

**President's Message**

**From a distance...  
viewing and reviewing your PTA life**

by Celia Jaffe



When I took time off in October for my daughter's wedding, I tried to completely step away from my PTA duties. Before I left, I made it clear to my wonderful Fourth District PTA board what days I'd be out of touch and how to reach me if there was an urgent situation. I made myself a list of things to do upon my return. Then I reveled in the family occasion, enjoying it to the hilt.

And guess what? The sky did not fall! PTA was still waiting for me when I came back. And on top of that, I felt renewed and energized to dive in again.

This holiday season, I hope you have the opportunity to take some time off from your volunteering and other commitments. It can be refreshing to turn your attention away from work and immerse yourself in family life, take a trip, engage in home projects, or do whatever else appeals to you. You deserve a break, and so does the rest of your board.

When you return, you could have a new perspective. Some of the situations you might have been struggling with may no longer seem so earth-shattering. Perhaps personality conflicts have faded and people can get back to doing the kind of PTA work that makes a difference for kids and families.

You can see with new eyes what is most important as you go forward with the rest of this school year. Try looking at the big picture of what your PTA does. Is it focused on the things that matter most? January is a great midyear point to take stock and consider adjusting your plans to make the second half of the year more effective and meaningful.

So enjoy yourself this month, and we'll look for you to be bright-eyed and refreshed in the New Year! Thank you for all that you do.



**Fourth District**  
**PTA®**  
*everychild.one voice.*



*Artículos en español—  
paginas 10 y 11*

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## Fourth District PTA

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with over 400 unit PTAs.

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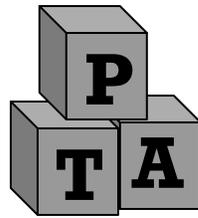
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## Secretary's Book

# Basics

## This will go in your *permanent record*

By Gisela Meier

Fourth District PTA Secretary

Secretaries, where are you keeping your minutes from this year? In a folder? A three-ring binder? A box under the bed?

You should be pasting them in a bound book, such as the handsome blue PTA Secretary's Book, available at the Fourth District PTA office for \$18 (paid by your PTA, of course).

Why do we paste our minutes into a book? For an answer, we need to go way back into the last century, to a time when there were no personal computers or copiers.

In those days, the PTA secretary used a fountain pen to write the minutes directly into the Secretary's Book. This created one permanent master record of the activities of the organization. Pasting computer-generated minutes into the book is a way of duplicating that permanence.

Permanence is important because minutes are among the legal documents that a nonprofit is required to keep, according to California law. It's also important because, sad to say, PTA officers sometimes use PTA funds inappropriately. Minutes kept in a folder or a binder can be easily removed or switched. A complete, secure master copy of the minutes helps prevent this kind of a loss and helps to clear up questions that might arise. In this way, both PTA funds and PTA officers are protected.

What should go into your Secretary's Book? In addition to the minutes, you should paste in all written financial reports, including budgets, income and expenditure reports, lists of every check issued, and the two annual audit reports. You should also include bylaws amendments and written reports by officers and committee chairs.

PTA allows you to collect all of these documents and have them professionally bound at the end of the year. If you plan to do this, be sure to keep all of the documents in a secure location.

Finally, find a safe place to store your minutes. Many schools will set aside a cupboard for PTA materials. This is a good place to keep your PTA minutes, as they must be archived indefinitely.



## Workers Comp forms are due now!

All units and councils must send in their workers comp forms NOW. The Workers Compensation Annual Payroll Report is online (*California State PTA Toolkit*, page 356). Read the directions and follow them. Please turn them into the council president/treasurer so the Fourth District PTA can forward them to CAPTA. Attach checks for workers comp insurance to the form, if required. Deadline is December 3, 2012.

