



President's Message

Back to the Links

by Jackie Wood

We're back to work at Fourth District PTA, evaluating last year's performance based on our goals and strategizing our course of action for the coming year. Our theme remains "PTA – The Driving Force Linking Communities."

It is important for all levels of PTA to stay linked through communication, leadership training and legislative advocacy. We encourage you to browse our fabulous website at www.fourthdistrictpta.org on a regular basis, attend our fall workshops, September 27 or 28, and sign up to receive our legislative updates through our website. Our goal is to link all of our units and councils to the latest state and national PTA information as well as important updates in the areas of leadership, communications, and other issues and concerns.

We will continue to link ourselves with all members of the education community. Many of our board members sit on county-wide committees, partnering with the Orange County Department of Education, Arts Orange County, and the business community to enhance education throughout our county and cities.

Fourth District is the largest district in the PTA universe! We're very proud of that and the 3,468,055 volunteer hours reported by almost 160,000 members in 420 units throughout the county during the 2005-2006 school year.

Last year, PTA was indeed a driving

force in advocating for our children. PTA members sent letters, faxes and emails to legislators and the governor about the importance of arts education. We traveled to Sacramento so our voices would be heard. PTA is touted as the group that made the difference in the governor's decision to include arts funding in the new budget. California State PTA was more than proud when President Brenda Davis took part in the announcement. She was introduced by the governor and gave a wonderful speech.

Your PTA links and resources are important to keep and to use. Presidents and principals need to partner with one another. PTA units need to stay linked to all their members. Units must stay in communication with their councils by attending monthly meetings. Councils should develop relationships with Fourth District.

We must all meet deadlines respectfully, for they are set for a reason. Please feel free to yell "fore!" to your council or district, as they do on the golf course when the ball is headed for trouble. We are there to help you. We are all on the same team, working toward the same goals, advocating for all children with one voice. Let's stay linked so that we remain a driving force for kids.

On behalf of Fourth District PTA, I wish you a productive, successful and fun "season." And make sure to follow through on all your drives.

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Fourth District PTA

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The Book Corner



By Tuly Huntington, Fourth District PTA Reading Chair

Only about 50 books of children's poetry are published each year, the fewest titles of any genre in children's literature. Poetry books also go out of print quickly, so it is wise to get more than one copy of poetry collections.

Here are a few classic poetry collections:

- ♦ *You Read to Me, I'll Read to You*, by John Ciardi, illustrated by Edward Gorey (Gr. 1-4). The 35 poems are printed in alternating colors so they can be read by two people. The smart rhymes and zany pictures helped to pave the way for poets Shel Silverstein, and Jack Prelutsky.
- ♦ *Honey, I Love and Other Love Poems*, by Eloise Greenfield, illustrated by Leo Dillon and Diane Dillon (Gr. 2-6). This small book with inviting black, white and gold illustrations is a collection of 16 short poems that capture feelings of love, grief, pride, and pleasure – all from the point of view of a child.
- ♦ *Good Books, Good times: Original Poems*, by Lee Bennett Hopkins, illustrated by Harvey Stevenson (Gr. 1-5). These poems are about the joy of reading. They include Hopkins' own often shared poem "Good Books, Good Times." Colorful double-page illustrations add zest to the collection.

Ensure a Good First Day of School

By Lindell Belote, Fourth District PTA Vice President, Community Concerns

Is your child entering school for the first time this fall? Is he or she making a transition to middle school or high school? Will your child be going to a new school district because of a recent move?

These situations can create anxiety for both children and parents. Here are a few practical ways to alleviate some of the anxiety and make the first day of school go more smoothly.

- Make sure you know the day and time of the first day of school.
- Determine how your child will get to school — bike, walk, bus, car, etc. Review rules of safety regarding traffic and strangers.
- Be sure your child knows his or her teacher's name.
- Familiarize yourself and your child with the daily schedule.
- Determine whether your child will buy lunch at school, and if so, how much it costs.
- Know the school's dress code and whether a change of clothes is needed for physical education and/or art.
- Make sure your child has the necessary supplies, as well as a bag or backpack in which to transport books and homework.

--Adapted from *American Academy of Pediatrics*

Updating Bylaws Can Be a Snap

By Shelia Henness, Fourth District PTA Parliamentarian

Bylaws are the legal document governing each PTA unit. Units should review their bylaws annually – and update them to the newest form every two years. By following these simple steps, the review process is a “snap.”

