

Transitions & Year-End Tasks

Calendar

CALENDAR

The 2017-18 Calendar will be adopted at the June 3rd Association Meeting...and then it will be posted to our website.

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 adherence to guidelines.

District PTA Officers

Greetings!

Peralta District PTA's ANNUAL LEADERSHIP TRAINING is June 3rd.

Workshop Descriptions and Registration Form

Registrations were due May 25th but **you can still register at the door.**

Bringing a completed **REGISTRATION FORM** and payment with you will speed check-in. Just be aware that you may not get a lunch or handouts.

Spanish invitation and form

Please share this information with any 2017-18 Officers who have not yet been entered into PTAEZ.

Membership Cards and Envelopes will be available at the June 3rd training for Out of Council PTAs

PTAs in a council (Alameda, Berkeley, Fremont and Pleasanton) will need to get their allocation of cards and purchase envelopes from their council.

Membership cards are free and every member should receive one when they join.
Membership envelopes can be purchased - \$15 for 500 - but they are not required.

California State PTA allocates membership cards based on the PTA's membership as of May 15, 2017.

Welcome to any new officers and chairmen!

Please note that all items in blue are active links to additional information, most of it on either our Peralta District PTA website - www.peraltadistrictpta.org - or the California State PTA website - www.capta.org

This monthly newsletter from Peralta District PTA is sent to all officers and chairmen whose email addresses are entered in PTAEZ. That information was due 5/15 and as of June 1 California State PTA considers any unit without officers to be a PTA "**not in good standing**".

Entering 2017-18 officer information is the responsibility of the 2016-17 president.

Review why it is important to have new officers at this point [here](#).

- **All 2016-17 officers will continue to receive the newsletter through July** since they still have duties and responsibilities, even though their successor has been elected. There is no need to unsubscribe.
- **Principals have not been added to the distribution list** because most school district servers do not accept mass mailings like this one. If you want your principal to receive this newsletter, please tell him/her to sign up for it via the link at the bottom.
- **Even if officers are re-elected to the same position** and are continuing in the same role, their contact information must still be provided again by transferring the information to the 2017-18 page.

206-17 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
San Lorenzo

Resources & Links

[Peralta District PTA](#)

[California State PTA](#)

[National PTA](#)

Services:

- **If you have not elected new officers**, please **DO NOT enter placeholders** that will not actually be staying in the position.
- **When entering a vice president**, please indicate what they are **VP of in the first column** (and "VP" in second column of PTAEZ). That information is in your bylaws and it makes focus oriented communication possible.

Do your board positions accurately match what is listed in your bylaws?

If not, please consider updating your bylaws to reflect the jobs that your officers and chairmen are doing. Remember that **PTA does not allow co-officers**. Each position has one vote and co-officers can not share that one vote.

A Good Transition is so important!

The smooth transition of outgoing and incoming board members is of vital importance and can determine the success of your PTA's leadership for years to come.

Transitions give closure to those leaving their positions and allows those coming in to be properly prepared. A good process provides an opportunity for the year's work to be evaluated while passing on materials and suggestions on what might have been done differently.

See [Evaluating Your PTA Term](#) at <http://capta.org/pta-leaders/run-your-pta/tips-for-leaders/evaluating-your-pta-term/>

and [Checklist-Start Your PTA Off Right](#) at <http://downloads.capta.org/pub/communicator-2013-Summer/21StartYearOffRight.pdf>

What responsibilities remain for 2016-17 Officers?

The 2016-17 treasurer

is responsible for completing the Annual Financial Report after June 30th. The treasurer should use your Treasurer's Reports for the fiscal year (July 1 to June 30) to create a summary of the PTA's income/gross receipts and all expenses/disbursements.

The 2016-17 treasurer

is responsible for either filing tax forms - see <http://capta.org/pta-leaders/services/tax-filing-support-center/tax-filing-what-to-file/> - or gathering the information that your PTA's CPA will need.

The 2016-17 auditor

is responsible for the year end audit. The Annual Financial Report should be prepared prior to the audit and given to the auditor with all other treasurer records and minutes of all meetings.

The 2016-17 secretary

is responsible for compiling and having bound all the minutes and reports for the past year. Minutes are kept forever. Read more at [Secretary Job Description in the Toolkit](#)

Family Engagement? Parent Education? YES!

PTAs can play a vital role with respect to both of these and they should be part of your plans for the coming year. Here is an easy idea to help you make learning about the education system part of the back-to-school plan for your school community.

Thanks to the California State PTA for joining with Ed100 to support an informed school community.

As you plan your family engagement and parent education events for next year, consider using **Ed100** lessons that might even earn your PTA some money! Congratulations to the PTAs that won monetary prizes in the recent drawing from Ed100; unfortunately none were from Peralta. The next drawing will be in November.

1. **Use Ed100 to create parent meetings that really matter.** [The Parent Leader Guide](#) gives you everything you need to get started: Lessons, sample email invitations, discussion prompts, suggestions on how to take action, and resources including handouts and additional reading. Find it at <https://ed100.org/blog/plg-announcement>
2. **Set up an "Ed100 study group."** Think of this as your school's varsity team for school community leadership. A great way to build a knowledgeable parent group (and to earn tickets for the regular drawings) is to form a small study group, like a book club.

[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](#)

3. **Make sure there are TWO people** at your school who have joined Ed100 and read some lessons. You need at least TWO to win.

4. **Did someone say Dashboard?** Use Ed100 to get your parents up to speed on important education issues so they can give informed input on how your school district spends its money. Find it at <https://ed100.org/blog/dashboard>

The 2017-18 California State PTA PTA Membership theme and logo is



The 2017-18 theme for the Reflections program is

"Within Reach"

Resources for New PTA Leaders

Please share the following with new PTA leaders:

[Evaluating the PTA Term](#)

[Checklist-Start Your PTA Off Right](#)

[Twelve Things to Know or Do](#)

[Good Transitions=Great Starts!](#)

[Tools for New Leaders](#)

[Budget Process for PTAs](#)

[Creating Procedure Books](#)

[Building Volunteer Engagement](#)

[Developing Your Leadership Skills](#)

[Working with School Leaders](#)

[Presidents and Principals Working Together](#)



Follow us on [Facebook!](#)

Be sure to share suggestions with the new board on how next year's membership can increase!

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

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

Check out [Building Membership-Ideas, timelines, etc](#)

RESOURCES

School-Based Law Enforcement Officers

Families are often unaware of the presence of school-based police officers or School Resource Officers (SROs) and that they are sometimes involved in their child's education and discipline. They also may not know the scope of the officers' authority.

Strategies for Youth has created a **Parent's Checklist for SROs in Your Children's Schools** to provide parents with a set of questions that will help parents understand the scope of authority that law enforcement may have in their child's school.

PTA e-Learning Courses from National PTA are Mobile-Friendly

You can take them on your desktop, laptop, tablet or smartphone - wherever you have a Wi-Fi connection. Check them out [here](#).

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

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.

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

We hope you find this newsletter helpful; please let newsletter@peraltadistrictpta.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