



“Volunteers are the Heart of PTA!”

Founders Day Luncheon 2011

114 Years since the Founding of California State PTA

84 Years since the Founding of Seventeenth District PTA

***Please join us for a celebration! See page 12 for information and RSVP form.
Tuesday, February 15, 2011 (RSVP by February 10)***

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Message from Colette



It's now winter and already time to plan for the fall! Your PTA's nominating committee needs to be recruiting candidates for 2011-2012 (*see page 15*). Most of you who get this newsletter are already PTA officers. You can help to strengthen PTA by identifying and mentoring members who may be future leaders of the organization. Are you an outgoing officer? If so, continue mentoring by becoming a council or district officer!

PTA provides parents and teachers opportunities to develop leadership skills that can be used in other settings. I know that I have benefited from my PTA experience, and have gained skills that helped me both at work and as a volunteer for other nonprofit organizations. As the president of Seventeenth District PTA, I represent the PTA members in our county on the State PTA Board of Managers. It is amazing to see all of the work that is done by these volunteers on behalf of the families and children in California. They organize all of the workshops at the California State PTA Convention (see information in this newsletter) that benefit all PTA officers, whether or not they have previous experience, and I hope you will take advantage of it.

Each autumn, PTAs hope to recruit talented members from the new group of incoming parents. However, because of the diverse population in California, many parents new to our schools are not familiar with PTA. Even the name "PTA" may not mean anything unless it is spelled out as "Parent-Teacher Association" in the language of the parents. This winter, several PTAs in South San Francisco PTA Council are holding sessions to increase parent engagement and knowledge about the school system. This pilot program is organized by State PTA with support from the Hewlett-Packard Foundation. The training curriculum has been developed just this year. Our hope is that this will be a valuable tool to educate a new and diverse group of parents and enable them to become better advocates for all children.

As you can see on page 1, the Founders Day Luncheon will be held on February 15. We are honored to have **Jo Loss**, President of the California State PTA, **Anne Campbell**, Superintendent of Schools in San Mateo County, and **Rachel Andres**, San Mateo County Teacher of the Year, on the program for this event. We also will be presenting Honorary Service Awards in recognition of outstanding service to children and families. We hope that you will join us!

Sincerely,
Colette J. Rudd
President, 17th District PTA
president@17thdistrictpta.org

~~~~~  
*The mission of the 17<sup>th</sup> District PTA is to empower local PTA/PTSA associations to support the school community by providing training, resources, education and communication to promote the value of PTA membership, programs, advocacy and networking opportunities.*

## 17<sup>th</sup> District PTA 2010-2011 Calendar

|                                            |                                                                                                                                                                                    |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wed., Jan. 12, 2011<br>7:00 p.m.           | <b>Board of Managers (BOM) Meeting</b><br>San Mateo County Office of Education                                                                                                     |
| Wed., Feb. 9, 2011<br>7:00 p.m.            | <b>Board of Managers (BOM) Meeting</b><br>San Mateo County Office of Education                                                                                                     |
| Tues., Feb. 15<br>11:00 a.m. – 1:30 p.m.   | <b>Founders Day Luncheon, Meeting and Officer Elections</b><br>Dominic's Restaurant, 360 Oyster Point Blvd., SSF                                                                   |
| Wed., Feb. 16<br>7:00 – 9:00 p.m.          | <b>A Night for Abigail</b><br>Menlo-Atherton High School                                                                                                                           |
| Wed., March 9, 2011<br>7:00 p.m.           | <b>Board of Managers (BOM) Meeting</b><br>San Mateo County Office of Education                                                                                                     |
| Mon., March 14, 2011<br>6:30 – 8 p.m.      | <b>California Alliance for Arts Education Event</b><br>San Mateo County Office of Education                                                                                        |
| Sat., March 19, 2011<br>8:30 a.m. – 4 p.m. | <b>Regional Training for PTA Officers</b><br>(Location TBD)                                                                                                                        |
| Wed., April 13, 2011<br>7:00 p.m.          | <b>Board of Managers (BOM) Meeting</b><br>San Mateo County Office of Education                                                                                                     |
| Thurs., April 28 –<br>May 2, 2011          | <b>2011 California State PTA Convention</b><br>Long Beach Convention Center                                                                                                        |