- Leticia Keeling, Fourth District PTA

**Parliamentarian**

**Nominating Committee selection sets the course for your PTA’s future**

By Beverly Berryman  
Fourth District PTA Parliamentarian



There are many committees in a unit PTA and each has a purpose. But the most influential and powerful committee is the Nominating Committee. Your nominating committee has a tremendous influence on the future course of your PTA. By choosing the nominees for the slate of officers of your PTA, this committee can make or break your association. The job of the nominating committee is to find the most qualified and knowledgeable member for each PTA position. The committee should include both experienced leaders and newer members, should have a broad acquaintance with the membership, and should possess an understanding of the organization’s functions and purposes.

All unit parliamentarians should now be checking their bylaws to determine when the unit needs to elect a nominating committee. The Bylaws for Local PTA/PTSAs state that the nominating committee is elected by the membership at an association meeting at least two months prior to the annual election. In most cases, this election meeting is scheduled for March or April – meaning that the nominating committee needs to be elected at an association meeting by January or February. The bylaws also specify how many members and alternates are elected and who is eligible to serve on the committee. No member may serve on the nominating committee for two consecutive years. The president shall not serve ex officio or by being elected to the nominating committee. The committee elects its own chairman. Please refer to the *California State PTA Toolkit – Section 2.2 Nominations and Elections* for details regarding this important function of your PTA.

Give your PTA the best gift of all: a knowledgeable, dedicated nominating committee. Help the committee fill your PTA slate of officers with the most qualified nominee for each leadership position.

**FOURTH DISTRICT PTA  
CALENDAR**

**December**

- 6 Fourth District PTA Holiday Brunch & District Board Meeting** at Segerstrom Center for the Arts  
9:30 am—Brunch  
10:15 am—District Board Meeting  
11:15 am—CP Roundtable
- 24 Fourth District PTA office closes for winter break**

**January**

- 7 Fourth District PTA office reopens**
- 17 CP Roundtable**  
9:30 am, Fourth District PTA office
- 21 Fourth District PTA office closed for Martin Luther King Jr. holiday**
- 24 Executive Committee Meeting**  
9:30 am, Fourth District PTA office
- 25 Advocacy Roundtable**  
9:30 am at OCDE  
200 Kalmus Dr., Costa Mesa



**Like Us on Facebook**

Get up-to-the-minute information about happenings in PTA.

Log in and go to our Facebook page-- Fourth District PTA.



California State  
**PTA CONVENTION**  
**MAGINE** 2013  
*Save the date!* May 2 – May 5, 2013 in San Jose

**Fourth District PTA  
Biennial Election Meeting**

**Wednesday, March 13, 2013  
5:30-6:15 p.m.**

**Turnip Rose/Celebrations  
1901 Newport Blvd., Costa Mesa**

# Making the PTA a meaningful part of school life

By Lisa Boler

Fourth District PTA Membership VP

By now our fall membership campaigns are in full swing or even finished up. Just because we have completed the initial campaign does not mean our job is done. Membership is a year-long effort.

Increasing membership should be a goal of every PTA. Our membership numbers are a way to measure:

- how many people know about PTA;
- how people feel the PTA meets their needs;
- how people value what PTA does and has to offer; and
- how strong and relevant we are as an organization.

Building PTA membership depends upon more than just recruiting members. When a PTA provides relevant programs, supports student success, and involves all groups within the school community, greater participation and support will follow.

It is important to think about ways to encourage participation and support of PTA events, but also to accept that some people who support PTA by joining may not wish to go to meetings, attend events, or be more involved.

## Tips to help you add and keep members:

- Ask people to join.
- Practice respect and be welcoming to all.
- Involve your under-represented groups in PTA.
- Discuss what is needed for both the PTA and the school to be more effective for all students and families.
- Set realistic goals, understanding

that there are no magical membership or outreach answers.

- Recognize that each PTA unit is unique, so that what works for one may not work for another.
- Be aware of barriers to involvement and seek ways to overcome them.
- Set up inclusive committees that

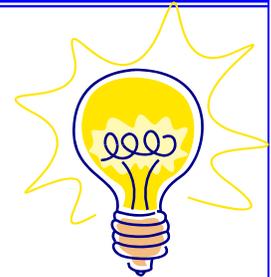
build on representation from diverse groups.

