

The Seventeena

PTA[®]

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FEB 1, 2012

ARTS EDUCATION FORUM

California State PTA invites PTA Council presidents, arts education, Reflections and legislative chairs, and SMARTS parents to a free event at San Mateo County Office of Education 9 am-1pm RSVP to arts@capta.org.

FEB 6-7 2012

LEGISLATION CONFERENCE IN SACRAMENTO

Get the latest information on the state budget, current policy issues and the November 2012 ballot. Speakers include Tom Torlakson, State Superintendent of Schools. Register at www.capta.org.

FEB 22, 2012

FOUNDERS DAY LUNCHEON

* Join 17th District in honoring past and present leaders in our schools * Teacher of the Year Raphael Kauffman * Reflections entries on display * Honorary Service Awards presentation

Serving PTAs in San Mateo County

News from the Seventeenth District

HAPPY BIRTHDAY PTA!

You're invited to a birthday party!! This month PTA observes and celebrates its 115-year history of service to children and the community. Founders Day is a perfect time to renew the dedication to the Purposes of the PTA that were defined by PTA's founders more than a century ago.

Each year in February, PTA honors the three founders, as well as past and present leaders. Through special programs and events, PTA also attempts to increase the awareness of its members and the community by highlighting achievements, activities, projects and goals.

And of course, you are invited to celebrate with us at 17th District's annual Founders Day luncheon on February 22... see the enclosed invitation for details.

Founders Day Program Ideas to Help You Celebrate PTA's Birthday

Freewill Offering- PTA Birthday Gift

Encourage your PTA to collect a Freewill Offering to PTA at your Founders Day events. Donations collected during Founders Day observances benefit the entire organization: unit, council, district PTAs, State and National.

Or consider making a donation to assist our Community Schools. All donations can be made on the unit/council remittance form Sent to: Emily Sarver, 17th District Financial Secretary, c/o SMCOE, 101 Twin Dolphin Drive, Redwood City 94065

A Founders Day program should have three components:

- * honoring of PTAs founders and review of past PTA achievements
- * raising awareness about PTA - especially yours! - and its current activities and goals
- * participation in the traditional Founders Day freewill offering/gift

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The Founders Day Celebration was created in 1910 by Mrs. David O. Mears, a charter member of the National Congress of Mothers, founded by Alice McLellan Birney and Phoebe Apperson Hearst in Washington DC, February 17, 1897. The Founders Day observance has continued through the change of organization names in 1925 to the National Congress of Parents and Teachers, and the uniting in 1970 with the National Congress of Colored Parents and Teachers, founded in 1926 by Selena Sloan Butler, to become the National PTA.

PTA TAKES THE INITIATIVE

PTA is excited about helping to qualify the Our Children, Our Future initiative for the November 2012 ballot. This initiative will help positively transform our schools, improve the lives of children and empower local parents and schools. A copy of the initiative and more information can be found at: www.OurChildrenOurFuture2012.com. We PTA members can help qualify this initiative to be placed on the November 2012 ballot.

The most immediate goals of the field campaign for the California State PTA are to:

- Gather 100,000 signatures state wide to help qualify this legislation for the November ballot. The 17th District PTA has set the goal of gathering 3,500 petition signatures within San Mateo County (with 17th District PTA membership alone of nearly 18,000 this number is very manageable).
- Build a broad base of PTA activists to gather signatures, spread the word about the importance of the initiative in their communities. by April 20th. We will have a professional campaign organizer (GroundWorks Campaigns) who is assigned to our district to provide training, guidelines and guidance, and all materials (including the petition forms that can be dropped off or mailed to the volunteers who are willing to gather signatures).

Here is what we need your help with:

Find two people to organize and lead these signature gathering efforts. They will find and organize volunteers within the school/district /community.

Timeline/Commitment: early February through on or before April 20th,

Goals: Each council/out of area will be assigned a goal based on the size of its membership and level of active involvement.

Informational Meeting/Training Sessions to Choose From:

- Wed, 2/15th, 7-9PM, San Mateo Field Campaign Office, 10 Madison Ave, San Mateo (right off El Camino)
- Tue, 2/21th, 9-10AM. San Mateo Field Campaign Office, 10 Madison Ave, San Mateo (right off El Camino)

This effort to organize this campaign is already taking place throughout the Bay Area and Southern California.