| Mon., May 16, 2011<br>6:00 p.m. – 9 p.m.   | <b>"Spotlight on PTA" District PTA Meeting,</b><br>Officer Installation<br>and Officer Training with Dinner at Bayside S.T.E.M. Academy,<br>2015 Kehoe Avenue, San Mateo, CA 94403 |
| Wed., June 8, 2011<br>6:30 p.m.            | <b>Board of Managers Meeting and Dinner</b><br>(location TBD)                                                                                                                      |

### Slate of Nominees for 2011-2013 Seventeenth District PTA Officers

|                                                                                        |
|----------------------------------------------------------------------------------------|
| President ~ <b>Vacant</b>                                                              |
| 1 <sup>st</sup> Vice President – Programs and Convention ~ <b>Christine Semenza</b>    |
| 2 <sup>nd</sup> Vice President – Leadership ~ <b>Kathryn Cross</b>                     |
| 3 <sup>rd</sup> Vice President – Membership and Member Services ~ <b>Myra Gruschka</b> |
| 4 <sup>th</sup> Vice President – Communications ~ <b>Vacant</b>                        |
| 5 <sup>th</sup> Vice President – Education and Health ~ <b>Vacant</b>                  |
| 6 <sup>th</sup> Vice President – Advocacy and Community Concerns ~ <b>Keiko Smith</b>  |
| Secretary ~ <b>Vacant</b>                                                              |
| Treasurer ~ <b>Vacant</b>                                                              |
| Financial Secretary ~ <b>Emily Sarver</b>                                              |
| Auditor ~ <b>Vacant</b>                                                                |
| Historian ~ <b>Elizabeth Luaulu</b>                                                    |

## 17<sup>th</sup> District PTA Convention News and Scholarships!

*More information can be found at [www.capta.org](http://www.capta.org) and [17thdistrictpta.org](http://17thdistrictpta.org)*

It's time to start making plans for the 112<sup>th</sup> California State PTA convention to be held April 28 to May 1, 2011 at the Long Beach Convention Center. The 2011 Convention Registration book was mailed to every PTA President in early January.

17<sup>th</sup> District PTA has several scholarships available, worth up to \$500.00, depending on how many qualifying units apply. Scholarships are for new and emerging leaders, and first-time convention delegates. The rules are on the form and we really want you to apply for them! These scholarships will be sent as reimbursements to awardees, when receipts are submitted to 17<sup>th</sup> District PTA.

Sending a representative from your PTA to convention is a great way to encourage your members to be more involved in your PTA. **It is very important for the PTA President-elect** to attend convention. You might also consider sending members who are considering a position on your incoming board, but don't feel they are qualified. Convention conferences provide training and support to future leaders.

**The dates for registration at the lowest rate is from Feb. 2 to March 31, 2011.** Please send in your registration directly to California State PTA **as soon as possible!** **Registration can be done on-line at [www.capta.org](http://www.capta.org), or post office, or on-site in Long Beach.** Many PTA boards don't yet know who their 2011-12 officers will be. Don't let this stop you from enjoying the **early registration fee savings**, at \$199.00 for one full-time delegate. **By registering before March 31, the workshop/conference tickets will be mailed to each delegate before convention.** Delegate names and conference selection can be changed when checking in at the Convention Center. **Registering between April 1 and April 15, 2011, will cost \$239.00 per full-time delegate, and the tickets will need to be picked up onsite. After April 15, registration will need to be done on-site, and will cost \$259.00, plus workshop availability may be limited.** All delegates will be able to pick up their tote bags voting cards, and lanyards when they come to convention. You can also purchase a Promo Pack – Convention T-shirt with convention pin, and also a 5-piece Ribbon Pack (the ribbon pack will not be available at convention).

**Convention housing:** The **Hyatt-Regency Hotel** is the **official convention headquarters hotel**. The Westin Hotel is the other designated convention hotel. You can **begin making reservations through the California State PTA website at [www.capta.org](http://www.capta.org), starting on February 2, 2011 at 8:00 AM.** California State PTA knows convention attendees have a choice when it comes to staying in convention area hotels; however, staying at the one of the convention hotels helps the California State PTA meet its contractual obligations for this and future conventions.

See the registration book for further information. The registration book will be on-line at [www.capta.org](http://www.capta.org) soon.

**The 17<sup>th</sup> District PTA** will be planning a Saturday evening dinner for all our district delegates to gather at a nearby restaurant or catered venue and meet members from other 17th District units. This is a great time to share events and issues from your school with your neighbors. Look for information to follow in the next issue of the *Seventeena*.