- Provide leadership training opportunities for new members.
- Show appreciation for any amount of time a person gives to PTA.



## PTA helping PTA

# Program ideas: Youth health and wellness



Submitted by Barb Shangraw, Fourth District PTA Vice President of Parent & Community Issues

Obesity in children is a growing problem in America. Many obese children will grow up to develop chronic diseases. PTA can play a role in reversing that trend. PTAs can work with schools to create physical activity programs and to educate parents and children about nutrition. There are numerous organizations that provide free materials to assist.

*Harvest of the Month* is a program that brings in a fruit or vegetable each month for the kids to try and includes various classroom activities about nutrition. You can find information on the program at [www.cachampionsforchange.net](http://www.cachampionsforchange.net).

The Los Angeles Collaborative for Healthy Active Children has numerous resources including healthy recipes in both English and Spanish at its website: [www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov).

The Dairy Council of California offers mailings to teachers, campaigns, and education materials. You can find out more at their website, [www.dairycouncilofca.org](http://www.dairycouncilofca.org).

If you need funding for your program, various grant opportunities exist. One such opportunity funded by Kaiser Permanente accepts applications from January 4 to March 4, 2013, for grants from \$10,000 to \$25,000. They usually fund about 25 to 30 programs in Orange County alone. You can find application information at [www.community.kp.org/orangecounty](http://www.community.kp.org/orangecounty).

Here are some other ideas:

- Develop a garden at your school and use the produce to teach children nutrition.
- Bring healthy recipes to PTA meetings.
- Develop obstacle courses and relay races for the children at recess and lunch.

There are so many things PTA can do to support the healthy growth of our children. Let the whole community participate in their successful development.



## Do you have an idea to share?

Ideas should be affordable to implement. Give us a brief description, and *Orange Leaves* will share the idea in a future issue. Send to: [orange-leaves@fourthdistrictpta.org](mailto:orange-leaves@fourthdistrictpta.org)

Health news to share

# Sniffle or sneeze?

## No antibiotics, please

*CDC advises parents about colds, flu and antibiotics*

The Centers for Disease Control and Prevention (CDC) has news for parents this cold and flu season: antibiotics don't work for a cold or the flu.

Antibiotics kill bacteria, not viruses. And colds, flu and most sore throats are caused by viruses. Antibiotics don't touch viruses — never have, never will. And it's not really news. It's a long-documented medical fact.

But tell that to parents seeking relief for a child's runny nose. Research shows that most Americans have either missed the message about appropriate antibiotic use or they simply don't believe it. It's a case of mistaken popular belief winning out over fact. According to public opinion research, there is a perception that "antibiotics cure everything."

Americans believe in the power of antibiotics so much that many patients go to the doctor expecting to get a prescription. And they do. Why? Physicians often are too pressured for time to engage in lengthy explanations of why antibiotics won't work. And, when the diagnosis is uncertain — as many symptoms for viral and bacterial infections are similar — doctors are more likely to yield to patient demands for antibiotics.

### Risk of antibiotic-resistance

The problem is, taking antibiotics when they are not needed can do more harm than good. Widespread inappropriate use of antibiotics is fueling an increase in drug-resistant bacteria. And sick individuals aren't the only people who can suffer the consequences. Families and entire communities feel the impact when disease-causing germs become resistant to antibiotics.

The most obvious consequence of inappropriate antibiotic use is its effect on the sick patient. When antibiotics are incorrectly used to treat children or adults with viral



infections, such as colds and flu, they aren't getting the best care for their condition. A course of antibiotics won't fight the virus, make the patient feel better, yield a quicker recovery or keep others from getting sick. A less obvious consequence of antibiotic overuse is the boost it

gives to drug-resistant disease-causing bacteria. Almost every type of bacteria has become stronger and less responsive to antibiotic treatment when it really is needed. These antibiotic-resistant bacteria can quickly spread to family members, school mates and co-workers — threatening the community with a new strain of infectious disease that is more difficult to cure and more expensive to treat.