Your help in finding good people to help organize this signature gathering efforts is immense & urgent! Please do know all councils and out-of-area PTAs are asked to help -- together, we can achieve this goal! -- Keiko Smith, VP of Advocacy, 17th District PTA

Our Children, Our Future:

Local Schools and Early Education Investment Act

Q&A

Do's and Don'ts for Statewide Ballot Measure

Q. Can we discuss the ballot measure at our regular PTA meetings held on a school campus?

A. You can make a brief informational report at your meetings. As an example, you could state the following at your meeting:

“California State PTA is supporting the *Our Children, Our Future* ballot measure for the November 2012 election. PTA believes this measure will provide significant new revenues to transform our schools.

“For those who are interested, we will be holding a meeting to discuss the *Our Children, Our Future* campaign tomorrow night at the coffee shop downtown.” (Or, “For those who are interested, we will have packets to hand out off school property after this meeting.”)

Q. Can we talk about the ballot measure at our PTA meetings?

A. You can share factual information about the ballot measure, including what the measure will do and PTA's support for it. But you cannot conduct any planning or campaign activities at your meetings unless your meeting is being held off school or school district property

Q. At our PTA meeting held on a school campus, can we hand out a flier inviting people to a future meeting to be held off-site at which people will get training about the campaign and signature gathering activities?

A. Yes, sharing an informational flier is acceptable. It should not encourage anyone to get involved on the campaign or to support the measure, but simply state the details of the off-site meeting; i.e., “Come learn more about the PTA-supported ballot measure and how you can get involved. ...”

Q. Can we pass around a sign-up sheet for people interested in volunteering for the campaign, if we are on school or school district property?

A. No, not if the sign-up sheet is specifically asking people if they are interested in volunteering for this campaign. However, you may have a sign-up sheet for people interested in learning more about PTA's advocacy efforts.

Q. Can we hand out blank petitions and packets to volunteers at our PTA meeting?

A. If your meeting is on school property, you can inform volunteers that they may obtain their petition packets after the meeting at a location off school property. You should then station a PTA leader off school property to hand out these materials. *Do not hand out any campaign related materials on school or school district property.*

DO volunteer and get involved! The *Our Children, Our Future* initiative will transform our schools. A strong grass-roots campaign led by parents, family members and PTAs is critical to our success.

DO NOT collect signatures on school or school district property.

DO NOT conduct any campaign meetings, activities or planning on school property.

You may conduct activities on public property in front of a school; however, before doing so you should clear this activity with the principal.

DO NOT distribute any campaign materials on school property, including in staff mailboxes, and DO NOT send any campaign material home with students.

DO NOT use school or school district mailing lists, email lists, servers or automated call systems.

You may use your PTA mailing and email lists and PTA phone chains as long as no school or school district equipment is involved.

DO NOT accept individual contributions for the

campaign through your PTA. Instead, direct people to the *Our Children, Our Future* website www.ourchildrenourfuture2012.com and encourage them to contribute directly.

DO NOT make a direct financial contribution to the campaign from your PTA. Doing so triggers certain reporting requirements that can get complicated. It is best to encourage individual contributors to donate money directly to the campaign.

Do NOT use PTA funds for any campaign-related activities, including hospitality.

2012 CALIFORNIA STATE PTA ANNUAL CONVENTION

May 9 – 12, 2012
Anaheim CA

Watch this special invitation from President Carol Kocivar

<http://www.youtube-nocookie.com/embed/woql2hQmYiU?rel=0>

Early Registration opens on February 1st.

Download the Convention Registration Book 2012 attached or go to our website <http://17thdistrictpta.org/convention/#Questions>

Teachers Matter - Now More Than Ever

TEACHERS CAN JOIN PTA AND EARN YOU A FREE CONVENTION REGISTRATION!

Receive one free registration to the 2012 California State PTA Convention in Anaheim on May 9-12—if 100 percent of your full-time credentialed teachers join your PTA before March 1, 2012!

How does my unit qualify? Complete the [application](#), verify your application with the signatures of both your principal and your PTA president, and attach a list of the full-time

teachers based at your school. Send through channels to your district PTA. Districts should forward applications to the CAPTA office, no later than close of business Thursday, March 15, 2012.

