

## Newscafter

**New Membership challenge**  
**Insurance due now**  
**Workers Comp forms are due soon**

December  
2016

### Calendar

Please review and retain  
for reference our

**2016-17 CALENDAR**

### Remittances of \$



All membership and insurance  
remittances, etc should be sent  
- **with a remittance form** found  
in Peralta's **list of forms** to:

**Nancy Mitchell**  
Peralta District PTA  
44999 Cree Court  
Fremont, CA 94539

Please remember that **if you**  
**are in a council, your**  
**remittances go to your council.**

### Sending in Reports

Email copies of all  
**Required Paperwork**  
and Financial Reports to  
**financialreports**  
**@peraltdistrictpta.org**

### Important Forms

Various PTA forms can be found  
on our website at **PTA Forms**  
and also in the **Forms Chapter**  
**of the Toolkit.**

**Please use PTA forms and**  
**formats;** they were designed to  
provide transparency and  
adherence to guidelines.

### Greetings!

**Just added!**

### **New mid-year membership challenge**

**Resolve to "do good things for kids" in 2017 by adding 17 new members to your local PTA!** Your PTA will be recognized at the 2017 annual convention in San Jose on the Membership Wall of Fame and with a special convention ribbon. No application is required: Simply remit dues through channels for at least 17 new members between January 1 and **March 31.**

### **Webinar: Midyear Membership Tools Tips and Tools**

**A chance to share ideas, outreach and best practices!**

**Wednesday, Dec 7, 2016 from 7 to 8PM**

**Register here -**

**<https://attendee.gotowebinar.com/register/5122490912072337923>**

**Check the many resources at <http://capta.org/pta-leaders/run-your-pta/building-membership/>**

### **Annual Insurance premium is due**

**Peralta District PTA must process and get insurance premiums for all PTAs to California State PTA by December 20th ... or the PTA will be "not in good standing". If you have not remitted it yet, please add the \$25 late fee now.**

The new insurance year begins on January 5, 2017. Please check the **Insurance and Loss Prevention Guide** for the new username and password for the insurance site. It was part of the Finance Mailing mailed to PTA presidents in November.

**<http://toolkit.capta.org/finance/insurance/insurance-and-loss-prevention-guide/>**

**Every PTA must complete/submit a Workers Compensation Report form ... even if no one was paid.**

The dates the form covers are Jan 5, 2016 to Jan 4, 2017.

If you did not pay any workers, write "no one paid" across the main box and send the form in to us at **[financialreports@peraltdistrictpta.org](mailto:financialreports@peraltdistrictpta.org)**

If you did pay workers (including baby sitters and contractors) please read the directions carefully. There were more details in the Finance Mailing. Actual dates worked is a requirement. If they had their own WC insurance, please attach a copy.

## District PTA Officers

**Peralta District PTA officers** are here to help you; our mission is to provide support and information to all 155+ PTA/PTSA units in Alameda County.

**President:** [Linda Dewlaney](#)  
**1st VP-Leadership:** *open*  
**2nd VP-Programs:** [Pam Chang](#)  
**3rd VP-Membership:** *open*  
**4th VP-Communications:**  
[Carol-Ann Koch-Weser](#)  
**Treasurer:** [Nancy Mitchell](#)  
**Financial Secretary:** *open*  
**Secretary:** [Susan Nathan](#)  
**Historian:** [Poon Yee](#)  
**Parliamentarian:**  
[Alison Wiscombe](#)  
**Website:** [webmaster](#)

## Council or Out of Council?

### COUNCILS

Units in a council should communicate first with, and remit any monies and reports to, their council. Contact the council president if you don't know how to get in touch with the council.

**Alameda:** [Jennifer Hastings](#)  
**Berkeley:** [Christine Staples](#)  
**Fremont:** [Liz Fischer](#)  
**Pleasanton:** [Robin Dias](#)  
**San Lorenzo:**

### OUT OF COUNCIL

PTAs in the following areas are considered "out of council" or "OOC" and communicate directly with, and remit monies to, Peralta District PTA:

**Albany**  
**Castro Valley**  
**Hayward**  
**Livermore**  
**New Haven/Union City**  
**Newark**  
**Oakland**  
**San Leandro**

## Resources & Links

[Peralta District PTA](#)  
[California State PTA](#)  
[National PTA](#)