- The unit or council president appoints the bylaws review committee, chaired by the parliamentarian.
- Review a copy of your current bylaws to see if any changes need to be made (meeting dates, dues amounts, officers and their duties, etc.)
- Obtain the latest edition of the unit or council bylaws from the California State PTA office or the Fourth District PTA office. Use the instructions for completing the standard bylaws that are found on page ii.
- Using the transmittal form on page 9 of this newsletter (or download the fillable form in MS Word or Adobe PDF at www.fourthdistrictpta.org/forms.html), send the proposed bylaws to the council parliamentarian for review. The council parliamentarian will forward them to the district parliamentarian, who will review them and forward them to the California State PTA parliamentarian for approval and signature.
- Upon return of your approved bylaws, schedule a vote to adopt the new bylaws and place it on the association meeting agenda at least thirty (30) days prior to the meeting.
- After adoption by the association by a 2/3 vote, the master copy is signed by the secretary and copies are made for each officer of your PTA.

If you need a copy of your current bylaws, your council parliamentarian should be able to assist you.

Got Training?

Don't leave summer without it!

If you are a PTA officer and you did not participate in officer training at this year's PTA State Convention, you must attend a Fourth District PTA Workshop on Sept. 27 or 28!

Learn how to do your job well to ensure that your PTA unit or council has the most successful year possible!

Register today!

Registration forms may be found on pages 11 and 12.

Fourth District PTA Calendar

September

14	Executive Committee Meeting 9:30 a.m., 4th Dist. Office
21	Council Presidents Roundtable 9:00 a.m. General Meeting, 9:30 a.m. OC Dept. of Education, Building A, Board Room
25	<i>Orange Leaves</i> articles due for November issue
27-28	4th District PTA Workshops (see pp. 11-12 for details)

October

19	Council Presidents Roundtable 9:00 a.m. Executive Board Meeting 9:30 a.m., OC Department of Education, Building D, #1002 <i>Due: End of Year Audits, Early Bird Membership Remittance</i>
20	Healthy Orange County Coalition Summit, 8:30 a.m. - 2:30 p.m. Delhi Center, Santa Ana
23	<i>Orange Leaves</i> articles due for Dec./Jan. issue



Back to School PTA Checklist

By Patty Jordan, Fourth District PTA Vice President, Leadership

Once again, it's time for a new school year to begin. Pencils, pens, crayons, paper, notebooks, a new lunchbox, book bag or maybe even a laptop computer. Whether your child is beginning kindergarten or going off to college, parents go through a checklist to make sure their students are prepared to begin a successful year.

As a PTA leader, you have also been preparing for the start of a successful PTA year. Here are a few suggestions from the *Back to School PTA Checklist* to help get the year off to a great start:

- Have you filled all of your executive board positions? If not, advertise in the school newsletter or have a sign-up sheet for parents on the first day of school.

- Have you considered setting up a PTA information table at Back to School night?
- Did you schedule a planning and budget meeting? Tentative budgets must be approved at an association meeting.
- Did you get input from all board members before setting your annual goals?
- Do you have all of your PTA supplies and/or materials? If not, check the CAPTA website or contact the Fourth District PTA office. Both have most supplies in stock.
- Do all of your board members have procedure books? If not, hold a "procedure book assembly" workshop either before or after your first PTA meeting.
- Have you contacted your school or school district office to fill out paperwork necessary to use the site for your PTA meetings?

With these items checked off, you're ready for a successful PTA year!

Time to Start Planning for the 2007 PTA Convention

By Meg Cutuli, Fourth District PTA Vice President, Convention

Is it too early to start thinking about convention? Of course not! The 2007 PTA Convention will be held in Sacramento on May 3-6. Now is the time to allocate money in your unit or council budget for delegates to attend. Since the convention will be held in Sacramento, transportation costs and hotel expenses should be included. Estimated costs are \$200 for air travel and \$150 a night per person for lodging.

The location of the convention in Sacramento gives the delegates a unique opportunity to be at the State Capitol on PTA business. It is a perfect time to see your state representative and senator, and inform them about what is happening in your school. Not only can we improve our leadership skills, we can help our elected officials improve their leadership skills!

This year, the State PTA will have new convention registration procedures. Because we will be doing things differently, it is very important that each council and unit has a convention chairman. As soon as I have more information, I will share it with you.

Everyone who attended the 2006 convention should share with others how much they learned and how much fun they had. This year's Fourth District PTA Convention Committee is planning to make the '07 California State PTA Convention another outstanding event!

Include Special Ed. Students and Parents in PTA Activities

By Juli Warnick, Fourth District PTA Special Education Chair

The beginning of a new school year is a great time to remember our special education students and their parents. We have a great opportunity to make sure we have included everyone at our school site as we form our PTA boards and committees.