According to the CDC, antibiotic resistance is one of the world's most pressing public health problems. Americans of all ages can lower this risk by talking to their doctors and using antibiotics appropriately during this cold and flu season.

### What to do for colds and flu

- Children and adults with viral infections recover when the illness has run its course. Colds caused by viruses may last for two weeks or longer.
- Measures that can help a person with a cold or flu feel better:
  - Increase fluid intake
  - Use a cool mist vaporizer or saline nasal spray to relieve congestion
  - Soothe throat with ice chips, sore throat spray or lozenges (for older children and adults)
- Viral infections may sometimes lead to bacterial infections. Patients should keep their doctor informed if their illness gets worse or lasts a long time.

*- A message from California State PTA and the CDC*

## Effective Communication Skills

The CAPTA Leadership Commission suggests that ideas can be shared more effectively if you keep the basics in mind (from *The Communicator*):

- Listen carefully
- Be courteous
- Respect opinions
- Consider suggestions
- Express yourself clearly
- Summarize as needed
- Include everyone
- Offer suggestions

### Resources for PTA leaders:

Fourth District PTA  
[www.fourthdistrictpta.org](http://www.fourthdistrictpta.org)  
 California State PTA  
[www.capta.org](http://www.capta.org)  
*Toolkit is available online*  
 National PTA  
[www.pta.org](http://www.pta.org)



## Promoting student success through wellness

By Al Mijares, Ph.D., Orange County Superintendent of Schools



Research shows that healthy children are more likely to have positive outcomes in school as well as improved physical fitness and mental health. Recent data at the national, state, and local levels raise much concern about obesity and the overall wellness of American citizens.

Since 1980, obesity among children and adolescents in the United States has almost tripled. According to a recent study by Trust for America's Health and the Robert Wood Johnson Foundation, the number of obese adults has also grown dramatically in California over the past fifteen years, and is expected to grow significantly in the next twenty years. In 1995, the adult obesity rate was under 14 percent, and by 2011, it had increased to almost 24 percent.

*1995 adult obesity: 14%*

*2011 adult obesity: 24%*

In Orange County, only 39 percent of fifth, seventh, and ninth graders passed California's Physical Fitness Test in 2011. In addition, economic disparities have the potential to negatively impact the health and academic success of an alarming percentage of students in our county. Among fifth graders whose families have low-incomes, 54 percent are overweight or obese, compared to 29 percent of non-economically disadvantaged students. Almost 40 percent of low-income fifth graders are at high risk for Metabolic Syndrome (the precursor for Type Two Diabetes), compared to 17 percent of their non-economically disadvantaged peers.

The economic implications can also be felt statewide. A study published in 2005 by the California Department of Health Services described the economic costs of obesity and physical inactivity and their collective impact on

*Estimated cost to Orange County  
for obesity and physical inactivity:*

***\$3.3 billion***

health care expenditures and worker productivity. The study found the total annual estimated cost to California for obesity and physical inactivity was \$41.2 billion. For Orange County alone, the estimated cost was \$3.3 billion.

It is clear that we have a lot of work to do to improve

the health and fitness of our residents. Researchers propose using evidence-based strategies to improve nutrition and increase physical activity in our schools, neighborhoods, and work places, in order to significantly reduce obesity-related diseases and health spending in California.

***40% of low-income fifth graders are at high risk for Metabolic Syndrome—the precursor for Type Two Diabetes***

The school environment is one of several settings that can influence positive nutrition and fitness habits, and the Orange County Department of Education (OCDE) is committed to collaborating with schools and community members to address these important issues. Earlier this year, OCDE formed the Center for Healthy Kids and Schools, which has staff dedicated to the areas of student health services, physical education and fitness, youth sports, nutrition education, and school-based mental health.

