



serving PTAs
in Alameda County

Newscenter

**AUGUST
2016**

Welcome to a new PTA term!

In This Issue

- [Tips for new boards](#)
- [Membership Cards](#)
- [Be in touch with us](#)

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](mailto:financialreports@peraltadistrictpta.org)

Important Forms

Greetings!

A recent e-newsletter from California State PTA - which you can find [here](#)
introduced PTA leaders to several items that will assist you on your way to a successful year,
such as the Summer Mailing -

Leadership Made Easy: Your Starter Guide to PTA Success

- <http://capta.org/pta-leaders/run-your-pta/leadership-made-easy/> -

which is sent via US Postal Service to unit presidents and includes **Running Your PTA Made Easy** along with an **order form**

to request a hard copy of the California State PTA **Toolkit** and a blank bylaws template.

en español

Avienos un correo electronico a

info@capta.org para solicitar estos materiales en español.

Other California State PTA services to make administration in your PTA easier:

Our Tax Filing Support Center -

<http://capta.org/pta-leaders/services/tax-filing-support-center/>

PTAEZ - <http://capta.org/pta-leaders/services/ptaez/>

e-Bylaws - <http://capta.org/pta-leaders/services/ebylaws/>

Insurance info - <http://capta.org/pta-leaders/services/insurance>

National PTA also offers a Back to School Kit, which is digital and mobile-friendly.

President Laura Bay's welcome video describing the kit is available at

<https://www.youtube.com/watch?v=-IPgOCXQkAA>

Register for the kit at www.ptakit.org

Are we reaching the correct officers?

We want to stay in touch with the right people - current officers at your PTA - and at this time of year we **add the newly elected 2016-17 officers to the newsletter distribution list** - if they have been entered into PTAEZ with an email address - so they can receive our communications! For this issue, everyone entered into PTAEZ has been added.

PLEASE SHARE THIS NEWSLETTER WITH YOUR OTHER BOARD MEMBERS... anyone can self-subscribe using the link at the bottom of this newsletter.

Please remember to notify us of any changes throughout the year.





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 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

If your PTA has not elected 2016-17 officers and is having difficulty, please contact the **Peralta District PTA president** to let us know the status and allow us to help.

TIPS & TOOLS for RUNNING YOUR PTA

First ... review your PTA's Bylaws!

Start your PTA year right by having the **executive board review the PTA's bylaws** together

to make sure everyone is on the same page as to responsibilities, due dates and expectations. If your bylaws were approved by the state parliamentarian prior to September 2013 - see the signature page - you will need to update your bylaws this fall.

See www.capta.org/pta-leaders/services/ebylaws/ for information and contact Alison Wiscombe, the Peralta District PTA parliamentarian at parliamentarian@peraltadistrictpta.org if you need some assistance or have questions.

Second ... decide on your programs and how your PTA will raise the funds needed to provide them

As you plan your 2016-17 budget, make sure it is in the correct format for a **PTA Budget (sample)**. PTA budgets should:

- Be prepared in the recommended format for ease in understanding.
- Include a beginning balance or cash carried over which matches prior year's Annual Financial Report and the ending balance of the Year-End Audit.
- Show "**Funds Not Belonging to the Unit/Council**" (both income and expenses) separately.
- Include "**carryover funds**" for future term
- List remaining funds as an "**unallocated**" line item, which then equalizes income and expenses.
- Be adopted by the association and that adoption should appear in the minutes.

Check this easy to follow **Budget Process** and review the **Financial Flow Chart** which includes "must know knowledge" for presidents, secretaries and treasurers of the way PTA finances work.

2017 Insurance Rate has been announced - it's \$221 for units

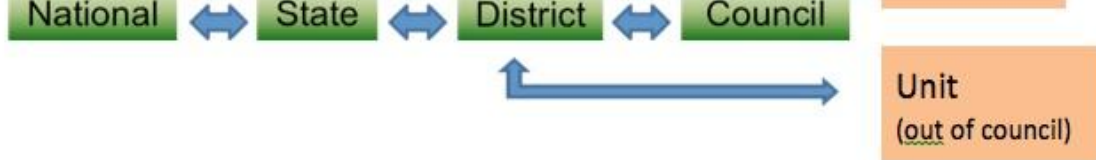
Include the correct amount in your budget. PTA units will need to remit \$221 through the regular remittance process, which must reach Peralta District PTA by November 30, 2016.