**Please consider sending a student (age 12 to 18 years) to convention.** There will be special Student Delegate orientation, events and student conferences designed by Student State PTA Board Members. This is a wonderful opportunity to give our students a voice and train our future leaders!

Sara Otus-Green, 17<sup>th</sup> District PTA, 1st Vice President, Programs and Convention

[Programs@17thdistrictpta.org](mailto:Programs@17thdistrictpta.org) • (650) 358-9178



## 2011 Convention Delegate Scholarship Application for PTA/PTSA Units and Councils

### 17<sup>th</sup> District PTA is offering convention scholarships worth up to \$500

- Applicant must be a member of a PTA/PTSA in good standing
- Applicant must be a PTA/PTSA an emerging leader or first-time delegate in need of financial assistance.
- A delegate to the California State PTA Convention represents the PTA. When elected as a delegate, the individual has the responsibility to attend all meetings and assigned conferences.
- Recipient must be elected by the PTA/PTSA general membership as a delegate authorized to represent the association.
- This scholarship can only be used to subsidize convention expenses for registration, housing, meals, and transportation.
- **The unit or council PTA must included with this application copies of the following to 17th District PTA:** 2009-10 end of year Annual Financial Report, Audit and tax return (if applicable), and 2010-11 Budget.
- **Applicant must attach a copy of their current PTA membership card** to this application.
- **Scholarship checks will be sent to the delegate's PTA unit to give reimbursement.**

**The recipient of this scholarship agrees to:**

#### **BEFORE CONVENTION:**

- Review all registration materials and select appropriate conferences.
- Discuss any proposed bylaws amendments, resolutions, and legislation platform with the local association.
- Attend convention orientation held by council or district PTA to receive the latest information and to meet the other delegates from the area.

#### **WHILE AT CONVENTION:**

- Attend briefings/hearings for proposed resolutions and bylaws amendments.
- **Attend all general meetings – arrive before the starting time and stay until the end.**
- Attend all conferences as enrolled – arrive before the starting time and stay until the end. If a conference is not what was expected, delegates may attend another conference on a space-available basis.
- Visit the exhibit hall to gather information to share with association.
- Visit the PTA Store to purchase PTA supplies and special mementos of convention.

#### **AFTER CONVENTION:**

- Prepare a report giving the outcome of the business proposed, information gathered from the conferences, benefits derived from convention, skills obtained, and how the leadership training will be used to strengthen PTA involvement at their unit or council.
- **Failure to submit this report will remove the association for scholarship eligibility the following year. Report must be submitted to your unit and/or council; and to the 17<sup>th</sup> District PTA by June 15, 2011.**
- Encourage representation at future conventions.

**DEADLINE FOR SUBMISSION OF SCHOLARSHIP APPLICATION TO 17<sup>TH</sup> DISTRICT PTA  
Thursday, March 24, 2011**

Submit forms to:

Sara Otus-Green, 17th District PTA  
1st Vice President, Programs and Convention  
632 Pilgrim Drive • Foster City, CA 94404  
[Programs@17thdistrictpta.org](mailto:Programs@17thdistrictpta.org) • (650) 358-9178

**2011 California State PTA Convention in Sacramento**  
**Delegate Scholarship Application for PTA/PTSA Units and Councils**  
**17<sup>th</sup> District PTA is offering convention scholarships worth up to \$500**

Name

---

Address

---

Telephone

---

E-mail

---

Name of PTA/PTSA

---

Name of President of PTA/PTSA

---

PTA Council (if in council)

---

Describe why your PTA/PTSA unit/council should be considered for a convention scholarship:

---

---

Describe how the unit/council PTA/PTSA plans to use the information and training received at convention:

---

---

Describe the types of programs your unit/council PTA/PTSA provide to the members and children you serve:

---

---

By submitting this application my association and I agree to all terms and conditions associated with this scholarship.

Delegate signature and date:

---

Association President signature and date:

---

*Attach additional pages if more space is required.*

**DEADLINE FOR SUBMISSION TO 17<sup>TH</sup> DISTRICT PTA: Thursday, March 24, 2011**

Submit forms to:

Sara Otus-Green, 17th District PTA  
 1st Vice President, Programs and Convention  
 632 Pilgrim Drive • Foster City, CA 94404  
[Programs@17thdistrictpta.org](mailto:Programs@17thdistrictpta.org) • (650) 358-917

# A NIGHT FOR ABIGAIL

A Community Conversation about Foster Youth



The Aspirations of Foster Youth are High:

70% plan to attend college.