This year, the Center has established the *Focus On: Obesity* campaign which aims to prevent and reduce childhood obesity through programs such as *Move More, Eat Healthy OC Schools!*, a county-wide campaign designed to identify and spread solutions for improving health and fitness; *Healthy for Life*, a revolutionary approach where *Healthy Classroom Fit Kits* are being distributed and teachers are being trained to integrate physical fitness into their daily routine; and *Kids Run the OC*, which provides free training, tools, and resources to start an after school running program for students ages 6-12.

These are just a few of the programs available to support schools with implementing health and fitness activities on their campuses. I hope you'll take advantage of the many tools and resources available through the Center for Healthy Kids and Schools. We are committed to helping create cost-effective, sustainable partnerships and programs leading to systematic changes in school health environments that will produce healthy, fit kids who are ready to learn.

For additional information, visit

- [www.ocde.us/healthykids](http://www.ocde.us/healthykids)
- [www.ocde.us/healthyschools](http://www.ocde.us/healthyschools)
- <http://www.ocmarathon.com/kids-run-the-oc/registration-kids-run-the-oc.aspx>

Fourth District PTA  
**Administrators Dinner**

Wednesday, March 13, 2013

The Turnip Rose

Celebrations

1901 Newport Blvd., Costa Mesa

(Just west on 19<sup>th</sup> Street at the south end of the 55 Fwy)

**Cost: \$40 per person**

Parking included

5:30 p.m. Fourth District Election Meeting

6:15 p.m. Registration and Reception

6:45 p.m. Program and Dinner

**Reservation Deadline: February 25**

PTA del Cuarto Distrito  
**Cena de los Administradores**

Miercoles, 13 de Marzo

The Turnip Rose

Celebrations

1901 Newport Blvd., Costa Mesa

(Al este de 19<sup>th</sup> Street y al sur del final del 55 Fwy)

**Precio: \$40 por persona**

con el estacionamiento incluido

5:30 p.m. Elección

6:15 p.m. Registro y Recepcion

6:45 p.m. Programa y Cena

**Fecha limite para reservar, 25 de Febrero**

**Dinner Reservation Form / Forma para reservacion de cena**

Name/Nombre \_\_\_\_\_

Unit/Unidad \_\_\_\_\_ Council/Consejo \_\_\_\_\_

Guests and titles/Huespedes y titulos:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

- ❖ Confirmation phone number or e-mail address \_\_\_\_\_
- ❖ Numero telefonico o direccion de correo electronic \_\_\_\_\_
- ❖ Please indicate vegetarian plate option \_\_\_\_\_ (How Many?)
- ❖ Por favor ponga una cruz si necesita ordenar platillos vegetarianos \_\_\_\_\_ (?Cuantos?)

Enclosed is a check payable to Fourth District PTA for \_\_\_\_\_ person(s) @ \$40 each.  
Incluido con esta forma esta el cheque a nombre de Fourth District PTA para el pago de la cena de \_\_\_\_\_  
persons a \$40 cada persona.

**Send completed form and check to:** Fourth District PTA, Administrators Dinner  
**Favor de mandar esta forma con un cheque a nombre de:** 1520 Brookhollow Drive, #40  
Santa Ana, CA 92705

- ❖ Questions? Call the Fourth District PTA Office at (714) 241-0495 or contact Judi Kusumoto at [banquets@fourthdistrictpta.org](mailto:banquets@fourthdistrictpta.org)
- ❖ ?Preguntas? Llame a la linea telefonica en espanol del Cuarto Distrito de PTA (714) 540-1575



# November 2012 election news

By Kim Anderson, Fourth District PTA Vice President, Advocacy

and it truly reflects my own thoughts and feelings about Proposition 38 and the tremendous efforts that so many of you put in both on qualifying it for the ballot and then working to get it passed. While we did not have the outcome we'd hoped for, the work that you all did was extremely important in raising awareness of the chronic underfunding that our schools have been grappling with for years, and we appreciate all that you did. Here is Carol's message:

"Thank you to the many thousands of PTA volunteers who have worked so hard and selflessly on behalf of Proposition 38, the *Our Children, Our Future* Education Initiative. Your dedication and your knowledge is inspiring!