A great experience awaits us when we get to know the parents of children with disabilities. They can bring a new dimension to our PTA boards. Their input will be invaluable as we move forward to meet the needs of all of the students at our school. Perhaps one or more of the parents of students with special needs could chair a Special Education Committee and help increase awareness of those who have special needs at our school.

It is always wonderful to have the students themselves involved in their school activities. Please remember to include the special education classes at your school when handing out flyers about upcoming school activities. Working together, we can provide a wonderful year for all of the students at our school.

The Arts are Coming Back to a School Near You!

By Georgia Freedman-Harvey, Fourth District PTA Cultural Arts Chairman

After years of cutting funds for art education in our schools, the governor included more than \$600 million in arts, music and physical education funding in this year's budget, which was passed by the legislature.

The 2006-07 California Budget includes \$105 million from the Proposition 98 General Fund for an annual Arts and Music Block Grant program. These funds will be distributed to school districts, charter schools and county offices of education to support standards-aligned instruction in kindergarten through grade 12.

The budget also includes \$500 million from the Proposition 98 General Fund on a one-time basis for the purchase of arts, music and/or physical education supplies and equipment. With these resources, schools will be able to make significant investments in items such as musical instruments, kilns, photographic equipment and multi-media design equipment.

This is a very important opportunity for our children. PTA has been actively involved as a voice for more arts education and now it is time for members to speak up and urge their districts and schools to apply for this new funding. A good place to get ideas and more information is on

Facts from Finance

Tips for your Treasurer

By Julie Redmond, Fourth District PTA Treasurer

Every month I will try to provide you with timely information regarding your PTA finances. Please share this information with your treasurer, financial secretary and auditor.

Here are a couple of items that should have been completed by now. If you have not done these things, it's not too late to get started:

July/August

- ♦ Budget committee meets and prepares budget for presentation to the executive board.

September

- ♦ Present budget to association for approval.
- ♦ Send remittance of association dues through channels (unit to council, council to district, district to state).

Membership dues will vary depending on unit and council dues. Fourth District PTA dues are \$.35 per member, California PTA dues are \$1.25 per member, and National PTA dues are \$1.75 per member.

If you haven't already attended financial officer training, please attend the Fourth District PTA workshops on September 27 or 28.

the SMARTS: Bring Back the Arts page on our California State PTA website (www.capta.org).

For more information on the California Budget go to: <http://govbud.dof.ca.gov/Enacted/BudgetSummary/K12/8877746.html>

It is important to let our lawmakers know we appreciate them listening to our concerns. Please take a moment to thank the governor and your legislator for making arts a priority in this year's budget.

- Contact the governor:
www.governor.ca.gov/state/govsite/gov_contacts.jsp
- To find your legislator, go to:
www.leginfo.ca.gov/yourleg.html

Completing the Final PTA Audit

By Barbara Ledterman, Fourth District PTA Auditor

PTA Bylaws require that all units and councils conduct bi-annual audits. The final audit for the 2005-2006 term should have been completed in July before the new financial officers took office.

After completing the audit, a written report with auditor recommendations should have been presented to the executive board and the report should be attached to the executive board minutes.

At the first association meeting of the 2006-2007 term, the audit should be presented and the statement from the auditor should be read. The motion to formally adopt the audit reads, "I move that the audit report be adopted." After a second, discussion, and a vote, the result of the vote is recorded in the association minutes.

A copy of all audit reports must be forwarded through channels to the Fourth District PTA office.

For more information about audits, see the *California State PTA Toolkit*, section 5.4.

Save the Date!

April 19
2007

EdSource's
30th Annual Forum

Sheraton Suite Fairplex,
Pomona

For more information, or to subscribe to EdSource,
go to www.edsource.org or call (650)917-9481.
EdSource publishes non-partisan, objective information on
K-12 education in California.

Use Distribution Lists for Quick Communication



By Dennis Walsh, Fourth District PTA Legislative Tech Advisor

Clear and timely communication is very important for PTA leaders. One of the best ways to quickly get the same message to a large group of people is to use e-mail.

A convenient feature of e-mail is the distribution list. By creating these lists, you can easily send an email to a group of people, rather than selecting individual addresses each time. Distribution lists help you organize your e-mails and avoid forgetting to add someone to an important announcement.

If you are a council president, you might want to create a distribution list for each school. This allows

you to easily contact all of the people at the school with whom you communicate.

The lists may be organized in different ways. You can create a distribution list that links all the elementary schools into one list. Or, you can create a list that contains the elementary school list, the intermediate school list, and the high school list.

Here's how to set up your distribution lists:

In Outlook (Version 2000):

Go to Contacts

Go to File, New, Distribution List.