## Baby Sitting versus Child care - use correct terminology on your WC form!

**Just a reminder that PTA insurance has certain requirements for additional insurance if the PTA is actually offering "child care" (which means the parents leaves the site). Per the Insurance and Loss Prevention Guide:**

*Child care programs are not covered under the California State PTA comprehensive general liability insurance policy. If a PTA sponsors such a program, it must purchase separate insurance for the program. Although child care programs are not covered, baby-sitting services during meetings and events when a parent is on the premises are acceptable and encouraged when following appropriate guidelines.*

**Please review the guidelines that should be followed when providing "baby sitting" for children during meetings and events:**

[PTA Provided Baby-Sitting Services](#)

<http://toolkit.capta.org/finance/policies-and-procedures/pta-provided-baby-sitting-services/>

**Congratulations to Washington Manor PTSA in San Lorenzo Unified who won \$250 at the recent Ed100 drawing.**

## Is your PTA on the list to win \$1,000?

California State PTA and Ed100.org <https://ed100.org/> have teamed up to help parents learn more about education so we all can help create better schools.



**Read more about it in the "resources" section down below.**

***Please...send copies of your Tax filings to us***

**Don't forget to send copies of the 3 required filings** (federal, state and RRF-1) to us at [financialreports@peraltadistrictpta.org](mailto:financialreports@peraltadistrictpta.org)

We would appreciate pdfs rather than jpegs from your phone which are very hard to read.



## TIPS & TOOLS for RUNNING YOUR PTA

### ***Are you running your PTA in compliance with your bylaws?***

- Are your unit bylaws up to date or were they last updated three or more years ago?
- What month is your nominating committee elected?
- Is the date of your elections on the calendar for March or April?
- Do you have the officers listed in your bylaws?
- Are your standing committees represented at board meetings?
- Are your meetings held on the day that is listed in your bylaws?
- Do you want to increase your membership dues?



***Bylaws should be reviewed every year and they MUST be updated, even if your unit has no changes to make, every three years.***

**Updating your bylaws** starts with the president forming a committee at an executive board meeting. If your unit has a parliamentarian, then they would be the chairman.

Follow ***Easy Steps for Bylaws Review***

<http://downloads.capta.org/e-bylaws/EasyBylawsReview.pdf> - to work through the bylaws process. Submit an updated set of bylaws for approval as soon as possible.

**Read more:**

***Bylaws Q & A*** -

<http://capta.org/pta-leaders/run-your-pta/bylaws-and-standing-rules/meeting-notice->

## Services:

[e-Bylaws](#)

[PTAEZ](#)

[PTA Merchandise Store](#)

[Tax Support Center](#)

[e-learning](#)

National PTA's  
Training modules

## PTA Publications:

[Running Your PTA...  
Made Easy](#) booklet

[Advocacy Leadership Guide](#)

[Leadership Essentials  
Archives](#)

[Local Control Funding  
Formula](#)

[Parents' Guide to Student  
Success](#)

<http://capta.org/pta-leaders/run-your-pta/bylaws-and-standing-rules/meeting-notice>

<http://downloads.capta.org/e-bylaws/Worksheet.pdf>

<http://capta.org/pta-leaders/run-your-pta/bylaws-and-standing-rules/>

<http://capta.org/pta-leaders/run-your-pta/bylaws-and-standing-rules/>

<http://capta.org/pta-leaders/run-your-pta/bylaws-and-standing-rules/>

If you need assistance, contact [parliamentarian@peraltadistrictpta.org](mailto:parliamentarian@peraltadistrictpta.org)

## Did you know?

If your bylaws have no signatures or only have the State Parliamentarian's signature, the set is not official. If the bylaws are not adopted by your association upon their approval by the state parliamentarian, with action noted in meeting minutes, and signed by the president and secretary, then the association's legally adopted bylaws default to the current (previous) version.



PTA REFLECTIONS

**Council and out of council Reflections entries are due to Peralta District PTA**

**Wednesday December 7 (6-8 PM)**

Drop off: main lobby of Alameda County Of Education  
313 W. Winton, Hayward, CA

*The judges are all lined up, ready to fall in love with each and every child's story!*

### Make sure:

- all entries are accompanied by a completed student entry form
- entries have a consent form (when needed)
- you have filled out a Council participation form if you are in a council
- you have filled out a Unit Participation form if you are an out of council PTA
- councils bring a spread sheet for their multiple entries

Any questions, contact Pam at [rileychang@comcast.net](mailto:rileychang@comcast.net) or [reflections@peraltadistrictpta.org](mailto:reflections@peraltadistrictpta.org)

## Where are your PTA's files and records?

**California corporate code requires every PTA retain certain records**, such as your current bylaws, minutes of all meetings, copies of tax filings, etc.