"This election year, you helped dramatically raise awareness about the importance of increasing taxes to support public education.

"Almost a year ago, the PTA partnered with the Advancement Project and an ever-growing coalition of education, civil rights, community and business groups in an effort to change the course of education funding in California and transform our schools.

"While others waited for someone else to take action, we responded to you, our members, when you said 'adequate school funding' was your highest priority.

"We helped to write and gather signatures for Proposition 38.

"Our goal was simple and straightforward:

"Give voters the chance to do what our legislature has so far been unable to do – stop the chronic underfunding of our public schools and lift California from the basement in school funding.

"We knew passing a measure this ambitious wouldn't be easy – and it wasn't.

"The results of Tuesday's vote for Proposition 38 were disappointing and not what we hoped for, but we deeply respect the voters of California. We've said all along that providing voters with choices is healthy for our democracy. We congratulate Governor Brown and his supporters on the passage of Proposition 30, which

California State PTA President Carol Kocivar wrote a fabulous message the day after election day,

will help stabilize the state budget.

"Californians must understand, though, that we still have much work to do to bring school funding up to the levels that our children deserve and our state needs. We understand that transformational change takes time. This election, you helped lay the foundation by making the public even more aware of California's terrible school funding crisis and what it will ultimately take to fix it.

"And I assure you: **PTA is committed to staying the course until our state truly does tackle this long-term school funding crisis.**

"PTA will continue to support efforts in the legislature, in the courts, on the ballot, and in communities across the state to tackle this incredibly important and difficult challenge. Our children deserve nothing less.

"We welcome the opportunity to work together with all organizations, individuals and elected officials to help raise our voices and continue to fight to ensure that every child has access to a comprehensive, quality education."

- Carol Kocivar, California State PTA President

*This election, you helped lay the foundation by making the public even more aware of California's terrible school funding crisis and what it will ultimately take to fix it.*

- Carol Kocivar  
CAPTA President

## Local Election Results

The election also brought some changes to our Orange County legislators. We say "goodbye" to Senator Tom Harman; Assembly Members Jose Solorio, Tony Mendoza, and Jim Silva (all were termed out); Chris Norby (not re-elected); and Jeff Miller, who ran for Senate but was not elected. All of these legislators held meetings with us locally, as well as in Sacramento, and we have very much enjoyed the working relationship that we had with them. We say "hello" to our three newly-elected Assembly Members: Tom Daly, Travis Allen, and Sharon Quirk-Silva, and are looking forward to working with them on advocating for children's issues.

On the Senate side, Bob Huff was re-elected, and Mimi Walters was elected to a new district. Senators Correa and Mark Wyland continue in their districts, although Senator Wyland no longer officially represents any portions of Orange County. Due to redistricting, we have two Senate Districts (32 and 34) that will have no Senator until 2014. Sometimes a Senator from a nearby district will handle constituent issues, and usually there is a skeleton staff for the Senate District that also works with constituents.

# Save the date for a very exciting event!

**WHEN:** Friday, January 25, 2013  
**WHAT:** Advocacy Roundtable  
**GUEST SPEAKER:** **Jacque Chevalier, National PTA's Senior Education Policy Analyst**  
**WHO'S INVITED:** All interested Fourth District PTA members  
**COST:** *FREE!*

Jacque Chevalier is an incredibly dynamic, extremely knowledgeable, and fabulous speaker who loves to make predictions about what's going to happen next on "The Hill" — otherwise known as the United States Capitol.



Come and hear what she has to say about the national budget and its impact on children; the reauthorization of the Elementary and Secondary Education Act/No Child Left Behind; Common Core Standards; and so much more!

We are very fortunate that Jacque is willing to come out from Washington D.C. and speak to us, so please take advantage of this unique opportunity.

