

2018-19 PTSA/PTA District Resource Guide



Intended for Northshore PTSA/PTA use

NORTHSHORE SCHOOL DISTRICT 3330 Monte Villa Parkway – Bothell, WA 98021



Northshore School District Resource Directory for PTA/PTSA

The Northshore School District values its partnerships with the PTA/PTSA organizations within the school district. The intent of this resource directory is to provide district resource information to assist PTAs in their efforts to support students, families and schools.

For more information, please contact the Northshore School District partnerships and volunteer coordinator, 425.408.7673, partnerships@nsd.org.

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District Leadership

Northshore School District School Board

The Northshore School District Board of Directors, or school board, consists of five members elected to serve for overlapping terms of four years each. School Board members represent the District at large although they must reside in specific geographical areas of the District. To view the [director district boundary map](#).

School Board members exemplify citizen ownership and decision-making in the schools. They volunteer hundreds of hours and an immeasurable amount of energy to assure that schools are providing the best education for children.

Board members are elected for four-year terms on a staggered basis. The board is the policy-making body for the district, while the superintendent is responsible for implementing those policies and plans. Board members make all final decisions regarding school district priorities, policies, personnel, textbooks, expenditures and growth management.

The Board adopts a budget that is necessary to maintain and operate the schools. To enhance state revenue, the Board also proposes levy and bond issues for community consideration.

Board members appreciate community involvement and input regarding the operation of the district. The board can better represent the community when district residents, students, staff members, and parents take the time to express their opinions and raise questions.

School Board Meeting Information

All residents are welcome to attend regular board meetings, which are on the second Monday at 4:00 p.m. and the fourth Monday at 7:00 p.m. of each month. Meetings are usually held in the Board Room in Northshore's Administrative Center, 3330 Monte Villa Parkway, Bothell, 98021-8972.

The Northshore School District uses an electronic school board system. School board policies and procedures, meeting agenda materials and minutes from past meetings are available on the [District website](#). Please note that the school board policies and procedures are located in [Board Docs](#).

For questions about agenda items or upcoming meetings, please call 425-408-7701.

School Board Contact Information

School Board members are available by phone, email or letter as well as before or after the board meetings. Email correspondence addressed to all School Board members may be sent to schoolboard@nsd.org. Individual School Board members may be contacted via the email links below. Written correspondence should be sent in care of the Northshore's Administrative Center at 3330 Monte Villa Parkway, Bothell, WA 98021. Your comments are welcomed.

School Board Member, District 1

Jacqueline McGourty

425-408-7683

sbdistrict1@nsd.org

Term expires 2021

School Board Member, District 2

Bob Swain

425-408-7687

sbdistrict2@nsd.org

Term expires 2019

School Board Vice President, District 3

David Cogan

425-408-7689

sbdistrict3@nsd.org

Term expires 2019

School Board President, District 4

Sandy Hayes

425-408-7690

sbdistrict4@nsd.org

Term expires 2021

School Board Member, District 5

Amy Cast

425-408-7691

sbdistrict5@nsd.org

Term expires 2021

District Procedures

Emergency Preparedness

RCW 28A.320.125 charges public schools to have current plans and procedures in place for emergencies.

In order to help maintain compliance with state law, the school district provides guidance to schools, but the principal ultimately has the responsibility to ensure Washington State code is being followed on campus.

Elementary schools are provided a stipend for an emergency preparedness coordinator (staff member), who reports directly to the building principal. Secondary schools have an assistant principal or designated staff member who is the emergency preparedness coordinator.

PTAs often have an emergency chairperson who assists the building coordinator in preparation for an emergency. This varies at each school. Types of assistance include: taking inventory of supplies, care of emergency container, educating and training programs at parent meetings that are in alignment with District guidelines. PTAs have been instrumental in helping schools stock their emergency supplies. The director of safety and security along with the emergency prep teacher on special assignment (TOSA) assist with ensuring that the schools are supported and requirements are met.

We have found the best approach to assist the school is to contact the building's emergency preparedness coordinator and offer your service. If the building coordinator isn't sure how to utilize the PTA's assistance, it can be helpful to let them know what the PTA has done in the past and share ideas for assisting during the current school year as long as they are in alignment with District guidelines as set forth by the District Safety and Security Department



Northshore School District Budget Information

Coming soon...

