

## PTA Meeting Agenda

September 22, 2015

1. Call Meeting to Order 7:00
2. Approval of Minutes from June and August 7:02
3. Board Reports
  - a. Principal's Report 7:05
  - b. President's Report (Amanda) 7:15
  - c. Treasurer Report (Wendy) 7:20
4. Audit Report 7:25
5. New budget Hearing 7:30
6. Election of Co-Secretaries 7:45
7. New business
  - a. Fun Run (Cara McClung) 7:50
  - b. Walk/Bike (Leslie Brenton) 7:55
  - c. Art Lit/TEAF/Book Fair (Heather Roberts) 8:00
  - d. Library/OBOB (Kathleen Cunnignton) 8:05
  - e. Garden (Paul Taylor) 8:10
  - f. Proposal: Code of Ethics for Board 8:15
  - g. Calendar of Events (See attached) 8:25
8. Other Business 8:30
9. Adjourn 8:35

## Tualatin Elementary PTA Code of Conduct for Board Members

### I. Introduction

What is a Code of Conduct? A code of conduct is a set of guiding principles that act as a benchmark for professional behavior. It is a promise to adhere to the values we all share as PTA members, such as honesty, respect, responsibility, fairness, and compassion.

### II. Organizational values

As a representative of this PTA on the executive board, I promise to abide by the fundamental values that underpin all the activities of this organization and remember that it is all about the children.

- A. **Advocacy:** I will advocate for children at all times and with anyone with whom I come in contact. I understand that this is my primary focus.
- B. **Integrity and honesty:** These will be the hallmarks of all conduct when dealing with colleagues within PTA and equally when dealing with individuals and institutions outside it. As a representative of this PTA, I will treat those I come in contact with, with the same courtesy and consideration I expect from others.
- C. **Accountability:** The activities I perform for the PTA will be able to stand the test of scrutiny by the members, the general public, I.R.S., and other nonprofit regulators if applicable.
- D. **Diversity:** I will respect, value and embrace the culture of the diverse school communities and value differences and similarities in people through actions and accountability. These differences and similarities include age, ethnicity, language and culture, economic status, educational background, gender, geographic location, marital status, mental ability, national origin, organizational position and tenure, parental status, physical ability, political philosophy, race, religion, sexual orientation, gender identity and work experience (*From National PTA Diversity and Inclusion Policy*).

### III. Person to person

- A. I will strive to establish respectful, collegial, and courteous relationships with all I come into contact with in my role as a Board Member.
- B. I will agree to disagree when necessary without anger or rancor.
- C. I will take to my work an attitude of open-mindedness, a willingness to be trained for it and to bring to it interest and attention.
- D. I will acknowledge that the dignity of each individual is a right that needs to be recognized and protected by contributing to a board environment that is fair and democratic.
- E. I will respect all members of the board, and refrain from comments, public and private, which defame the work or character of any board member.

### IV. Protecting the organization's financial standing

- A. As a representative of this PTA, I shall not use my relation to this PTA for financial, professional, business, employment, personal and/or political gain.
- B. I will not break the law, go against nonprofit regulations or act in disregard of organizational policies in my relationships with fellow board members, school staff, volunteers, fellow PTA members or anyone I come into contact with in my role as PTA Board Member.
- C. I will not personally gain materially or financially from my role as a Board Member nor will I permit others to do so as a result of my actions or negligence.

### V. Protecting the organization's reputation

- A. I will not speak as a representative of this PTA to the media or in a public forum without the prior

knowledge and approval of the President. However, I still maintain all rights to speak as a private citizen in such forums.

- B. When prior consent has not been obtained, I will inform the President at once when I have spoken as a representative of this PTA to the media or in a public forum.
- C. When I am speaking as a representative of this PTA, my comments will reflect current organizational policy and positions even when these do not agree with my personal views.
- D. When speaking as a private citizen I will strive to uphold the reputation of the PTA and those who work in it.
- E. I will present myself in a professional manner and not make statements that will undermine the public confidence in the organization or damage its reputation.
- F. I will respect PTA, board, and individual confidentiality. I will exercise discretion, sensitivity and sound judgment in discussing PTA matters, protecting all privileged or confidential information.
- G. I will not share working copies of documents or other organizational information until those materials have been finalized and are available for release to the general public.

VI. In the boardroom and during meetings

- A. I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by the PTA membership.
- B. I will abide by board governance procedures and practices.
- C. I will strive to attend all required meetings, giving notice ahead of time to the President if unable to attend.
- D. I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- E. I will honor the authority of the President (or chair) and respect his or her role as meeting leader.
- F. I will engage in debate and voting in meetings according to Robert's Rules, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- G. I will accept a majority board vote on an issue as decisive and final.

VII. Leaving your position

- A. I understand that a breach of any part of this code may result in my removal from the board.
- B. If for any reason I am unable to fulfill the duties of my position, I will do what is best for the association, even if that means resigning from my position. Should I resign, I will inform the board in advance in writing.

As an elected board member, I agree to abide by the Tualatin Elementary Code of Ethics.

BOARD MEMBER: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

Calendar Updates:

**SEPTEMBER**

22: PTA Meeting  
28: No School—Teacher Training Day  
29: Spirit Week (Need Volunteers)

**OCTOBER**

2: Fun Run (Need Volunteers)  
6: PTA Mtg  
7: Walk/Bike to School (Need Volunteers)  
9: No School  
15: Picture Day (Need Volunteers)  
19: Book Fair PJ kick off  
19-23: Book Fair  
22: Conferences (Teacher Lunches) (Need Volunteers)  
23: Conferences Cont.

**NOVEMBER**

3: PTA Mtg  
6: Fall Harvest Dance (Need Volunteers)  
11-13: No School  
26-27: No School

**DECEMBER**

1: PTA Mtg  
3: Picture Retakes (Need Volunteers)  
11: Winter Holiday (Need Volunteers)  
21-31: Winter Break

**JANUARY**

5: PTA Mtg  
18: No School

**FEBRUARY**

1: No School  
2: PTA Mtg  
15: No School  
Read-a-thon

**MARCH**

1: PTA Mtg  
7: OMSI Family Night  
11: Conferences  
21-28: No School

**APRIL**

5: PTA Mtg  
15: No School  
Auction

**MAY**

3: PTA Mtg  
STEAM Event  
30: No School

**JUNE**

7: PTA Mtg  
10: Field Day  
14: 5th Grade Promotion