALS & OBJECTIVES

- Discuss what the priorities are for the school year
 - Are there any items that are a carryover from previous year
 - What are the new items that the council wants to focus on
 - Ask for the superintendent's input
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BYLAWS REVIEW

- Can send out prior to meeting via email so that members have time to review
 - If needed, a committee can be set up to review.
 - Items of note include meeting date and time, absences, committees
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COMMITTEES

- As per the bylaws
 - Also can set up ad hoc as needed
 - Ask for chair and members for each committee
 - Committee Meetings are open to the public and notifications sent out
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MEETINGS

- Discuss:
 - Dates as per bylaws-set up calendar for the year
 - Change dates as needed due to holidays
 - Topics
 - Speakers
 - Schools to use for meetings – handicapped accessible
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MINUTES

- Must be taken at all meetings including committee meetings
 - Must be available in draft format within 2 weeks of the meeting
 - AA responsible for taking the minutes and typing them
 - Voted on at the next meeting after review and any necessary edits
 - If no quorum (6 members), then notes are taken
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MONTHLY ACTIVITY REPORTS

- Are required to be completed by each member.
 - AA rolls it up into one report to submit to DOE
 - PEP (Panel For Educational Policy) receives the reports to review
 - SGO also uses for member reimbursement documentation
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RELATIONSHIPS

- Superintendent
 - UFT Rep for district
 - CSA Rep for district
 - District Family Advocate
 - Community Based Organizations
 - Elected Officials
 - DOE
 - PTAs & Presidents' Council
 - CPAC
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