Public Disclosure Guidelines for PTA/PTSAs related to ballot measures

Permitted

PTAs may use school facilities for meetings supporting or opposing a ballot measure to the extent that the facilities are made available on an equal access, nondiscriminatory basis, and it is part of the normal and regular activity of the district.

PTAs may print and distribute a separate newsletter advocating support for a ballot measure so long as no district resources are used (such as kid mail, newsletters, websites, or some other format).

PTAs may remind voters of upcoming election dates in the PTSA newsletter or in their part of the school newsletter.

Not Permitted

PTAs shall not use school facilities to produce materials that support or oppose a ballot measure, unless the district offers printing services on an equal access, nondiscriminatory basis to others.

PTAs shall not print and distribute materials promoting the ballot measure in the school newsletter.

PTAs shall not use a school or district sponsored event to promote or oppose a candidate or a ballot measure.

District Communication

Use of District Communications Channels

We value the commitment of school support organizations (SSO) such as the PTA, booster clubs and Northshore Schools Foundation. Here are tips to assist us in ensuring that district communication channels are only used according to district or state policies, rules or laws.

Channel	Usage
District/School websites	YES. The District and schools can include SSO information on their website if there is space reserved for it. Information must follow district policies, procedures and PDC guidelines.
Email	NO. Schools should not use their email lists to send SSO specific information to families. Schools cannot use district resources, such as Blackboard, to send emails for a SSO. However, if the school is partnering with one of its SSO for an event that has direct benefit to students, it is acceptable to use the school's email list or Blackboard.
Automated Message System S	NO. Schools cannot send telephone, text or email messages to families on behalf of the SSO unless the school is partnering with its SSO for an event that has direct benefit to students.
Newsletters	YES. Schools can include SSO information in their school newsletter if they allow space for them. PTAs must follow appropriate PDC guidelines for election campaigns and legislative issues.
Kid mail	PTA/PTSA organizations must coordinate with their building principal or principal designee for approval and distribution of fliers and/or newsletters distributed to their school families. Fliers and/or newsletters must include the district disclaimer. PTA/PTSA organizations wishing to disseminate their information to families outside of their school community must have their E-fliers approved through the Communication Department, following all rules and guidelines designated for outside organizations. Other SSOs and Northshore Schools Foundation wishing to disseminate their information to families must have their E-fliers approved through the Communication Department, following all rules and guidelines designated for outside organizations.
Back-to-School Packets	YES. Schools can include SSO information in their back-to-school packets.

Use of Northshore School District E-Fliers by PTA/PTSAs

At the beginning of each school year, each PTA/PTSA organization must submit to the Communication Department a PTA/PTSA Agreement of Understanding for the current school year signed by two current officers of the organization. The PTA/PTSA must also provide current proof of the PTA/PTSA non-profit status.

PTA/PTSA organizations must coordinate with their building principal or principal designee for approval and distribution of fliers and/or newsletters distributed to their school families. Fliers and/or newsletters must include the district disclaimer.

PTA/PTSA organizations wishing to disseminate their information to families outside of their school community must have their E-fliers approved through the Communication Department, following all rules and guidelines designated for outside organizations.

Electronic Accessibility Standards

Coming Soon...

Use of Student Directory Information and Images

Directory Information

Federal law prohibits school districts from releasing information found in student files without parent/guardian/eligible student permission, except for what is termed directory information. The district does not release directory information for commercial purposes but does release this information when there is a legitimate educational purpose for doing so. The items listed under directory information may be released in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA). Under the provisions of FERPA, parents/guardians/eligible students have the right to withhold the disclosure of directory information.

Directory information includes the following:

- Student's name
- Address
- Telephone listing
- Email address
- Image (photo, video and audio)
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletics teams
- Degrees, honors and awards received
- The most recent educational agency or institution attended

The district must notify families and eligible students annually of their rights under FERPA.

PTAs must wait until after the October 1 deadline for families to submit the Request to Prevent Disclosure of Directory Information form before requesting an extraction of directory information for publishing PTA directories. PTAs cannot use any information on students whose families have opted out of releasing directory information.

PTAs should work with the office manager at their schools when requesting extractions of directory information.

Student Images

PTA members and other volunteers are restricted from taking images for personal use of students at school, school-sponsored events or on field trips. Student images may not be posted on Facebook, using other social media, sent via email or distributed using other communication channels. If a volunteer is taking images for school-related use, appropriate district and school procedures must be followed.