Yet, outcomes are grim:

- 30% perform below grade level.
- 50% are held back in school.
- 46% do not complete high school.
- Only 3% complete college.

**BE A VOICE FOR THE CAUSE**

Wednesday, February 16th, 7-9 PM

Menlo-Atherton High School  
Center for the Performing Arts  
555 Middlefield Road  
Atherton, CA 94027

R.S.V.P. <http://anightforabigail.eventbrite.com>



Because Every Child Needs  
Someone Who Cares

California 17th District

**PTA**

everychild. onevoice.



## e-Bylaws – PTA's 21<sup>st</sup> century bylaws tool

Are you tired of handwriting bylaw amendments and using your ruler to line out unnecessary information? The California State PTA is excited to offer a 21<sup>st</sup> century approach to bylaws. While still in the software pilot phase, most PTAs find the new e-Bylaws brilliant.



### First steps

Requesting a password and creating a username are the first steps.

- Visit the [capta.org](http://capta.org) website and click on the e-Bylaws banner.
- After the e-Bylaws web page opens, click on the *Request a Password* button.
- On the *New e-Bylaws User Request* page enter your first and last name, e-mail address to receive the password, telephone number and user type. **If you are not a parliamentarian, enter the user type: unit assistant.** Click the *Next* button to proceed to the Unit Level Parliamentarian's page.
- Select your PTA district number/name and your PTA council name. Type in your school name, city, and your California State PTA Unit ID Number. **If you don't know your California State PTA Unit ID Number, contact your council or district PTA for the information.**
- Finally, create and enter a username, all in lower case, and write it down. Click *Next*, then *Done* to submit your request. Your e-Bylaws password will appear in your e-mail inbox in three to five days.

### Next steps

Password received!

- Return to the [capta.org](http://capta.org) website and click on the e-Bylaws banner.
- After the e-Bylaws page opens, click on the *Build e-Bylaws* button.
- When the *login* page opens, type your username and password.
- This step loads your unit information into the program.
  - Page one is *Unit Information*. This information can only be entered or changed by California State PTA office staff. If the information is complete and correct, click *Next*. If the information is incorrect, contact your PTA district for assistance.
  - Proceed through the web pages and complete each blank by entering information or clicking on the "radio buttons."
  - **Remember to save often so your data is not lost.**
  - When finished, click on *Bylaws*.
  - A PDF will be generated. Review your entries at this time. If you see a *DRAFT* watermark across the pages, an error or missing information must be corrected. Work your way through each page, looking for a red outline on the information boxes. Move your cursor over each red box to receive directions for correcting the problem.

### Final steps

- Print a two-sided document and submit through channels – from your association to the council, if in council, or directly to the district PTA. The district will forward your bylaws to the California State PTA office for review. Bylaws return on a similar reverse path with the parliamentarian's signature.
- Complete the process by presenting the bylaws to the association for adoption.

For more information about PTA bylaws refer to the California State PTA Toolkit and the webpage:

<http://www.capta.org/sections/management/bylaws.cfm>

PTA's ultimate goal is to enable users to submit the association's electronic bylaws directly to the state parliamentarian. When the software program is complete, PTA's throughout California will be notified.

Reprinted from *The Communicator*



**The arts teach children skills that**  
**measurably improve academic achievement!**  
***Are your kids missing out?***

**Art. Music. Dance. Theater.** Your kids learn great things from participating in the arts and having music and art classes with other children on a daily basis.

Studies show:

- **Kids learn to be more tolerant** and open...
- The arts encourage self-expression, which often leads to **more achievement throughout their lives.**
- Children learn to **work together as a group** toward an ultimate goal in group musical activities such as dance, singing and other performing arts.
- **Self confidence is fostered** when kids discover the joy and excitement of music and art.
- **Actual academic improvement is seen when kids are educated in the arts,** including higher test scores and better grades.

**Help us give your kids the arts education they deserve.**

Help us to bring music and art education to your kids in the classroom, where they benefit the most. Arts programs are at risk throughout the county, and help is needed to find ways of continuing arts education programs.

