

Partnering with Administrators

Engage purposefully and build a strong partnership with the school's principal by doing the following.

- **Collaborate on Planning:** Work together to establish administrative goals and to involve families.
- **Tap into Available Resources:** Review LAPTA and National PTA programs at PTA.org/programs.
- **Maintain Professional Communication:** Always be composed and calm and communicate intentionally.
- **Emphasize Independence:** PTA is an autonomous child advocacy group under LAPTA and National PTA.
- **Establish Regular Contact:** Schedule monthly meetings with effective and routine communication.
- **Increase Visibility:** Have the principal attend meetings and contribute to the PTA newsletter.
- **Promote Family Engagement:** Share the National PTA Standards for Family-School Partnerships materials.
- **Maintain Alignment:** Summarize discussions and confirm any action taken by the PTA.
- **Request Participation in Teacher Meetings:** Request the opportunity to address teacher meetings.

Intentionally do NOT do the following:

- **Be adversarial:** Find common ground and be civil.
- **Comingle funds:** Mixing private and public funds is forbidden and illegal.
- **Give up control of the checkbook:** As a separate legal entity, the checkbook resides with the PTA Treasurer.
- **Become an ATM:** PTA funds are raised to further PTA's mission and goals, not to supplement school budgets. PTA is not a bottomless source of funding. Raise awareness rather than raise funds.
- **Cede control of PTA meetings:** All members, even administrators, have the same rights at meetings. The PTA President runs the PTA meeting in compliance with PTA Bylaws and using [Robert's Rules of Order](#).
- **Get in trouble with the IRS:** Know the IRS rules. PTA's funds are not school funds. Only use the PTA's EIN.
- **Open the PTA to theft:** No administrator wants to deal with the negative publicity surrounding the PTA's poor money management. Ensure financial reports and audits occur regularly.
- **Entangle administration in personality issues:** Work through personal problems. Seek help from LAPTA if needed.

Partnering with Teachers

The success of the PTA hinges on the strong partnership between the PTA and the school's educators.

- **Collaborate on Planning:** Working together to involve parents and the community in supporting teachers.
- **Invite Teacher Engagement:** Ask teachers to attend meetings and join PTA by highlighting the value of PTA.
- **Identify Volunteer Opportunities:** Recruit volunteers to assist teachers as allowed by administration.
- **Show Respect:** Express appreciation for teachers and their valuable contributions to student success.
- **Solicit Feedback:** Seek input from teachers on PTA initiatives through surveys and other channels.
- **Foster a Sense of Community:** Organize informal social gatherings, fun nights, and outings.
- **Express Appreciation:** Thank teachers for their dedication. Acknowledge their hard work.
- **Demonstrate Cooperation:** Approach all interactions with teachers in a spirit of cooperation and collaboration.

Intentionally do NOT do the following:

- **Criticize teachers for missing PTA meetings:** PTA support does not have to include meeting attendance.
- **Bribe or blackmail:** Teacher recognition or support should not be tied to teacher's membership in PTA.
- **Become an ATM:** Demonstrate that advocacy is better than fundraising to secure needed resources. Talk to teachers about their needs and brainstorm ways to make those needs known in the community.
- **Show up unexpectedly:** Schedule a meeting, provide notice, and do not interrupt class time.
- **Assume knowledge:** Keep teachers informed about PTA events, schedules, fundraising, or classroom activities. Help teachers understand the value PTA brings to their place of work.