

Newscenter



serving PTAs
in Alameda County

April
2017

Elections, Transitions, Voting Reminders & Teacher Appreciation

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
@peraltadistrictpta.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

Greetings!

Elections and your 2016-17 Officers

Your PTA elections must be held by mid April. Your unit bylaws will specify which month and week
your Election and Annual Association Meeting must be held.

Reasons to Conduct Elections Per Bylaws

<http://downloads.capta.org/par/ElectionsPerBylaws.pdf>

Nominations and Elections in the Toolkit

<http://toolkit.capta.org/running-your-pta/nominations-and-elections/>

Nominations and Elections - Questions & Answers

<http://toolkit.capta.org/running-your-pta/nominations-and-elections/questions-and-answers/>

Strategies for Filling Boards

<http://files.constantcontact.com/faa2048b001/e39816ca-4c5b-4a44-aa8d-ed2444a93926.pdf>

Help Your Successors by providing a Comprehensive Transition

Good Transitions = Great Starts

<http://capta.org/pta-leaders/run-your-pta/nominations-and-elections/officer-transition/>

Finance Officer Transition

<http://toolkit.capta.org/finance/financial-officers/financial-officer-transition/>

SAVE THE DATE & SHARE THE DATE with 2016-17 OFFICERS

Peralta District PTA's ANNUAL TRAINING
will be Saturday, June 3rd

Please be sure to inform the new officers of the Annual Training that Peralta
District PTA holds each year. Details will be in future newsletters.



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](#)

Updating PTAEZ After Your Elections is required by May 15th

It is the current year's president that is responsible for entering all contact information in PTAEZ after your elections....and that must be done even if officers have been elected to a second term.

Contact information for all 2017-18 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 will be emailing all PTA presidents directions on how to do so they may also be available on the PTAEZ website - www.ptaez.com Even if your PTA does not use the PTAEZ accounting program, the officer contact management portion of PTAEZ is available to you and must be used to notify the other levels of PTA of contact information.

Peralta District PTA's members elected the following officers for 2017-18

at their March 27th Association Meeting:

President - Ujjwala Gadgil (Fremont)
VP 1 for Leadership - open
VP 2 for Programs - Purvi Shah (Fremont)
VP 3 for Membership -open
VP 4 for Communications - Liz Fischer (Fremont)
Treasurer - open
Financial Secretary - open
Secretary - Alison Wiscombe (Fremont)
Historian - open

Voting Reminders:

1. Officer elections are required every year. An officer can serve for two consecutive terms, but must be elected each year.
2. Only one person can be elected to one office. Co-officers are not allowed. Bylaws can specify a president and an executive vice-president, but they are not "co-presidents" who share one official role.
3. All PTA votes must be done in person at a meeting. In-person voting applies to both executive board and association meetings.
4. Voting by proxy is not allowed. For example, your friend cannot tell you to vote for her at the meeting. If she would like to vote, she must be there in person.
5. If two or more people are running for one office, then voting must be done by ballot. If you know in advance that an election will be contested, please reach out to your council or district leadership for support.
6. If there are any vacancies on the executive board after the annual election, then the vacancies are filled by the new executive board.
7. The association is the body that votes on budgets and expenditures. The executive board votes to make recommendations about budgets and expenditures to the association, but the association has final approval of all budget items.
8. If an issue comes up which needs an association vote and there is not a regularly scheduled association meeting, a special meeting can be called by the president. The association must be given 10 days notice for this meeting along with an agenda outlining the actions to be taken at the meeting. This situation often occurs near the end of the year when an event or expenditure comes up unexpectedly. Calling a special meeting is how to move forward and not wait until the next school year to take action.

Convention is in San Jose - "Do You Know the Way to San Jose?"

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](#)

This year the **California State PTA Convention will be April 28 to 30, 2017 in San Jose**, which means it could not be easier for your PTA to send people to it.

[What should you know about convention?](#)

http://peraltadistrictpta.org/files/Convention-What_Should_PTA_Leaders_Know.pdf

[Getting the Most from Convention](#)

http://peraltadistrictpta.org/files/Convention-Getting_the_Most_From_Convention.pdf

Read more about what is offered and download the **2017 Convention Registration Booklet** at <http://capta.org/resource/convention-registration-book/>

Teacher Appreciation Week is May 1-5

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 on Personal Gifts](#)

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.

Annual Historian Reports due by May 15th

Even if your PTA does not have an Historian, there are duties of an Historian in your PTA bylaws which must be fulfilled by someone.

Every PTA must complete the [Annual Historian Report](#) every year and submit it to council/district - historian@peraltadistrictpta.org - by May 15th.

The [Annual Historian Report](#) must include your PTA's volunteer hours!

Read more about volunteer hours [here](#). Volunteer hour numbers are used to raise the awareness of legislators, school, and community personnel.

PTA also has an [Historian Summary Report](#) that is a great way to document what your PTA has done this year for your PTA's permanent records. Do future PTA boards a favor by completing one for this year and including in your Standing Rules that one will be completed every year.

As you look at your membership total so far this year, has membership in your PTA increased?

A growing membership is an indication that your PTA is valued by your community.



Follow us on [Facebook!](#)

Membership numbers are a way to measure...

- How many people know about us
- How many people feel that PTA meets their needs
- How many people value what PTA does and what your PTA offers
- How strong and relevant we are as an association

Did your mid year Audit indicate that your PTA had not remitted for all your members?

If so, now is the time to make sure those "per caps" (money not belonging to the unit) are remitted through channels.

RESOURCES

Leadership Essentials

from California State PTA 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

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 at <https://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

Remember... previous issues of this newsletter - and other helpful information - are on our website - www.peraltdistrictpta.org

We hope you find this newsletter helpful; please let newsletter@peraltdistrictpta.org know what you think and if you have any suggestions for improvement.

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

or

use this link to sign up or re-subscribe:

[https://visitor.r20.constantcontact.com/d.jsp?](https://visitor.r20.constantcontact.com/d.jsp?llr=hcm6t5cab&p=oi&m=1102686629959&sit=rgyp79neb&f=2919a919-82ee-4432-9597-ed6b5398f769)

[llr=hcm6t5cab&p=oi&m=1102686629959&sit=rgyp79neb&f=2919a919-82ee-4432-9597-ed6b5398f769](https://visitor.r20.constantcontact.com/d.jsp?llr=hcm6t5cab&p=oi&m=1102686629959&sit=rgyp79neb&f=2919a919-82ee-4432-9597-ed6b5398f769)

www.peraltadistrictpta.org