**Please join us to learn strategies and ideas on how to provide support for these efforts\*:**

**March 14, 2011 6:30 to 8 p.m.**  
**San Mateo County Office of Education**  
**101 Twin Dolphin Drive, Redwood City**

**\*Space is limited.**

To reserve a seat or for more information, contact Julie Ulmer at [julieulmer@hotmail.com](mailto:julieulmer@hotmail.com) or 650-255-1991.



Organized by the **California Alliance for Arts Education**, with support from **Seventeenth District PTA** and the **San Mateo County Office of Education.**



## Alianza Para la Educacion Artistica del Condado de San Mateo – Una Red Local de Apoyo Eduque, Promueva, Participe!

### Quienes somos:

La Alianza Para la Educacion Artista del Condado de San Mateo es un grupo de padres de familia comunitario que promueve la educacion artistica inclusive danza, musica, teatro y artes visuals para todos los estudiantes en el Condado de San Mateo. La Alianza representa a diversos lideres comunitarios, padres de familia, maestros y educadores quienes apoyan la educacion artistica como una parte esencial de la education de cada nino.

La Alianza es un grupo afiliado con La Alianza para La Educaion Artistica de California, una organizacion estatal que organiza o todos los constituyentes de la educaion artistica.

### Nosotros apoyamos lo siguiente:

- **Calidad:** Porque las bellas artes desarrollan habilidades esenciales como la reflexion critica, la creatividad y la innovacion que para los desalios del nuevo siglo veintiuno, la instruccion de las bellas artes deberia de ser rigurosa.
- **Equidad:** Porgue las bellas artes inculcan el amor al aprendizaje, estimula y desafia a los estudiantes y promueven el autoestima, la instruccion de las bellas artes deberia de formar de la educacionde cada estudiante.
- **Acceso:** Porque las bellas artes estimulan el sentido de comunidad, las expresion artistica, y alcanza a estudiantes por medio de diversos modales de aprendizaje las bellas artes deberian de ser instruidas durante el dia escolar.

### Por que necesitamos su ayeda:

La Alianza Para la Educacion Artistica de Condado de San Mateo cree en el poder unico de la voz de los padres de familia por que ella representa los intereses de la poblacion diversa del Contado de San Mateo.

Usted puede hacer la diferencia por que su voz se escuchara cuado habla con las personas que deciden acerca de la education de nuestros hijos. Conviertese en abogado para la eduacion de su hijo y apoye nuestros esfuerzos para proveer la educacion artistica a todos los estudiantes en San Mateo.

### Necesitamos su ayeda, por favor:

Los programas de Educacion de las Artes estan a riesgo en distritos escolares por todo en condado. Nuestras comunidades locales deben estar listos para asegurar que estos programas de las Artes no esten eliminados.

**Para sostener estos programas, la Alianza del Condado de San Mateo (San Mateo County Alliance) organiza una reunion gratis el 14 de marzo\*, que ofrecera ideas y apoyo por estos esfuerzos.**

Ud. puede aprender como abogar por la importancia de mantener las artes, que son elementos basicos en la educacion de cada nino, en las escuelas durante los recortes presupuestarios que se acercan.

### Cuando:

En 14 de marzo, 2011 6:30 – 8pm.

San Mateo County Office of Education  
101 Twin Dolphin Drive, Redwood City

\*Espacio limitado. Para reservar una silla, o para obtener mas informacion, escriba a Julie Ulmer a [julieulmer@hotmail.com](mailto:julieulmer@hotmail.com), o llame por telefono a 650-255-1991.



