



Newscaster

Four Really Important Tasks

May
2016

serving PTAs
in Alameda County

In This Issue

[Newly elected boards can plan now](#)

Due Dates

All due dates can be found on our **2015-16 CALENDAR** *Recently updated!*

Remittances of \$

PLEASE NOTE: CHANGE OF ADDRESS for remittances

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.

District PTA Officers

Peralta District PTA officers are here to help you; our mission is to

Greetings!

Four Important Things we are Counting on!

We expect every PTA to:

- **Enter their Officer Contact Information in PTAEZ by May 15th**
 - [How to use PTAEZ Officer Contact](#)
- **Sign up to come to our Annual Leadership Training on June 4th**
 - [Information and Registration form](#)
- **Send in your Volunteer Hours by May 15th**
 - [Historian Report \(to provide volunteers hours\)](#)
- **Send in all remaining 2015-16 membership dues**

Peralta District PTA's Annual Leadership Training is June 4th, 2016 from 8:15AM to 2:30PM

The cost is \$15 per person and includes breakfast, lunch and handouts. Training is a legitimate PTA expense; your PTA should definitely pay to send the 2016-17 officers.

A list of workshops and the registration form can be found [HERE](#)

Officer Contact Information

We want to stay in touch with the right people - current officers at your PTA - and at this time of year we want to add the newly elected officers so they can receive our communications!

Remember ...

Even if officers are re-elected to the same position and are continuing in same role, their contact information must still be provided and entered into PTAEZ.

We expect our PTAs to enter their own contact information in PTAEZ. We can provide a specific roster form for those that have difficulty with PTAEZ but we will not accept typed lists or information provided in the body of an email.

Contact information for all 2016-17 officers is due May 15th (per your bylaws) and **must be entered into PTAEZ by June 1** or California State PTA will consider your PTA "*not in good standing*". California State PTA sent an email (April 18 or 19) to unit presidents with your unit's username and password. **Directions** on how to enter contact information may be found at <http://www.ptaez.com/#!officer-contact/c1gqh>

provide support and information to all the PTA/PTSA units in Alameda County.

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



It is the current year's president that is responsible for entering all contact information in PTAEZ after your elections, which take place - per your bylaws - in either March or April.

Contact newsletter@peraltadistrictpta.org if you have difficulty and need to submit a hard copy of a roster form.

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: [Katie Brunner](#)
San Lorenzo:
[Mark Manzanares](#)

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](#)

Services:

[e-Bylaws](#)
[PTAEZ](#)
[PTA Merchandise Store](#)
[Tax Support Center](#)

TIPS & TOOLS for RUNNING YOUR PTA

Another Voting Reminder

"...Or Until Their Successors Are Elected"

There is a phrase in the bylaws that is often confusing when it comes time to elect new officers. That phrase is found in Article V, Section 7 of unit bylaws, which states, "Officers shall serve for a term of one (1) year, *or until their successors are elected.*"

This provision is meant to cover the resignation of officers mid-term. In that case, an officer is not serving the full term, but they remain in office until the executive board elects their successor, so that the work of the organization may continue.

What this phrase is *not* meant cover is the case where there is an office with no nominee by the day of the election meeting, and no nominations from the floor to fill the vacancy. There is language in Article V, Section 11 to cover this circumstance.

If several offices remain vacant after the election and there are not enough officers on the board-elect to make up a quorum, then the Council or District PTA should be called on to provide leadership assistance in convening a meeting of the board-elect and filling the vacant positions. In the case of a unit in council, the unit board-elect should request that the council convene and run a meeting to fill vacant positions. In the case of a unit out-of-council or a council, the district should be asked to run the meeting.

Questions, please contact parliamentarian@peraltadistrictpta.org

Are your PTA's bylaws current?



**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 your meeting minutes, and signed, then the association's legally adopted bylaws default to the current (previous) version.

Learn more at [Easy Steps for Bylaws Review](#)

Help Your Successors by providing a Comprehensive Transition

Good transitions = Great Starts

Financial Officer Transition

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*



Follow us on [Facebook!](#)

Incoming boards: Get a head start now!

Board-elects can start planning and meeting in April, May, and June, to prepare before your term begins on July 1! Check out the following information to assist your PTA in getting organized now for next year.

Budget Process
Tools for New Leaders
Evaluating the PTA Term
Developing Your Leadership Skills
Strategies for filling PTA Boards
Building Volunteer Engagement
Presidents and Principals Working Together
Checklist-Start Your PTA Off Right
Twelve Things to Know or Do
Building Membership- ideas, timelines, etc
Working with School Leaders
Creating Procedure Books



PTA REFLECTIONS

"What is Your Story?"

is the 2016-17 Reflections theme.