Enter a name for your list.

Click On "Select Members"

In Outlook Express (Version 6):

Go to Tools, Address Book.

Go to File, New Group.

Enter a name for your list.

Your contact list should be displayed in the left window. Click on the contact, or the distribution list you want to add to the new distribution list, and then click on add, or just double click in the contact, and it should be added for you. If you make a mistake, click on the contact you want to remove, and then hit the delete key on your keyboard.

In AOL:

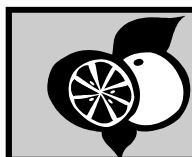
Go to Mail, then Addresses, then New, then New Distribution List. When a new window opens, enter a name. Click on the members you want to add. When you are done, click on save. Please note, I do not think you can create a distribution list in AOL that contains other distribution lists, as I explained in the first paragraph.

On a MAC (OS X Tiger):

Distribution lists are called Groups, and you can put groups together to form bigger groups. Go to Address Book. Click on File, New Group. Enter a group name. Click on "ALL" under group. Drag the people you want from the name column onto your group list name. To add a whole group to your group, drag the group name onto the new group name.

One other thought: when you send out messages, use the BCC function, so the email won't include the addresses of all the recipients. This affords a little more privacy to your members.

If you have any questions about distribution lists, please contact me at leg-tech@fourthdistrictpta.org.



Council Corner

Los Alamitos Council

Hello, and welcome to Los Alamitos Council PTA/PTSA. We are a small, but mighty council comprised of nine schools. There are six elementary schools, two middle schools, one high school, and one continuation high school in our district.

I am proud to say that all of nine our schools are California Distinguished. In addition, many are Blue Ribbon winners. Our API scores continue to rise steadily in all of our schools. Most of our elementary schools take part in the Meet the Masters program, and our district is still committed to providing all students with musical instruction.

Years ago, our council adopted Laurel High School (our district's continuation school) which lacks a PTA. We make sure to include the

students, parents and staff in our council programs. We also provide scholarships to the graduates of Laurel High School to help the students continue on the road to success.

This year, we are excited to welcome four new principals, and seven new PTA presidents to our district. Because of this, our goals will be two-fold. First and foremost, our goal is to inform both the principals and the presidents about the benefits of having a PTA/PTSA and what their roles should be. Our second goal is to provide training so each unit can grow to its fullest potential.

With the help of all the staff and parents, I know our council will continue to flourish. I am excited to be a part of its growth.

Have a great year!

Micki Hill
President



Report of the 110th Annual National PTA Convention

It's Cool to be Hot!

By Patty Christiansen and Jackie Wood,
Fourth District PTA Delegates

National Convention was “sizzling hot!” With temperatures in the 113 degree range, Jackie and I were “cooking” as we joined delegates from throughout the United States and Europe in Phoenix, Arizona for the 110th Annual National PTA Convention. Also joining us were Fourth District PTA past president Mary Galuska, Treasurer Julie Redmond, and Capistrano PTSA representatives Fran Sdao and Barbara Shangraw.

Presenters “turned up the heat” during these conferences which were attended by your delegates:

- Addressing average yearly progress (AYP)
- Finding personal meaning as a volunteer
- Running effective meetings
- Growing healthy brains

Be Prepared to Handle Membership Dues

By Karen Schroeder, Fourth District PTA Financial Secretary

PTA funds start rolling into your unit or council early in the school year. The best bet for any PTA financial officer is to be organized and educated NOW on PTA procedures for handling funds and passing them on through proper channels.

All of us who have handled incoming funds – coming from lots of different sources, for lots of different things, going to lots of expectant people, at the same time we’re juggling lots of other things – know the value of organization. Don’t be tempted to procrastinate!

At a school PTA, the first incoming money is likely to be membership dues. Each unit sets its own membership dues, collects the funds, keeps their share, and passes a set amount on to the local council treasurer. The council treasurer then forwards \$3.35 per member to Fourth District PTA.

Fourth District retains 35 cents per member and, in turn, passes on the rest to the State and National PTA. Each PTA level uses all of these funds to invest in the welfare of every child in the nation.

All membership funds submitted to Fourth District PTA by the PTA councils MUST be accompanied by the Fourth District PTA Remittance Form, available on our website and in the Fourth District PTA Office. This form is imperative for accuracy at each level.

Each month you will receive a Fourth District PTA Payment Record from your council president as our official financial statement to confirm your payments.