Questions? Contact Myra Gruschka, 17th District PTA VP Membership and Member Services, membership@17thDistrictPTA.org,

ConventionNews

DID YOU KNOW?? CONVENTION GRANTS ARE AVAILABLE!

17th District PTA is offering grants of up to \$500 to first-time attendees to the State PTA Convention in Anaheim. If you have interested board members, chairmen, or students, please share the information and have them apply! The deadline for applications is . You can access the [form and more information](#) at our website: www.17thdistrictpta.org.

THANK A TEACHER Do you know teachers whose dedication and support of PTA make them special? Tell us how and share their stories. These will be featured in state PTA publications and website. In addition to receiving a certificate, one teacher's name per month will be drawn for a free State PTA Convention registration in Anaheim May 9-12.

UPDATE ON COMMUNITY SCHOOLS

The Titlewish book fundraiser to benefit Community Schools in San Mateo County concluded January 31. 50% of our \$2,500 goal was met, which would be \$1,250 plus the 10% Titlewish donates, a total of \$1,375.

Carlmont High PTSA in San Carlos is generously donating \$500 to use towards Restorative Justice or art supplies. The Carlmont PTSA President announced that Carlmont would match \$500 or more donated by any of the other Sequoia Union High School District PTAs/PTSAs (Woodside, Sequoia, or M-A)! Taylor Middle School PTA in Millbrae is donating \$50. Checks will be written to San Mateo County Office of Education with Court & Community Schools designated on the memo line.

I am happy we were able to get more than enough money to order class sets of books, plus enough overage towards the purchase of additional books and other needs!

Lori McBride
17th District PTA
Court & Community Schools Liaison

STUDENT LEADERSHIP IS NEEDED!

Students are valuable members of the California State PTA Board of Managers. Students share their perspective on current issues, voice their concerns, and provide insight during the meetings they attend. Volunteer service as a member on the board provides students with an opportunity to further develop leadership skills within the framework and organizational structure of the California State PTA.

Application materials for a student interested in serving a one-year term as a student board member are attached. **THE APPLICATION DEADLINE INTO THE STATE PTA OFFICE IS MARCH 15.**

PLEASE NOTE: All applicants must be personally interviewed by the district PTA president. Exhibit V5 – California State PTA Board of Managers Student Board Member Interview District President Evaluation form must be submitted to the state PTA office by March 15. The evaluation form is not to be given to the student applicant.



Please encourage students to apply. This is a wonderful opportunity for students to be a voice for all children of California by serving as members of the Board of Managers. Thank you for your assistance.



*Working Together to Make a Difference
in the Lives of Our Children ...Our Future*

Founders Day Luncheon 2012

*115 Years since the Founding of California State PTA
85 Years since the Founding of Seventeenth District PTA*

***Please join us for a celebration!
Wednesday, February 22, 2012***

11 a.m. – Registration & Reflections Art Program Showcase
11:45 a.m. – General Meeting, then at Noon – Lunch, followed by Program
featuring the San Mateo County Teacher of the Year,
Raphael Kauffmann, of Carlmont High School,
and Honorary Service Awards given to some very special people

**Dominic's 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.

***RSVP with \$20 payment is required by Friday, February 10, 2012;
no walk-ins or payment at the door.***

Please return the form with \$20 check made payable to Seventeenth District PTA.
Mail to: Myra Gruschka, 2624 Prindle Road, Belmont, CA 94002

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

PTA unit or council name: _____
Name/Position: _____
(List additional guests on other side of this page)
Contact name: _____ Phone: _____
E-mail: _____
Number of people: _____ Amount enclosed: _____

Plan Ahead for Teacher Appreciation Week, May 7-11, 2012
California Day of the Teacher - Second Wednesday in May

Semana de Reconocimiento a los Maestros



Here are some ideas you can use to plan activities to recognize the teachers in your school and community and to increase public awareness about the important work teachers do: [Teacher Appreciation Week: Activity Ideas](#)

Create and display posters, banners, and fliers in schools and in the community promoting Teacher Appreciation Week and the California Day of the Teacher.

Discuss ways to honor teachers with students in your PTSA. Work together to honor teachers.

Brainstorm with your school principal about significant ways to honor the staff through the year.

Contact area merchants, business and community groups to invite their participation.

Plant a tree or flowers on the school property. Bring bouquets to school. Provide a nutritious brunch. Wash cars or windshields.