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## Save the date for our annual two-day, action-packed Sacramento Safari Trip: March 18-19, 2013!

The Fourth District PTA Advocacy Team is currently planning its annual two-day visit to Sacramento. The trip is for unit and council legislative/advocacy chairs and presidents. Typically, we have about 100 Orange County PTA attendees. This trip is filled with fabulous speakers, enlightening legislator meetings, incredible networking opportunities and, of course, the opportunity to advocate directly with OC Assembly Members and Senators! Please plan now to send a representative from your unit and/or council. Here are the details:

- **Dates:** Monday, March 18 – Tuesday, March 19, 2013
- **Time:** We depart on Monday morning and return on Tuesday evening.
- **Where:** Embassy Suites Hotel in Sacramento on Monday and State Capitol on Tuesday.
- **Cost:** Approximately \$600 total (add to your PTA unit or council budget now)

Sacramento Safari Orientation will take place on March 1, 2013, from 9:30 a.m. – 11:30 a.m. at the Fountain Valley School District.

Registration will be available online by mid-December.

Mark your calendars NOW for this not-to-be-missed trip!





## Mensaje de la Presidenta

# Observando y repasando su vida en PTA a la distancia

Por: Celia Jaffe

En octubre trate de alejarme completamente de mis responsabilidades de PTA tomando algunos días libres, debido a la boda de mi hija. Antes de irme, deje muy claro a mi mesa ejecutiva del Cuarto Distrito los días que iba a estar fuera de contacto y como localizarme en caso de alguna situación urgente. Escribí una lista de cosas por hacer a mi regreso. Fue entonces que me deleite en el momento familiar, disfrutándolo a lo máximo.

¿Y saben que? ¡El mundo no se derrumbo! PTA estuvo esperando mi regreso. Lo mejor de todo es que me sentí renovada y animada a nuevamente meterme de lleno.

En esta temporada navideña, espero que tengan la oportunidad de tomarse algunos días fuera de su voluntariado y otros compromisos. Puede ser refrescante separar su atención del trabajo y concentrarse en su vida familiar, irse de paseo, hacer proyectos para renovar su casa o cualquier otra cosa que le agrade. Usted y el resto de la mesa ejecutiva se merecen un descanso.

Es posible que tenga una nueva perspectiva a su regreso. Es posible que algunas de las situaciones con las que ha estado batallando no sean tan impactantes como parecían. Es posible que los conflictos de personalidad se hayan des-

vaneado y las personas podrán volver a trabajar en PTA en proyectos importantes que hacen la gran diferencia en favor de los niños y sus familias.

Usted podrá ver con una visión renovada lo que es mas importante para usted, al seguir adelante con el resto del año escolar. Trate de ver el panorama general de lo que hace su PTA. ¿Esta enfocada en cosas que importan? Enero es importante porque es el punto medio del año fiscal, tiempo adecuado para evaluar y considerar ajustar sus planes para hacer la segunda mitad del año fiscal mas significativa y efectiva para su PTA.

¡Así es que disfrute este mes, y la esperamos dispuesta, ávida y renovada para el Año Nuevo! Por todo lo que hace, gracias.

## ¡Los formularios de Compensación de los Trabajadores deben ser entregados HOY mismo!

Todas las unidades y concilios deben remitir sus formularios de compensación de los trabajadores HOY mismo. Encontrara el Informe de Nomina Anual de Compensación de los Trabajadores en la internet (*La Carpeta de Recursos, pagina 386*). Lea y siga las instrucciones para llenar el formulario. Sírvase a entregar el formulario al presidente o tesorero de su concilio para que a su vez el Cuarto Distrito de PTA los remita a la PTA de California. Si se requiere, adjunte los cheques del seguro de compensación de trabajadores al formulario. La fecha de vencimiento es el 3 de diciembre 2012.