- Having effective membership drives
- Developing a leadership style
- Leading others through the process of change
- Navigating through the education system
- Effective grants administration

National PTA president Anna Weselak was “on fire” as she conducted some of the smoothest and shortest general meetings we have ever seen. Sesame Street’s Susan (Sonia Manzano) and Trash Gordon (Roscoe Orman) addressed PTA delegates, along with Kindergarten teacher Kimberly Oliver, the 2006 National Teacher of the Year. We even met Elmo!

“Heated” debate preceded the following changes:

- four amendments to the National PTA Bylaws were defeated;
- two special committees, the resolutions committee and the committee on diversity, became standing committees at the national level;
- three resolutions were adopted: 1) recognition and care of school-age children with diabetes, 2) school health councils, and 3) school trust lands and funds; and
- outdated and obsolete resolutions were rescinded.

As your delegates, we thank you for allowing us to represent you. Next year, plan to join PTA leaders from across the United States at the National PTA convention in St. Louis, Missouri, June 29 to July 2.

Reflections

The theme for the 2006-07 year is
“My Favorite Place.”

This year’s contest will include new categories for Film/Video Production and Dance Choreography.

For more information visit the
California PTA website at
www.capta.org and click on “Programs.”

Orange County Superintendent of Schools' Message

More Leaves From OCDE

By William M. Habermehl



With summer nearly over, I know many of you are busy preparing for the coming school year. There will be new challenges and exciting times ahead for parents, students and teachers alike.

Recently, the website of CNN.com ran an article entitled "It's Not Your Mom's PTA." It made me think of our Fourth District PTA members and how things have changed over the years. Having been involved with schools as a teacher, parent, administrator, coach and at the Orange County Office in a myriad of administrative positions for over 30 years, I have seen our county schools and our PTA grow and change drastically.

Instead of an organization primarily of mothers, today's PTA is made up of mothers, dads, stepparents, guardians and members from all walks of life. Many times in the past, people thought the role of PTA was to support one's student and school by raising money. We

know that fund raising has never been the sole mission of the PTA, and it is gratifying to see that perceptions are not only being changed but also being written about and talked about by networks such as CNN.

The PTA is, and always has been, an important voice advocating for children and public education at the local, state and national levels. PTA partners with schools and district administrations with a goal of providing the best possible educational environment and opportunities for today's youth.

I salute you in your endeavors and know that your continued involvement will ensure our students all have that special opportunity for a "World Class Education – Where Every Student Succeeds."

My best wishes for a successful year!



2005-2006 Web Site Evaluations

By MaryAnne Shults, Fourth District PTA Vice President, Communications

Units and councils may submit their websites for review anytime between September 1 and April 1.

Evaluations are based on criteria in the following categories: mechanics (correct use of logo, fonts, spelling, grammar, etc.), layout/design (theme, ease of navigation, artistic elements, etc.), and content (updated

regularly, contact info, meeting/membership/program info, newsletters/forums, links, legislative/school news, etc.).

With a possible perfect score of 100, units or councils scoring 86 points or above are given the Award of Excellence, while those with 70-85 points receive the Award of

Merit.

If you would like your web site evaluated for the 2006-07 year, or if you would like to review the criteria, please visit our web site (fourthdistrictpta.org). On the menu, mouse-over "Communications" and follow the links to "PTA Web Sites."

AWARD OF EXCELLENCE

Capistrano Valley HS	www.capoptsa.org
Huntington Union Council	www.surfcity.net/hucpta
Capistrano Unified Council	www.cucptsa.com
Moiola Elementary	www.moiola.org
Crescent Primary	www.crescentprimarypta.com
Aliso Niguel HS	www.anhspta.org

AWARD OF MERIT

Ladera Ranch Elementary	www.lrespta.com
Fulton Middle School	www.fulton-pta.org
Deerfield Elementary	www.dfpta.com
Travis Ranch Elementary	www.travisranchschool.org/PTA
Marblehead Elementary	www.marbleheadpta.org
George White Elementary	www.gwpta.org

Online *Orange Leaves* Subscription Now Available

You may now receive your issues of *Orange Leaves* via email. This allows you to easily share important information with your officers, chairs and members. Simply check the e-distribution option on the subscription form, page 15 of this issue.

Each unit will continue to receive four printed copies of the newsletter for the president, executive board and principal.

If you have any questions, please contact MaryAnne Shults, vice president for communications, at communications@fourthdistrictpta.org.

CALIFORNIA STATE PTA

930 Georgia Street, Los Angeles, CA 90015-1322

PLEASE ATTACH THIS FORM TO THE ORIGINAL BYLAWS SUBMITTED FOR APPROVAL

(This form may be duplicated as needed.)

