

PTSA/PTA District Handbook



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. Learn more by viewing the [director district boundary map](#).

School Board members exemplify citizen governance and decision-making in the schools. They volunteer hundreds of hours and an immeasurable amount of energy to assure that Northshore schools are providing the best education for our community's 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.

Annually the Board adopts a budget that is necessary to maintain and operate our 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 typically on the second Monday at 4:30 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. 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 2025

School Board Member, District 2

Elisabeth Sotak

425-408-7687

sbdistrict2@nsd.org

Term expires 2027

School Board Member, District 3

Hân Trần

425-408-7689

sbdistrict3@nsd.org

Term expires 2027

School Board Vice President, District 4

Sandy Hayes

425-408-7690

sbdistrict4@nsd.org

Term expires 2025

School Board President, District 5

Amy Cast

425-408-7691

sbdistrict5@nsd.org

Term expires 2025

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 preparedness 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 containers, and 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 preparedness (e-prep) teacher on special assignment (TOSA) assist with ensuring that the schools are supported and requirements are met. Northshore Council PTSA's e-prep chair and NSD's Safety and Security Department coordinate monthly meetings with all the local PTAs' e-prep chairs.

We have found the best approach to assist the school in this area 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

The F-195 is the official school district budget document and is filed with the Office of the Superintendent of Public Instruction. School districts' budgets must be approved by their school board by August 31 of each year. The fiscal year for school districts starts September 1 and goes through August 31. The budget establishes maximum expenditure amounts for each fund and provides a means of measuring and guiding performance. The budget is submitted to the Northshore School District School Board for adoption in July each year. Once approved by the School Board, it will be submitted to the Educational Service District (ESD). Upon approval by the ESD, the budget will be forwarded to the Office of Superintendent of Public Instruction (OSPI).

The Northshore School District budget is comprised of five separate funds—the General, Associated Student Body, Debt Service, Capital Projects and Transportation Vehicle Funds. More information on the District budget is available online at www.nsd.org.

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.

Additional information and guidance for schools, districts, and school support organizations can be found on the [Public Disclosure Commission \(PDC\) website](#).

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 a predetermined space reserved for SSO. Information must follow district policies, procedures and PDC guidelines.
Mass Communication Notification (ParentSquare/StudentSquare)	NO. Schools cannot send telephone, text, or email messages to families on behalf of the SSO <u>unless</u> the school is partnering with its SSO for an event that has direct benefit to students. For example the PTSA and school administration or staff are jointly supporting a mental health event for students to attend.
Learning Management System (Schoology or Seesaw)	NO. Schools cannot post to families on behalf of the SSO unless the school is partnering with its SSO for an event that has a direct benefit to students. For example a PTSA and school

	administration or staff are co-organizing a school spirit day. Use of Schoology or Seesaw for PTA/PTSA business is not permitted.
Newsletters (hardcopy and electronic)	YES. Schools can include SSO information in their school newsletter if there is a predetermined space for SSO. This section must include the District disclaimer, included below. PTAs must follow appropriate Public Disclosure Commission (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, included below. PTA/PTSA organizations wishing to disseminate their information to families districtwide must have their e-flyers 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. Materials from SSOs must include the District disclaimer, included below.
Signage	YES. PTA/PTSA are able to put up a-frame signs to promote PTA/PTSA events on campus property. The District and schools will not be responsible for damaged or missing signs. NO. Schools cannot promote PTA/PTSA events or fundraisers on school signage, such as electronic reader boards, as those were gifts of public funds.

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

PTA/PTSA organizations must coordinate with their building principal or principal designee for approval and distribution of flyers and/or newsletters distributed to their school families. Flyers and/or newsletters must include the district disclaimer (below).

PTA/PTSA organizations wishing to disseminate their information to families outside of their school community must have their E-flyers approved through the Communication and Engagement Department, following all rules and guidelines designated for outside organizations. This does not apply to school to school communication (e.g., High School Music program promoting a concert to the feeder elementary programs).

District disclaimer:

- *These activities are not sponsored nor endorsed by the Northshore School District or any of its schools. The district assumes no responsibility for the conduct during or the safety of the activities. Northshore School District shall be held harmless from any cause of action, claim, or petition filed in any court or administrative tribunal arising out of the distribution of these materials including attorney's fees and judgment or awards.*

[Community E-Flyer Link](#)

Use of Native American Names, Symbols and Images

In accordance with Washington State [RCW 28A.320.296](#), effective at the beginning January 1, 2022, public schools may not use Native American names, symbols, or images as school mascots, logos, or team names. The PTSA/PTA will be expected to follow these guidelines as well when they are creating flyers and/or other materials to promote activities within the District.

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 (mailing)
- Telephone listing
- Email address (parents/guardians and district-issued student email address)
- Image (photo, video and audio)
- Date 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 November 1 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.