## Board of Managers for 2010–2011

**President – Colette Rudd**

[president@17thdistrictpta.org](mailto:president@17thdistrictpta.org)

**1st VP: Programs & Convention –**

**Sara Otus-Green**

[programs@17thdistrictpta.org](mailto:programs@17thdistrictpta.org)

**2nd VP: Leadership – Vacant**

[leadership@17thdistrictpta.org](mailto:leadership@17thdistrictpta.org)

**3rd VP: Member Services –**

**Virginia Chang-Kiraly**

[memberservices@17thdistrictpta.org](mailto:memberservices@17thdistrictpta.org)

**4th VP: Communications – Emily Sarver**

[communications@17thdistrictpta.org](mailto:communications@17thdistrictpta.org)

**5th VP: Education – Lori McBride**

[education@17thdistrictpta.org](mailto:education@17thdistrictpta.org)

**6th VP: Health/Community Concerns –**

**Vacant** [health@17thdistrictpta.org](mailto:health@17thdistrictpta.org)

**Secretary – Elizabeth Luulu**

[secretary@17thdistrictpta.org](mailto:secretary@17thdistrictpta.org)

**Treasurer – Helen Geimer**

[treasurer@17thdistrictpta.org](mailto:treasurer@17thdistrictpta.org)

**Financial Secretary – Susan Bell**

[financialsecretary@17thdistrictpta.org](mailto:financialsecretary@17thdistrictpta.org)

**Historian – Linda Benedetti**

[historian@17thdistrictpta.org](mailto:historian@17thdistrictpta.org)

**Parliamentarian – Kathryn Cross**

[parliamentarian@17thdistrictpta.org](mailto:parliamentarian@17thdistrictpta.org)

**Auditor – Myra Gruschka**

[auditor@17thdistrictpta.org](mailto:auditor@17thdistrictpta.org)

**Membership Chairman – Vacant**

[membership@17thdistrictpta.org](mailto:membership@17thdistrictpta.org)

**Legislation Coordinator – Deborah Kemper**

[legislation@17thdistrictpta.org](mailto:legislation@17thdistrictpta.org)

**Student Involvement Chairman – Vacant**

[studentinvolvement@17thdistrictpta.org](mailto:studentinvolvement@17thdistrictpta.org)

**Reflections Chairman – Contessa Messiana**

[reflections@17thdistrictpta.org](mailto:reflections@17thdistrictpta.org)

**Superintendents Luncheon–Christine Semenza**

[superintendentsluncheon@17thdistrictpta.org](mailto:superintendentsluncheon@17thdistrictpta.org)

**Honorary Service Awards Chairman –**

**Pat Targgart**

[hsa@17thdistrictpta.org](mailto:hsa@17thdistrictpta.org)

**May Event Chairmen –**

**Kathryn Cross & Vacant**

[spotlight@17thdistrictpta.org](mailto:spotlight@17thdistrictpta.org)

**Founders Day Luncheon Chairman –**

**Kathryn Cross**

[foundersday@17thdistrictpta.org](mailto:foundersday@17thdistrictpta.org)

**Student Aid/Community Schools –**

**Deborah Kemper**

[studentaid@17thdistrictpta.org](mailto:studentaid@17thdistrictpta.org)

**Seventeena Editor – Kathryn Cross**

[seventeena@17thdistrictpta.org](mailto:seventeena@17thdistrictpta.org)

**Mailing Chairman–Vacant**

[mailing@17thdistrictpta.org](mailto:mailing@17thdistrictpta.org)

**Webmaster – Vacant**

[webmaster@17thdistrictpta.org](mailto:webmaster@17thdistrictpta.org)

## Council Presidents and Area Counselors

**Belmont-Redwood Shores Council: Danielle Zimmermann**

[brscouncil@17thdistrictpta.org](mailto:brscouncil@17thdistrictpta.org)

**Burlingame Council: Amy Sanford**

[burlingamecouncil@17thdistrictpta.org](mailto:burlingamecouncil@17thdistrictpta.org)

**Coastside Area: Kathryn Cross**

[coastsidearea@17thdistrictpta.org](mailto:coastsidearea@17thdistrictpta.org)

**Jefferson Council: Nadine Samorano**

[jeffersoncouncil@17thdistrictpta.org](mailto:jeffersoncouncil@17thdistrictpta.org)

**San Mateo-Foster City Council: Christine Semenza**

[smfccouncil@17thdistrictpta.org](mailto:smfccouncil@17thdistrictpta.org)

**South San Francisco Council: Karin Jweinat**

[ssfcouncil@17thdistrictpta.org](mailto:ssfcouncil@17thdistrictpta.org)

**Sequoia High School District Area: Lori McBride**

[sequoiahsdarea@17thdistrictpta.org](mailto:sequoiahsdarea@17thdistrictpta.org)

**Millbrae Council: Patty Koel**

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**Pacifica Area: Linda Benedetti**

[pacificaarea@17thdistrictpta.org](mailto:pacificaarea@17thdistrictpta.org)

**Redwood City Area: Debra Adler**

[rwcaarea@17thdistrictpta.org](mailto:rwcaarea@17thdistrictpta.org)

**San Carlos Council: Janet Hall**

[sancarloscouncil@17thdistrictpta.org](mailto:sancarloscouncil@17thdistrictpta.org)