If you are interested in starting Reflections at your school next year, please contact reflections@peraltadistrictpta.org

Teacher Appreciation Week is May 2-6

PTA Teacher Appreciation Week is the perfect time to personally thank your students' teachers and staff for their commitment to, and support for, children throughout the year.

The California State PTA understands the importance of staff appreciation in building a stronger home-to-school connection.

Acceptable expenditures may include a staff lunch as long as the expenses follow PTA guidelines and the expenses are approved by the membership. Personal gifts or gifts for individuals cannot be purchased with PTA funds. See the [Toolkit reference](#)

If PTA funds cannot be used to purchase gifts, what are our options?

Involving no funds:

Children and families can write thank you notes to their teacher and staff.

Personal Funds:

Parents can buy gifts and give gifts directly to their child's teacher.

Room parents can collect money and present the teacher with a gift from the whole class (whether each family donated or not). The donations do not go through the PTA.

PTA Funds:

PTA can provide staff lunches, breakfast, coffee carts, etc. which are for the whole staff. The limitation is that less than 5% of the PTA budget should be spent on these types of purchases for the entire year. This 5% limit includes food provided by the PTA at meetings, principal's coffees, and other PTA events.

MEMBERSHIP



Membership envelopes can be ordered now by emailing membership@peraltadistrictpta.org to arrange how to get them.

They are \$15 for a box of 500 but they are not required; you can make your own or use a flier of your own design.

Membership cards for 2016-17

We will send out a message as soon as we know when we can expect membership cards for 2016-17. They are allocated based on your membership total this year.

Members Benefits from California State PTA
Members Benefits from National PTA

RESOURCES

Provided previously in this newsletter:

"Crises Management and Maintaining Your PTA's Reputation"

is a new webinar from National PTA that was held on February 24, 2016.

National PTA webinars - recorded previously - can be found at <https://www.youtube.com/user/nationalpta>

National PTA's *Our Children* magazine

is no longer mailed to PTA presidents. It can be read online at <http://ptaourchildren.org/>

Do 1 Thing - <http://do1thing.com> -

is a website that provides "small steps toward being prepared for an emergency". Do 1 Thing is a 12-month program - including a **12 Month Preparedness Plan** - that makes it easy for you to prepare yourself, your family, and your community for emergencies or disasters. Fact sheets are available in multiple languages and you can sign up for monthly reminders on what to do each month.

The 2016 California Children's Report Card

has just been released, providing a close look at the current status of California kids. It assigns a letter grade ("A" through "F") to each of 31 areas key to children's well-being, including early learning, health and K-12 education, to help state leaders make informed policy choices and make kids our top priority.

Find the report from Children Now [here](#)

A video of a webinar on the new *Every Student Succeeds Act (ESSA)* Video is now available and can be found [here](#)

It's a conversation on the implications for California of the federal Every Student Succeeds Act (ESSA), which was passed in December. The panel provided a diverse and insightful array of perspectives on how the new law might affect efforts to ensure that every child has an equal opportunity to succeed in school.

PTA in California: Education Edition

is filled with information on the new assessment score reports and is now available in Spanish, Chinese, Tagalog, and Vietnamese

<http://capta.org/resource/pta-in-california/>

Sacramento Update: Advocacy News from California State PTA

California State PTA supported 40 bills that were signed into law by the Governor in the 2015 legislative session

<http://capta.org/focus-areas/advocacy/sacramento-update/#Success%20for%20Several%20California%20State%20PTA-Supported%20Bill>

What schools and Parents Need to Know about the New Vaccination Law

an EdSource article <http://edsources.org/2015/what-schools-and-parents-need-to-know-about-the-new-vaccination-law/82242>

Health Care and Immunizations

<http://capta.org/focus-areas/health-safety/health-care-and-immunizations/>

CAASPP-EAP Are You Ready for College?

CAASPP-EAP College Placement

Ed100.org is a free online instructional course for parents who want to help improve their local schools. **Flier about Ed100**

Low cost internet & computers from Comcast - www.internetessentials.com

Quick Guides to LCAPS (Local Control and Accountability Plans)

EdSource

E-learning modules from National PTA

Inside California Education

Special Needs Information from Common Sense Media

Use the "Forward email" link below to share this newsletter!

or

use this link to sign up:

[http://visitor.r20.constantcontact.com/d.jsp?](http://visitor.r20.constantcontact.com/d.jsp?llr=hcm6t5cab&p=oi&m=1102686629959&sit=rgyp79neb&f=3faa0287-9e75-4d10-9183-2d980c04a40d)

[llr=hcm6t5cab&p=oi&m=1102686629959&sit=rgyp79neb&f=3faa0287-9e75-4d10-9183-2d980c04a40d](http://visitor.r20.constantcontact.com/d.jsp?llr=hcm6t5cab&p=oi&m=1102686629959&sit=rgyp79neb&f=3faa0287-9e75-4d10-9183-2d980c04a40d)

www.peraltadistrictpta.org