Images of students taken at PTA events are not subject to these requirements. PTA is responsible for obtaining a photo disclosure release at PTA events.

District Support Services

Facility Rental Information

Each PTA/PTSA will need to designate one officer to be responsible for all building use requests (Board meetings, classes, events, etc.). This individual will be the PTA/PTSA point of contact and the one responsible for filling out the facility use Application for upcoming school year activities. The form is due by July 15, before that school year. All revisions and cancellations must be communicated via email.

Applications can be downloaded from the district [website](#) to download the facility use application form. The application is three pages. Please sign all required pages.

- Calendar of events must be approved by the building principal prior to submitting applications.
- Include time for set-up and clean-up and all room numbers or titles of spaces.
- One application can include a series of dates for the same event. List each date specifically (4/10, 5/8, 6/9, etc.)
- PTA/PTSA classes must be planned, advertised and each class supervised by the PTA/PTSA if booked as a PTA/PTSA class/event.
- Applications submitted during the school year can take up to ten working days to process.

PTA/PTSA will receive priority booking over outside organizations for applications received in the Facility Use Office by July 15. Permits for PTA/PTSA will be emailed. Please review each attached confirmation.

Applications received after July 15 will be processed on a first-come, first-served basis along with all outside applications. PTA/PTSA will not have the right to “bump” other customers when applications are received after July 15.

All PTA/PTSA groups must have their current certificate of insurance and additional insured endorsement on file with the Facility Use Office. Policies must be renewed before December 1, each year. The insurance certificate holder is Northshore School District, 3330 Monte Villa Pkwy Bothell, WA 98021. Please specifically request the additional insured endorsement. The insured on the additional insured endorsement should be listed as Northshore School District, its official’s agents and employees, 3330 Monte Villa Pkwy Bothell, WA 98021.

PTA/PTSA groups receive the Class A rate schedule (no charge for regular school building facility rental); the final determination of an event classification rests with the Northshore School District. When booking an activity during the school year on a weekend or during vacation breaks, PTA/PTSAs will be charged the custodial overtime rate applicable to all customers.

It is important to pass this information on to incoming PTA/PTSA Board of Directors. Please email vgreek@nsd.org the new contact name, address, email address and phone number before June 15 if there is a change in PTA/PTSA leadership.

Administration Center After-Hours Meetings & Custodial Support

Meetings that extend after 5:00 p.m. (or on weekends) are considered “after-hours”

- Call 911 for a life-threatening emergency
 - Call 425-485-9535 or 425-408-5555 for 24-hour security & emergency alarm and door lock issues
 - Contact Info Center at Ext. 6012 or servicedesk@info-centre.com for maintenance (heat, plumbing, etc.), custodial, or grounds Issue
-

To make arrangements for the lobby to remain unlocked past normal business hours:

Contact: Mike Cook, ext. 7697, mcook2@nsd.org

- You must remain in the building until the door is rescheduled to lock.
- If your meeting is canceled, you must notify Mike Cook, otherwise the building will be unlocked and empty.

An Admin Center staff member, district custodian or district administrator must be on-site in case of emergency. Responsibilities include:

- Remain in the building until all guests have left
- Do not leave the building unattended until the door is in lock mode
- Know the 24-hour Security Number (above)
- First responders may to remove need the metal bar to the entrance of the board room
- Custodial closet access and electrical room
- Explain and monitor off-limit areas to guests
- Guests should use the front stairway, not the back stairs
- Please remind your guests that the offices and cubicles near which meeting rooms are located are off-limits

Power Outage

- The exit key card should still work, the card readers have backup batteries
- The generator will kick in for back up lights, key card readers and the alarm system
- If these systems fail and the exit keycard will not open the wing doors and lobby door:
 - Exit the wing through the either back-stairwell door.
 - Exit the lobby through the back doors in the Board Room

Inclement Weather and Emergency Closure

Inclement weather or another emergency may cause the building to close early.

- Please call ahead to confirm that the building is still open. If the building is closed due to inclement weather, be sure to notify all members of your group.
- If you are in the building during an emergency closure, make sure your guests have left the building before you leave. See 24-hour emergency number above.