**As an officer of the PTA, it is important and your responsibility to know what files your PTA needs to keep...and where to find them.**

The Toolkit contains the [Records Retention Policy](#).

**These important records and files should NOT be kept in different people's garages.** Consider purchasing a file cabinet to keep at the school site so that PTA records aren't "lost" or disappear with a former officer when they leave the area.

From the Action for Healthy Kids (AFHK) newsletter:

## School Districts Must Update Wellness Policies in 2016-2017

School districts across the nation that participate in the National School Lunch Program are required to revise their "wellness policies" during the 2016-17 school year -- a move intended to build support for healthy eating and physical activity. The new directive was adopted in late July under a provision in the federal child nutrition law known as the Healthy, Hunger-Free Kids Act of 2010. The revised school wellness policies must be completed by June 30, 2017.

School Wellness Committees, including parents, physical education teachers, community members and food services staff, are to be convened to update the policies with the latest nutrition standards for school meals, snacks and on-campus fundraisers. The new outreach requirement also ensures families and community members provide support for school wellness activities.



Follow us on [Facebook!](#)

## RESOURCES

### **Leadership Essentials**

*from California State PTA*

**Leadership Essentials** is for PTA leaders featuring timely information and reminders about issues, tasks and responsibilities at any level. Plus, you'll find helpful tips and news to help strengthen your PTA and leadership skills.

See the archived issues at

<http://capta.org/resource/leadership-essentials/>

### **Family Engagement in Schools Matter**

<http://capta.org/focus-areas/family-engagement/>

Just as California State PTA volunteer-advocates are sharing the importance of family engagement with legislators and policy-makers at the Capitol, you can help spread the word in your school and community, too! Check out our **talking points** at <http://downloads.capta.org/fe/CampaignTalkingPoints.pdf> and let's get everyone talking -- and taking action -- to strengthen family engagement.

### **When You Turn 18: A Survival Guide for Teenagers**

provides teenagers with valuable information to help navigate the exciting and sometimes daunting transition from childhood to adulthood.

Published by the California Bar Association it touches on some of the laws that may apply to those attaining adulthood: parents no longer have to support you, you can now be sued personally, you are responsible for paying your own income taxes, you must register for the military if you are a young man and if you commit a crime, you will not have the protection of the juvenile court and laws.

[http://www.calbar.ca.gov/Portals/0/documents/ConsumerInformation/2014\\_18\\_English\\_2014-R.pdf](http://www.calbar.ca.gov/Portals/0/documents/ConsumerInformation/2014_18_English_2014-R.pdf)

### **Ed100= California's Education System Demystified**

Ed100 is a free instructional course for parents who want to help improve their local schools. It offers online lessons that demystify the education system in California and introduce major competing ideas with posts to connect you with organizations and resources that delve deeper into each topic.

**Is your PTA on the list to win \$1000?**

**Here's how it works:** For each short lesson you read on [www.ed100.org](http://www.ed100.org), you earn a ticket in a drawing for the benefit of your school's PTA. The more tickets you earn, the better chance your PTA has to win.

**Topics include:** Student Testing, Teacher Development and Evaluation, Early Childhood Development, Charter/Private and Community Schools, Common Core, Local Control Funding Formula, College and Career Readiness, Poverty and Race, Student Needs, etc

**The Ed100 Parent Leader Guide** is a **new tool** just added by Ed100.

It's all there -- lessons, sample email invitations, discussion prompts, suggestions on how to take action, and resources including handouts and additional reading. These resources can help you plan parent meetings that really matter!

Find it at <https://ed100.org/PLG-start-here>

**Remember... previous issues of this newsletter - and other helpful information - are on our website - [www.peraltadistrictpta.org](http://www.peraltadistrictpta.org)**

We hope you find this newsletter helpful; please let [newsletter@peraltadistrictpta.org](mailto:newsletter@peraltadistrictpta.org) know what you think and if you have any suggestions for improvement.

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or**

**use this link to sign up or re-subscribe:**

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