TO: SHELIA HENNESS
Parliamentarian, Fourth District PTA
21 Cala Moreya
Laguna Niguel, CA 92677

BYLAWS FROM: Unit:

Council:

District: Fourth District PTA

Organization Date:

California State ID #:

National PTA ID #:

EIN:

Incorporation #:

Registry of Charitable Trust # (councils only):

Fiscal Year:

Date Submitted:

ENCLOSED ARE ONE (1) ORIGINAL AND FOUR (4) COMPLETE COPIES OF BYLAWS FOR:

- New Unit Organization Date:
- Update to most current edition without changes
- Change of Status/Name Change - Original form signed by district president attached
- Mandatory updated required to reinstate charter/recognition
- Proposed amendments

FROM: Contact:

Address:

Phone:

E-Mail:

Fourth District
PTA

Fall Leadership Workshops

Morning Workshop: Wednesday, September 27

Registration: 8:30 a.m.
General session: 9:00 – 9:10 a.m.
Session 1: 9:15 – 10:30 a.m.
Session 2: 10:45 – 12 noon

National University
3390 Harbor Boulevard, Costa Mesa

Evening Workshop: Thursday, September 28

Registration: 5:45 p.m.
General session: 6:15 – 6:25 p.m.
Session 1: 6:30 – 7:45 p.m.
Session 2: 7:55 – 9:10 p.m.

Location to be Determined

Use one registration form for each person. Please print clearly. Fill in all the blanks.

NAME: _____

PHONE: _____

E-MAIL ADDRESS: _____

UNIT NAME: _____

COUNCIL NAME: _____

Please check the workshop session you will attend:

- Wednesday, September 27 — Morning session
 Thursday, September 28 — Evening session

Select one 2-session class:

- Presidential Basics**—Presidents, Executive Vice Presidents
- Parliamentarian**—Bylaws and Nominating Committee Training
- Financial Officers**—Treasurers, Financial Secretaries, Auditors (Break-out session for auditors during the last hour.)
- Advanced Leadership Training**—with time for questions and answers.

OR

Select two 1-session classes:

- Session 1**
- Membership**
 - Parent Involvement/Outreach**
 - Reflections**
- Session 2**
- Secretary**
 - Communications: newsletters, email, websites**
 - Advocacy**

- Yes, I will need Spanish translation.** Translation will be available only in classes with at least five pre-registered Spanish speaking attendees.

Pre-Registration Fee:
\$10.00 per person (No refunds)
DEADLINE to pre-register:
September 20

On-Site Registration:
\$15.00 per person
On site registrants risk handout shortages.

The registration fee includes both sessions of the workshop.

Send completed form with a Fourth District PTA remittance form and a check payable to:

Fourth District PTA,
1833 East 17th St., Ste. 309,
Santa Ana, CA 92705
Attn: Workshop Registration

The remittance form may be downloaded from the Fourth District PTA Website: www.fourthdistrictpta.org

Mensaje de la Presidenta

De vuelta al "campo de juego"

Por Jackie Wood

Estamos de vuelta trabajando en el 4o. Distrito de PTA, evaluando lo hecho el año pasado basado en nuestras metas y estableciendo la estrategia de nuestras acciones para el año siguiente. Nuestro tema sigue siendo "PTA – La fuerza que dirige y enlaza Comunidades."

Es importante para todos los niveles de PTA que permanezcan enlazados a través de comunicación, entrenamiento de liderazgo y defensa legislativa. Le invitamos a visitar nuestro fabuloso sitio de Internet continuamente www.fourthdistrictpta.org, a asistir a nuestros talleres de otoño los días 27 y 28 de septiembre de 2006 e inscribirse para recibir actualizaciones legislativas, en el sitio de Internet. Nuestro objetivo es enlazar a todas las unidades y consejos para otorgarles la más reciente información de la PTA estatal y nacional así como para otorgar actualizaciones importantes en las áreas de liderazgo y comunicaciones entre otras.

Nosotros continuaremos en contacto con todos los miembros de la comunidad educativa. Muchos de nuestros miembros directivos son parte de comités alrededor del condado que trabajan en conjunto con el Departamento de Educación del Condado de Orange, Las Artes del Condado de Orange, y la comunidad de negocios para realzar a la educación en todas las ciudades.

¡El 4to. Distrito es el más grande dentro del universo de la PTA! Nosotros estamos muy orgullosos de ello y de las 3,468,055 horas que los voluntarios reportaron haber trabajado contando con 160,000 miembros en 420 unidades dentro del condado durante el año escolar 2005-2006.