**San Bruno Park Area: Marcie Gigena**

[sanbrunoarea@17thdistrictpta.org](mailto:sanbrunoarea@17thdistrictpta.org)

**South County Area: Virginia Chang-Kiraly**

[southcountyarea@17thdistrictpta.org](mailto:southcountyarea@17thdistrictpta.org)

**Please share this newsletter with your entire Board!**

Also available at [www.17thdistrictpta.org](http://www.17thdistrictpta.org)



***“Volunteers are the Heart of PTA!”***

**Founders Day Luncheon 2011**

*114 Years since the Founding of California State PTA*

*84 Years since the Founding of Seventeenth District PTA*

***Please join us for a celebration!***

**Tuesday, February 15, 2011**

11:00 a.m. – Registration & Reflections Showcase  
11:45 a.m. – General Meeting & Election of 17<sup>th</sup> District Officers  
Noon – Lunch, followed by Program

**Dominic’s Restaurant at Oyster Point**  
**360 Oyster Point Blvd. – South San Francisco, CA 94080**

A scrumptious pasta buffet luncheon - \$20.00 per person

Please be sure to extend this invitation to your incoming or outgoing PTA president and officers, principal, assistant principal, site council chairperson, superintendent and school board members.

***Deadline for reservation is Thursday, February 10.***

Please return the form with check to: Kathryn Cross, 509 Starboard Drive, San Mateo, CA 94404-1055, or e-mail to [kathryncross@comcast.net](mailto:kathryncross@comcast.net) and pay at the door.

-----**RSVP Form**-----

PTA unit or council name: \_\_\_\_\_

Attendee name(s): \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Number of people: \_\_\_\_\_ Amount enclosed: \_\_\_\_\_ (Make checks payable to 17<sup>th</sup> District PTA)

## All tax-exempt groups, including PTAs, must file tax returns

California State PTA is committed to providing information to help make your PTA aware of the latest state and federal requirements. Federal laws and new state laws require nonprofit groups, including PTAs, to file tax returns. Below is a list of the new requirements as they relate to PTAs for the federal IRS *Form 990*, and for the State of California Franchise Tax Board and Attorney General's Registry of Charitable Trusts.

### Federal IRS Form 990

Internal Revenue Service (IRS) *Form 990* tax returns or an extension request *Form 8868* must be filed no later than four months and 15 days after the fiscal year-end. For example, if your PTA's fiscal year-ends on June 30, your *Form 990* is due on November 15. See filing instructions at <http://www.irs.gov/pub/irs-pdf/i990.pdf>.

| 2010 Tax Year<br>(Fiscal year beginning in 2010 and ending in 2011)                             | Form to file |
|-------------------------------------------------------------------------------------------------|--------------|
| If your PTA's gross receipts are:                                                               |              |
| Normally equal to or less than \$50,000                                                         | 990N         |
| Equal to or more than \$50,000 and less than \$200,000 and total assets are less than \$500,000 | 990EZ        |
| Equal to or more than \$200,000 or more, and total assets are equal to or more than \$500,000   | 990          |

Schedule B must be completed if the PTA receives a donation of \$5,000 or more from a single donor. In addition, *Form 990EZ* and *Form 990* have additional schedules.



### California State Franchise Tax Board Form 199

Starting with the 2010 tax year, the California State Franchise Tax Board (FTB) is requiring all tax-exempt organizations to file the electronic *Form 199N* or *Form 199*. In the past, PTA units and councils were not required to file a *Form 199* if they were unincorporated. Based on this new reporting requirement, all units, councils and districts must now file the *Form 199*. Returns are due four months and 15 days after the fiscal year-end. For example, if your unit's fiscal year-end is February 28, 2011, the form is due on July 15, 2011. To see more information on the *Form 199N* go to [http://www.ftb.ca.gov/professionals/taxnews/2010/July/Article\\_8.shtml](http://www.ftb.ca.gov/professionals/taxnews/2010/July/Article_8.shtml).