Give teachers positive feedback on their teaching by sending a thank you note. Encourage parents and students to do likewise.

Design a resource file for your school that includes names of parents and family members who are willing to use their expertise to assist teachers on projects and activities.

Publish proclamations in the PTA newsletter and post them in the school.

Request that your mayor or county board of supervisors issue a proclamation in observance of Teacher Appreciation Week / California Day of the Teacher.

Coordinate an event for teachers sponsored by community organizations. Invite press and media coverage.

Call in to radio talk shows early and tell the host or hostess what your PTA is doing for teacher appreciation.

Think about beginning a year-long project to tell your teachers how important they are.

**PLAN AHEAD FOR TEACHER APPRECIATION
WEEK - MAY 7- 11
Send a teacher to convention!**

Financial Reminders

MIDYEAR AUDITS DUE NOW!

Audits are required of PTAs twice a year as specified in your bylaws. The mid-year audit should be happening in January if it has not already happened in December. Treasurers may write checks and make deposits during the audit.

Treasurers should make sure that auditors receive all the information required by the [audit checklist](#), including but not limited to:

- Copy of the last audit
- Current bylaws/standing rules
- Checkbook Register, cancelled checks and voided checks
- Bank statements
- Deposit receipts and cash verification forms
- Authorization for payments with attached receipts/invoices
- Monthly treasurer's reports: itemized transactions and year-to-date transactions
- Ledgers, either hardbound or printed out from the computer
- Copies of board, association and committee minutes
- Copies of IRS tax returns and FTB tax returns
- Copy of RRF-1 forms and WC forms

The auditor has a checklist by which he/she examines your books. The auditor will be verifying that all transactions have been properly entered into the register, the ledger, and the treasurer's reports. The bank reconciliations will be checked with the treasurer's records.

Auditors should complete the checklist in addition to the audit report. Auditors should also attach a page of recommendations for improvement.

All accounts are audited, including savings accounts and CD accounts. The complete audit documentation may be three or more pages.

The audit is adopted by the board and the association with the motion,

"I move that the audit report be adopted." After the audit is adopted, please forward a copy to your council or district PTA auditor

APPLY NOW FOR STATE CT NUMBERS!

Starting in November, 2012, all PTAs must have their Charitable Trust numbers in order to file the annual RRF-1 form. If you have not yet started this process, please do so soon. The average wait time is 3 months.

WORKERS COMP REPORTS

All units, councils and districts are required to submit the Workers Comp Report [form](#). Please submit your list of persons paid directly by PTA (if none, write 'No One Paid') between January 5, 2011 and January 4, 2012, and calculate the total exceeding \$1000. That amount is subject to additional Workers Comp insurance, at a rate of 3.5%.

Start now keeping a running record of vendors, employees, babysitters, etc. that your PTA pays directly over the course of the year. When your successor fills out their Workers Comp forms next year, they will be accurate.

NOMINATIONS & ELECTIONS - it's that time of year again!

* Elect nominating committee at association meeting, 60+ days prior to election meeting.

* Membership notified of nominees 30+ days prior to election.

• Elections should be taking place in March or early April.

* Officer rosters with contact information for new (and returning!) officers should be submitted to 17th District PTA by May.

17TH DISTRICT

Executive Board Members

Susan Bell

President president@17thdistrictpta.org

Lorene Lederer

1st VP: Programs & Convention

programs@17thdistrictpta.org

Vacant

2nd VP: Leadership

leadership@17thdistrictpta.org

Myra Gruschka

3rd VP: Membership

membership@17thdistrictpta.org **Ellen**

Fitzpatrick

4th VP: Communications

communications@17thdistrictpta.org

Colette Rudd

5th VP: Education & Health

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Keiko Smith

6th VP: Advocacy

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Kathryn Cross

Secretary secretary@17thdistrictpta.org

Bill Elting

Treasurer treasurer@17thdistrictpta.org

Napoleon Garcia

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auditor@17thdistrictpta.org **Elizabeth**

Luulu

Historian historian@17thdistrictpta.org

Adriana Arambula

Parliamentarian

parliamentarian@17thdistrictpta.org

Emily Sarver

Financial Secretary

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Lori McBride

Area Counselor / Community Schools

communityschools@17thdistrictpta.org

Sara Otus-Green

Superintendents Luncheon

supsluncheon@17thdistrictpta.org