El año pasado, PTA fue en verdad la fuerza directiva en la defensa de nuestros niños. Los miembros de PTA mandaron cartas, faxes, y mensajes de correo electrónico a legisladores y al gobernador acerca de la importancia de la educación artística. Viajamos a Sacramento para que nuestras voces fueran escuchadas. La PTA fue reconocida como el grupo que hizo la diferencia en la decisión del Gobernador para incluir fondos para la educación artística en el presupuesto nuevo. La PTA del estado de California estuvo todavía más orgullosa cuando nuestra Presidenta Brenda Davis tomó parte en el anuncio. Ella fue presentada por el gobernador y dio un discurso maravilloso.

Sus enlaces de PTA son importantes recursos para ser guardados y utilizados. Presidentes y Directores de la escuela deben colaborar en conjunto. Las unidades de PTA necesitan estar enlazadas con todos sus miembros. Las unidades deben mantenerse en comunicación con sus consejos y asistir a las juntas mensuales. Los Consejos necesitan desarrollar una buena relación con el 4to. Distrito.

Todos debemos cumplir con las fechas límite con respeto, ya que han sido fijadas por buenas razones. Por favor grite "¡cuidado!" a su consejo o distrito, como lo hacen en el campo de golf cuando la pelota se dirige a un problema. Nosotros estamos aquí para ayudarlo. Todos estamos en el mismo equipo, trabajando hacia los mismos objetivos, defendiendo a los niños

con una sola voz. Vamos empezando a enlazarlos para seguir siendo la fuerza directiva de los niños.

A nombre del 4to. Distrito de PTA, le deseo una productiva exitosa y divertida "temporada". Y asegúrese de siempre dar seguimiento a todos sus "golpes".

Actualizar las regulaciones en un abrir y cerrar de ojos

Por Shelia Henness, Parlamentaria del 4to. Distrito de PTA

"Las reglas" son el documento legal que gobierna cada unidad de PTA. Por esta razón deben ser revisadas anualmente y actualizadas de una forma nueva cada dos años. Siguiendo los siguientes pasos, el proceso de revisión se hará "en un abrir y cerrar de ojos".

- ♦ El presidente de unidad o consejo designa a un comité de revisión, encabezado por el oficial en el cargo parlamentario.
- ♦ Revise una copia de su actual "reglamento" e identifique los cambios necesarios (fechas de juntas, precios de membresías, nombres de oficiales y sus cargos).
- ♦ Obtenga la última edición de "las reglas de unidad o consejo" de la PTA estatal de California o de la oficina del 4to. Distrito de PTA. Use las instrucciones de la página ii para completar los estándares de las reglas.
- ♦ Use el formulario de transmisión incluido en este boletín de noticias (o imprima dicho formulario en el siguiente sitio de Internet: www.fourthdistrictpta.org/forms.html ya sea en el formato de MS Word o Adobe PDF); envíe el reglamento propuesto al oficial parlamentario del consejo para que revise los cambios. El oficial parlamentario del consejo mandará dichas reglas al oficial parlamentario del distrito, quien a su vez las revisará y enviará al oficial parlamentario de la PTA estatal para su final aprobación y firma.
- ♦ Cuando le regresen el reglamento aprobado, programe una votación para adoptar el nuevo reglamento y comuníquelo en una junta de "asociación" la cual tendrá que notificar con 30 días de adelanto.
- ♦ Después de ser adoptado en la junta de asociación por al menos 2/3 de los votos a favor, la copia original será firmada por el secretario y se deberán hacer copias para cada oficial que se forme parte del consejo directivo de la unidad.

Si necesita una copia de su reglamento actual, su oficial parlamentario del consejo podrá ayudarlo.

Este preparado para manejar las cuotas de membresía

Por Karen Schroeder, Secretaria Financiera del 4to Distrito de PTA

Los fondos y cuotas de la PTA empiezan a llegar temprano en el año escolar. La mejor medida para un oficial financiero de PTA es ser organizado e informado de los procedimientos de PTA para manejar los fondos y hacerlos pasar por los canales apropiados.

Todos los que hemos manejado los fondos financieros que entran en la asociación- los cuales vienen de muchas fuentes

Lista de quehaceres para el regreso a la escuela de PTA

*Por Patty Jordan, Vicepresidenta de Liderazgo
4to. Distrito de PTA*

Una vez más, un año escolar más que comienza. Lápices, plumas, crayones, papel y cuadernos. Una nueva lonchera, mochila o hasta una nueva computadora portátil. Ya sea que su hijo este empezando kinder o se este yendo a la universidad, deberá de hacer una lista para estar seguro que los estudiantes empezaran el año con el pie derecho.