| 2010 Tax Year<br>(Fiscal year beginning in 2010 and ending in 2011) | Form to file |
|---------------------------------------------------------------------|--------------|
| If your PTA's gross receipts are:                                   |              |
| Normally equal to or less than \$25,000                             | 199N         |
| Normally greater than \$25,000                                      | 199          |



### California State Franchise Tax Board-Entity Numbers

In order to file the *Form 199*, the Franchise Tax Board has started issuing *state entity identification numbers* for all California State PTAs. Please note: this is an entirely separate and different number than the Employer

Identification Number (EIN) that the federal Internal Revenue Service (IRS) already assigns each PTA. The Franchise Tax Board has mailed letters to PTAs to inform them of their new state entity numbers; however, these letters were addressed to schools and in some cases did not clearly reference the PTA. Please check to see whether your PTA or school has received this new number.

If you did not receive your entity number you can call the Franchise Tax Board exemption department at 1 (800) 852-5711; select Business Entities information, and then select option 4 to speak to a representative.

## California Attorney General's Office, Registry of Charitable Trusts



### Unincorporated PTAs

In the past, all unincorporated PTA units were not required to file for a charitable trust number with the Registry of Charitable Trusts. Recently, the State Attorney General's Office has announced a new requirement that all unincorporated units must register with the Attorney General's Office, Registry of Charitable Trusts, and must start filing the **RRF-1** form annually, beginning no later than 2012.

*The instruction guide and sample forms for filing for a charitable trust number will be posted on the California State PTA website soon.*



### Unincorporated PTAs that conduct drawings or charitable gaming activities

If you are planning a raffle or gaming activity, you must obtain a charitable trust number before you can apply for your raffle or gaming certificate. All unincorporated PTA units that conduct drawings or gaming activities are now required to immediately register with the Attorney General's Office, Registry of Charitable Trust, and must start filing the **RRF-1** annually.

### Incorporated PTAs, Councils and Districts

There is no change to the law. All incorporated PTAs, Councils and Districts are still required to have a charitable trust number and file the **RRF-1** annually.

**Note: For PTAs that require specific filing assistance, it is recommended that an accountant or tax professional specializing in nonprofit 501(c)3 organizations be consulted regarding all tax filings.**

**Note: There are no incorporated units or councils in Seventeenth District PTA**

## You've been elected to the *Nominating Committee* – What's next?

The nominating committee's major role and responsibility is to nominate the best-qualified, available nominee(s) for each elected office. Appointed officers and chairmen are appointed by the president and ratified by the board-elect.

Once the committee is elected, the parliamentarian calls the first meeting and instructs the members regarding their task. The parliamentarian conducts the election of the committee chairman and then leaves the committee to fulfill its' duties, unless the parliamentarian has been elected to serve on the committee. The parliamentarian should be available by phone to answer questions from committee members.

Potential officers should review the PTA officer job descriptions, be willing to attend convention and other training, and be prepared to give the time necessary to do the job. The committee should select a slate of nominees that is balanced with new and experienced officers. The committee is not obligated to nominate the president or any other current officer to serve a second term or to nominate the first vice president for the office of president.

The committee chairman has the responsibility of conducting the committee meetings and contacting potential nominees for office. All discussions within the committee must remain confidential, even after the committee is discharged. If a member of the committee is being considered for office, the member should be excused from the meeting during discussion regarding that office, but may return for the vote, which shall be cast by ballot.

When contacting potential nominees, it is important that no commitment is made to the individual. The committee must know if the nominee is willing to be considered for an office, and then nominate the best candidates according to their ability and commitment to serve the PTA.

When the committee has filled the slate of officers, a written report is prepared by the chairman and signed by the committee members. The report is presented to the membership at least 30 days prior to the annual election meeting. The committee should continue to work to fill any open position until the date of the annual election meeting. The committee's work is concluded at the time of elections. Vacant positions become the responsibility of the president-elect and the board-elect.

For further information, please refer to the *California State PTA Toolkit*.

### *Small nominating committee?*

If the bylaws for your association provide for a small nominating committee (Article V, Section 3c), keep the following in mind.

The quorum for any committee is a majority of its members. With a nominating committee of three elected members, a majority would be just two members. Two members would be charting the course of the PTA for the coming PTA term.

When the association next reviews and updates the bylaws, consider a committee of five or more members. This larger group could find a more representative board – with both experienced and new members – to serve the needs of the students, families and school community.