Facility Rental Room Etiquette

Conference rooms should be left ready for the next scheduled meeting:

- Tables/chairs restored to original set-up (Tip: take a photo of the room before you move furniture around.)
- Wipe tables if necessary

Important Locations for Emergency Needs:

- The receptionist and each wing have a master key (opens interior doors, not exterior doors) assigned for after-hours meetings and emergency needs. See your district representative, who should be on site with you.
- First responders may need to remove the metal bar to the entrance of the board room
- Custodial closet access
- Electrical room

Custodial Service for Meeting Set-up in the Board Room

- Custodial service is available for set-up with meetings of 25 or more in attendance.
 - Five-day notice required
 - Custodial hours vary
 - There are some days/times that set-up is not available
- Place your request at servicedesk@info-centre.com. Please include:
 - Your name and contact info
 - Date and time of meeting
 - Set-up configuration
 - Number of tables/chairs
 - Do you need the board room partition wall open or closed?

GETTING INVOLVED

Volunteering in Northshore School District

The Northshore School District recognizes that involvement of parents and community members in each student's education contributes to a successful school experience and has a positive impact on student achievement. The District welcomes parent and community volunteers to help as tutors, classroom speakers, committee advisors or assistants on special projects.

Each school staff determines the public engagement programs at their school. School principals have the final authority at their school over volunteers, volunteer programs and parent group activities.

Anyone wishing to volunteer in Northshore's schools will need to complete the volunteer application and volunteer disclosure form prior to beginning volunteer service. Additionally, volunteers must read the District volunteer handbook. All forms are available at the schools and on the [District website](#).

For the safety and protection of students, parents and staff members, each applicant's background is checked with the Washington State Patrol WATCH program. Criminal convictions will be reviewed on a case-by-case basis and do not necessarily disqualify an applicant from volunteering.

A written copy of the WATCH results will be provided to the volunteer upon request within ten (10) days of completing the report. Anyone whose results have a direct match will automatically be sent a copy of his/her report within ten (10) days of completing the report. Questions regarding the information contained in the report should be addressed to the Identification & Criminal History Section of the Washington State Patrol at 360.534.2000.

Parents with children at more than one school can request the office staff at the school where they submitted their paperwork to forward a copy of their completed paperwork and background check to another school within the District.

Once approved, an individual's volunteer forms are good for two years. After that time, they will need to resubmit the volunteer disclosure and signed application.

Return completed forms to the following:

- **Parents, guardians and family members interested in volunteering at their child's school**—send completed forms directly to the school.
- **Community members not currently volunteering at a school**—send completed forms to: Partnership Coordinator, Northshore School District, 3330 Monte Villa Parkway, Bothell, WA 98021-8972.

The Northshore School District reserves the right to place and remove volunteers from service in the district.

For more information, contact the partnership coordinator at 425.408.7673 or partnerships@nsd.org.

Procedures For Enhancing or Acquiring District Property

When parent groups such as the PTA or PTSA want to donate funds or provide services to Northshore School District that involve District buildings or grounds, there are some procedures that should occur in order to ensure that the work performed, or purchases made, meet the standards of the District, complies with code requirements, and ensures that the proposed project is safe and is designed and implemented with long-term maintainability in mind.

Here are some simple steps and basic information for guiding parent groups and school administrators when planning a project.

1. The PTA representative (or community volunteer) should speak to the principal first to propose a project that impacts district property.
2. The principal or PTA representative should then contact the Business Services Department at 425-408-7651 or the Capital Projects Department at 425-408-7851 to review the details of the proposal. Staff in these departments can then provide specific guidance to the principal or PTA representative.
3. Many projects require time to sort through the legal details before a commitment to move forward can occur. Planning for this process is imperative for a successful outcome.

Note: Projects that involve district buildings and grounds require submitting public works paperwork to multiple government agencies and are subject to audit.

PTA/PTSA Process for Donating Funds to School

If the PTA/PTSA would like to make a donation to their school, a [Community Partnership Donation Form](#) needs to be filled out and returned to the partnership coordinator at the Northshore School District Office at 3330 Monte Villa Parkway, Bothell.

If a gift has a total value of \$10,000 or greater, it shall be subject to Board approval (Policy No.7260). Donations will need to be turned eight business days prior to the School Board meeting, or it will be added to the following School Board agenda. Please make sure to have principal and cabinet member signatures before submitting to the partnership coordinator.

If the gift has a total value greater than \$1,000 but less than \$10,000, please complete the Community Partnership Donation Form and submit the form to the partnership coordinator with principal signature included.