The Northshore Council PTSA should work with the Communications Department to request extractions of directory information. The Northshore Council PTSA can then disburse the information to the school PTAs directly.

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 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

School support organizations need principal (or designee) permission to meet on school premises during school hours. For school support organization activities before and after school, facilities are accessed through the same process as other community organizations.

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 Agreements for upcoming school year activities. The facility use requests are due by July 15 for the new school year. All revisions and cancellations must be communicated via email.

Applications can be downloaded from the district [website](#). Please be familiar with the information, including insurance requirements, and sign all required pages. Once approved, the application becomes the contract for facility use.

- 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 you're requesting.

- 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 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 an Additional Insured Endorsement form on file with the Facility Use Office.

- Certificate of Insurance: Northshore School District must be listed as the Certificate Holder at 3330 Monte Villa Parkway Bothell, WA 98021.
- Additional Insured Endorsement Form: You’ll need to request Northshore be added as an Additional Insured using the following language: “Northshore School District, its officials, agents and employees”

The District’s complete list of insurance requirements may be found on page 3 of the Facility Use Agreement.

There is a \$35.00 administrative fee to set up a reservation confirmation. Multiple changes made to the master confirmation may incur a \$35.00 change fee.

PTA/PTSA groups receive the Class A rate schedule (no additional 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 the 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 for 24-hour security, emergency alarm and door lock issues, and emergency maintenance issues
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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 need to remove 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 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

Food Trucks

If the PTA/PTSA wishes to have food trucks at an event, this needs to be stated on the Facility Use Application under "Specific Activities."

Assuming this is not before, during, and all the way up to 30 minutes after school (if so, contact Juliana Fisher/Director of Food & Nutrition, [3700P](#)), here's what the PTA needs to have in place:

- Insurance: We'll need to have a copy of the vendor's Certificate of Insurance reflecting their General Liability and auto coverage.
 - Licensing and permits: They must hold all required permits and comply with local health codes, safety regulations, etc.
 - Parking: Must be at least 10 feet away from a building, on a paved area intended for vehicles. Must not interfere with traffic flow of other activities taking place on campus.
 - Power/water hookups: If required, set up safeguards for tripping hazards.
 - Waste receptacles: All trash must be cleaned up and removed.
 - Handwashing station: Suggest having one nearby.
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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 online volunteer orientation application background check prior to beginning volunteer service. More information is 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 by Safe Visitor through 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.

Once approved, an individual's Level 1 volunteer approval is good for one year and valid at all Northshore schools. After that time, they will need to resubmit a volunteer background check. Level 2 background checks remain active as long as volunteers renew their Level 1 checks annually.

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, comply with code requirements, and ensure 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 may impact 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 Christine Cash (ccash@nsd.org) 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 in 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 Christine Cash (ccash@nsd.org) with principal signature included.

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](#)

Separate Entity

- School support organizations should be registered with the Secretary of State and obtain their own tax identification number from the Internal Revenue Service.
 - School support organizations checks and bank accounts must clearly identify them as a separate entity from the school district.
 - School support organizations may not use the district tax identification number.
 - School support organizations located in school buildings cannot use the school address for correspondence. A separate address and phone number are necessary for all activities.
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Employee Participation in School Support Organizations

- Employees should only be involved in their personal (non-staff) time unless the employees' job responsibilities require service in an advisory capacity.
- Employees can be members but not officers in a school support organization nor can they have check signing authority.
- Employees must not handle or secure funds generated by school support organization fundraisers.
- Employees are not allowed to receive compensation directly from school support organizations.
- Employees should not purchase goods on behalf of a school support organization.
- Substitute employees (defined as an employee who substitutes for a regular employee who is absent) may serve as an officer in a school support organization and handle funds, provided no conflict of interest exists as defined by board policy 5251. Substitute employees are not allowed to receive compensation directly from school support organizations.

Fundraising

School support organizations can conduct fundraising activities to enhance the activity they are supporting and are subject to the following guidelines:

- Principals/superintendent designee should approve in advance any fundraising activity conducted on their campus.
- District staff may not plan, manage, or operate fundraisers.
- Money shall not be stored on school property.
- Fundraiser events must be clearly advertised as the school support organization's activities.
- Fundraising activities must be kept apart and clearly designated from school fundraising activities.
- Donations from fundraising activities can be accepted by the school/district and should be used for their intended purpose. Donations must follow district policy and procedures.
- If students participate in the fundraising activity, it must be voluntary, infrequent, and not during instructional time. Students should not organize, manage, or operate a school support organization fundraising activity.

Marketing of PTA fundraisers on behalf of the school are approved for placement in the PTA section of the school's newsletter. PTA fundraising information should not be sent through district email or text directly from the school to parents outside the newsletter structure.

For more information:

[School Board Policy 4210](#)

[School Board Procedure 4210P](#)