Como líder de la PTA usted se ha estado preparando también para empezar un exitoso año de la PTA. Aquí tiene unas sugerencias sacadas de la lista de quehaceres para el regreso a la escuela de la PTA para que empiece su año con el pie derecho:

- ♦ ¿Ha completado ya todas las posiciones de su comité ejecutivo? Si aun no lo ha hecho, publique un anuncio en el boletín de noticias de la escuela o haga una lista para anotar voluntarios durante el primer día de la escuela.
- ♦ ¿Ha considerado tener una mesa de información de la PTA durante la noche de la celebración del regreso a la escuela?
- ♦ ¿Organizo una junta de plantación o presupuestal? Cualquier presupuesto proyectado deberá de ser aprobado durante su junta de asociación.
- ♦ ¿Obtuvo retroalimentación de todos sus miembros ejecutivos para delinear sus metas anuales?
- ♦ ¿Tiene todos sus materiales de PTA? Si no los tiene por favor visite el sitio de Internet de CAPTA o contacte a la oficina del 4to. Distrito. Ambos tienen la mayoría de materiales a mano.
- ♦ ¿Todos sus miembros de su consejo directivo tienen los libros de procedimientos? De no ser así, organice una "asamblea de libros de procedimientos" antes o después de su primera junta de PTA.
- ♦ ¿Ha contactado a su escuela o a la oficina de su distrito escolar para llenar la documentación necesaria para llevar a cabo sus juntas de PTA en su unidad?

¡Con todas estas acciones hechas, empezara el año de PTA con el pie derecho!

diferentes y se ocupan para muchas otras cosas diferentes, que se dirigen a gente que los esta esperando y al mismo tiempo están haciendo otras muchas cosas- valoramos el ser organizado. ¡No deje para mañana lo que puede hacerse hoy!

En la PTA de una escuela, la primera fuente de ingreso son usualmente las cuotas de membresía. Cada unidad decide cuanto cobrará por las cuotas de membresía, recolectará los fondos, guardará la parte que le corresponde, y pasara cierta cantidad fija al tesorero del consejo local. El tesorero entonces manda el equivalente de \$3.35 por miembro al 4to. Distrito de PTA.

El 4to. Distrito retiene \$.35 centavos por miembro y el resto lo envía a la PTA estatal y nacional. Cada nivel de PTA utiliza dichos fondos para invertir en el bienestar de cada niño en la nación.

Todos los fondos entregados al 4to. Distrito de PTA por las unidades y los consejos deberán de ser acompañados por un formulario de transmisión del 4to. Distrito de PTA, el cual podrá encontrar en nuestro sitio de Internet o en la oficina del 4to. Distrito de PTA. Es imperativo completar dicho formulario con exactitud en todo nivel.

Cada mes recibirá un carné de pagos del 4to. Distrito de PTA de su presidente del consejo como el estado de cuenta oficial que confirmará sus pagos.

Completando la auditoria Final de la PTA

Por Barbara Ledterman, Auditora del 4to. Distrito de PTA

Las reglas de PTA requieren que todas las unidades y consejos conduzcan auditorias cada 6 meses. La auditoria final del termino 2005-2006 debió de haber sido completada en julio antes de que los nuevos oficiales tomaran sus cargos.

Después de completar la auditoria, un reporte escrito con las recomendaciones del auditor deberá ser presentado al comité ejecutivo y dicho reporte se deberá añadir a las minutas tomadas durante la junta del comité ejecutivo.

En la primera junta de asociación del termino 2006-2007, el auditor deberá ser presentado y su declaración deberá ser leída. La moción para adoptar formalmente la auditoria deberá ser como sigue, "Yo hago la moción de que la auditoria sea adoptada". Después de ser secundada deberá haber una discusión seguida por el voto, cuyo resultado será registrado en las minutas de la junta de asociación.

Una copia de todas las auditorias deberá ser enviada por los canales de la oficina del 4to. Distrito de PTA.

Para mayor información acerca de las auditorias, favor de ver la "Guía de Herramientas de la PTA de California en la sección 5.4".

The Healthy Orange County Presents:

The Second Annual
Healthy Orange County Coalition Summit
Friday, October 20
8:30 a.m.—2:30 p.m.
The Delhi Center, Santa Ana

Topics include:

- ⇒ Overall Coordinated School Health
- ⇒ Toolkit for Implementation and Evaluation of School Wellness Policy
- ⇒ Collaboration and Sharing of Best Policies

For more Information, contact Linda Behnami at lbehnami@ocde.us

The Healthy OC is comprised of individuals and organizations in Orange County, including Fourth District PTA, who promote and value health for individuals, institutions and the community. Orange County is filled with diversity: language, cultural, economic, spiritual, educational and political. Health is our common ground!

Fourth District



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