Donations to Northshore School District for Playground Equipment

The Northshore School District is fortunate to have the support of its local PTAs in providing funding for new playground equipment at the schools; however, there are specific rules that need to be followed when dealing with the purchase of playground equipment. These guidelines were developed to assist schools and PTAs when dealing with donations to the district for playground equipment.

Support Services needs to be involved in the process from the very beginning along with the principal and PTA. Support Services has playground equipment catalogs to assist schools when choosing equipment that aligns with safety standards.

Required Forms

The principal should complete the following forms:

- [72600 F-1 – Application for Purchase and Installation of Playground Equipment in Northshore Schools](#) (completed forms distribution: building principal, executive director of support services, safety officer, grounds supervisor, and partnerships coordinator)
- [7260 – Community Partnership Donation Form](#) for donations of \$1,000 or more (completed forms distribution: building principal and partnerships coordinator). This form should be completed after the final determination of price and equipment has been made, but before any money has been deposited into district accounts, any contracts have been signed or equipment purchased. All donations of \$10,000 or greater need to be approved by the NSD School Board. Please contact partnerships coordinator for information at partnerships@nsd.org or 425-408-7673.
- PTA Grant Form B – this form is required by the PTA (completed forms distribution: PTA, building principal, and partnerships coordinator)

Quotes for playground equipment

- If the project includes the purchase of equipment and installation, and the cost is between \$2,500 and \$35,000, including tax, three quotes must be received by District staff using the small works roster. If the project is only for the purchase of equipment (no installation) and is under \$40,000, including tax, quotes or bids are not required. If the purchase price for the equipment exceeds \$40,000, including tax, please contact Business Services for instructions on required quoting or bidding.
- If the project includes the purchase of equipment and installation and the cost is between \$35,000 and \$150,000, including tax, five quotes must be received by District staff using the small works roster.
- For any project which includes the purchase of equipment and installation that exceeds \$150,000.

However, if the vendor has been awarded a contract bid through KCDA, U.S. Communities, or the state's General Administration, then we don't need to get quotes but must use the pricing that was agreed to in the bid award even if the vendor/contractor has quoted a lower price separately to the school or PTA.

If very specific equipment is wanted by the school/PTA, the District still must make an effort to show that there are no other companies that sell the same equipment.

District staff must get the quotes; parents/PTA can't do it on behalf of the district. PTA acts as an advisory council to any donation for playground equipment. They can't specify a company to use. The PTA Grant Form B should not include the name of the company.

Donation Small Construction Matrix

Responsibility Matrix for Playground Modifications	School Admin (Principal)	Community Rep (PTA)	Facilities/Ground Supervisor Grounds Lead	Capital Projects Planner	Purchasing Manager
Is first contact and acts as liaison to principal and parents regarding process. Informs principal of responsibilities as listed below.				Lead	
Get equipment list and define site management roles and responsibilities (site visit)	Lead	Assists			
Checks small works roster, other contracts (KCDA) or gets the quotes			Assists	Lead	Assists
Reviews design proposal and confirms it complies with NSD Standards	Assists	Assists	Lead		
Verify scope of work with grounds for adequate equipment, division of labor and site conditions			Assists	Lead	
Evaluates quotes and awards contract			Assists		Lead
Confirms that the donation has gone through the Communication Department (community partnership coordinator) and the board if amount is over \$10,000	Assists		Assists	Lead	
Coordinate School Board Approval	Lead				
Processes purchase order and informs vendor of PW requirements					Lead
Schedules work and oversees project build			Lead		
Tracks insurance and other PW documents					Lead
Audits project for standards and final completion status			Lead		
Signs off on the project and informs Purchasing	Assists		Lead	Assists	

Northshore School District Policies and Procedures

School Support Organizations

The board encourages the formation of a parent-teacher association at each school building for the purpose of providing an opportunity through which parents/guardians, students, and staff members may unite their efforts and interests to enhance the school program. In schools where no such organization exists, another parent group can be recognized by the school principal as the official body through which parents/guardians, students, and staff members may unite their efforts for similar purposes.

Booster clubs and/or special interest organizations may be formed to support and strengthen specific activities conducted within the school or district. All such groups must receive the approval of the school principal or superintendent in order to be recognized as a booster organization. Staff participation, cooperation and support are encouraged in such recognized organizations.

For more information:

[School Board Policy 4210](#)

[School Board Procedure 4210P](#)

Fundraising

Coming soon...

For more information:

[School Board Policy 7240](#)

[School Board Procedure 7240P](#)