Why wait? send your check with your first remittance of membership dues in September!



Unit
(in council)

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](#)

[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!](#)

Information for new 2016-17 boards

Check out the following information to assist your PTA in getting organized for a well functioning 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

If you are a new president and reading this,

please go to the Peralta District PTA website

and review

Important Year End Tasks

&

Responsibilities before leaving office

that should have been taken care of, or arranged for, by the 2015-16 officers.

Did you miss the annual state convention in San Diego?

The 2017 convention will be in San Jose so be sure to allocate some funds in your budget so that at least one or more people can attend. It's terrific training and provides amazing networking opportunities. **Be sure to read this newsletter to get the latest announcements about grants to attend convention.**

Did you miss Peralta's Annual Officer Training on June 4th?

Fortunately we have a shorter training (only one session of workshop choices)

in **the evening of Monday, August 29th**...so mark your calendar now.

A registration flier will be sent out shortly.



"Sacramento Update"

The most recent issue of an e-newsletter that provides updates on **legislative and advocacy issues**, can be found [here](#)

Sign up to get **Legislative Alerts** directly from California State PTA at <http://capta.org/focus-areas/advocacy/legislative-alerts/take-action/>



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

MEMBERSHIP



Membership cards for 2016-17

A message was sent via Constant Contact on July 18th to presidents, treasurers and membership chairman or vice presidents, indicating that membership cards had arrived. Most of the councils have collected their allocation and out of council units will need to contact membership@peraltadistrictpta.org to arrange to pick up theirs.

Stay tuned - **electronic membership cards will also be available again this year**, as will the "buy one-get one" coupons from Baskin-Robbins.

[Members Benefits from California State PTA](#)

[Members Benefits from National PTA](#)

Membership envelopes

can be purchased for \$15.00 for a box of 500.

Contact membership@peraltadistrictpta.org to arrange to purchase some.

We are looking for people who are bilingual in Spanish and English



to work with us to support our Spanish speaking units and also to occasionally translate some newsletter information. This is a great opportunity to learn more about PTA and make a huge contribution to the PTAs in Alameda County. We will provide training and always send you with a partner when visiting PTA units.

Peralta District PTA exists to support and assist you!



**DID
YOU
KNOW
???**

With approximately 160 PTAs in Alameda County, Peralta District PTA does not have the volunteer power - yes, ***we're all volunteers too*** - to outreach to each PTA on a regular basis....but we will reply and help if you contact us. That's why we are here! **We love**

questions...

Our emails are in the column to the left (***if it's blue it is an active link***) and our phone numbers can be found on the **on the Officers page of the Peralta District PTA website.**

Please read this newsletter when it arrives in your inbox by the first of every month. This is the best way we know of to provide the reminders and information every PTA needs to function well.

RESOURCES

The National PTA's 2016-17 Back-to-School Kit

is completely digital and mobile-friendly. It's jam-packed with tools, resources and info-all specially designed to help you run your PTA. You can view the website from your phone, tablet or other mobile devices. Having the Back-To-School Kit with you while you're on the go is a big perk. We guarantee it will help you be more efficient and productive as a PTA leader. Go to www.ptakit.org

You will need to register at the site.

Learn about the new **Diversity and Inclusion Toolkit** from National PTA at

<https://www.youtube.com/watch?v=AgR-ouopf9g>

Download it at <http://s3.amazonaws.com/rdcms-pta/files/production/public/2016%2DDiversity%2DToolkit.pdf>

Watch a webinar from National PTA called

Engaging Hispanic Families in Schools, PTA and Community to Support Student Success at <https://www.youtube.com/watch?v=69EzISg9mNw>

Please check the June issue for resources previously published. Past issues of this newsletter from the last year are archived on our website - www.peraltadistrictpta.org

E-learning modules from National PTA

provide online learning opportunities.

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

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?
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