- Leticia Keeling,  
Cuarto Distrito de PTA

## Parlamentario

# La selección del Comité Nominativo establece el curso del futuro de su PTA

Por: Beverly Berryman  
Parlamentario del Cuarto Distrito de PTA

En cada unidad de PTA existen muchos comités y cada uno tiene su propósito. Pero el comité con más influencia y poder es el Comité Nominativo. Su comité nominativo tiene tremenda influencia en el futuro de su PTA. Al escoger los nominados para la lista de funcionarios de su PTA, este comité puede hacer o deshacer su asociación. La responsabilidad del comité nominativo es encontrar el miembro mas calificado e informado para cada puesto de PTA. El comité debe incluir tanto miembros nuevos, como lideres con experiencia. Debe tener conocimiento de la membresía y debe poseer un entendimiento de los propósitos y funciones de la organización.



Hoy mismo, todos los parlamentarios de unidades deben revisar sus estatutos para determinar cuando se debe elegir al comité nominativo. Los Estatutos para Unidades Locales PTA/PTSA indican que el comité nominativo es elegido

(Continúa en la página 11)

**Libro Secretario****Esto debe ir en sus *actas permanentes***

Por: Gisela Meier

Secretario del Cuarto Distrito de PTA

¿Secretarios, en donde guarda las actas de este año? ¿En un folder? ¿En una carpeta de arillos? ¿En una caja debajo de la cama?

Las debe estar pegando con “Resistol” en un libro encuadernado, como el libro de registros del secretario de PTA, el cual esta a su disposición en la oficina del Cuarto Distrito de PTA por \$18 (por supuesto que pagado por su PTA).

¿Por qué es que pegamos las actas en un libro? Para poder responder esa pregunta tendremos que remontarnos al siglo anterior, en la época en donde no existen las copiadoras o computadoras.

En aquel entonces, el secretario de PTA usaba una pluma fuente para escribir las actas directamente en el libro de registro del secretario. Que a su vez, creaba una copia maestra permanente de las actividades de la organización. Pegando actas generadas por computadora en el libro es una forma de crear permanentemente esa copia maestra.

Es importante la permanencia de las actas porque son documentos legales que una organización sin fines de lucro, de acuerdo a las leyes de California, requiere mantener. Asimismo son importantes porque tristemente, algunos funcionarios de PTA usan los fondos de PTA de manera indebida. Corre el riesgo de que las actas que estén guardadas en un folder o carpeta puedan ser cambiadas o desechadas. Una copia maestra segura y completa de las actas previene este tipo de perdidas y ayuda a esclarecer preguntas que puedan surgir. De esta manera, tanto los funcionarios como los fondos de PTA son protegidos.

¿Que debe contener su Libro de Registro de Secretario? Además de las actas, usted debe pegar todos los reportes financieros, incluyendo presupuestos, reportes de gastos, listas de cheques que fueron pagados, y los dos reportes financieros anuales. También debe incluir las enmiendas de sus estatutos, reportes escritos por funcionarios y directores de comité.

PTA le permite recopilar todos estos documentos y tenerlos encuadernados profesionalmente al final del año fiscal. Si planea hacer esto, asegúrese de guardar todos los documentos en un lugar seguro.

Por ultimo, encuentre un lugar seguro en donde puede guardar todas sus actas. Muchas escuelas apartan un armario o gabinete para guardar materiales de PTA. Este vendría siendo un lugar seguro para guardar sus actas, ya que deben ser archivadas indefinidamente.




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(Viene de la página 10)

**...Comité Nominativo**

por la membresía en una junta de asociación por lo menos dos meses antes de la elección anual. En la mayoría de los casos, la junta de elección se lleva a cabo en Marzo o Abril; por lo tanto, el comité nominativo necesita ser elegido en una junta de asociación en Enero o Febrero. Los estatutos también especifican cuantos miembros y alternos son elegidos y quien es elegible para servir en el comité. Ningún miembro puede servir en el comité nominativo por dos años consecutivos. El presidente no podrá servir exoficio o por ser elegido al comité nominativo. El comité elige a su propio director. Por favor lea la *Sección 2.2 Nominaciones y elecciones de la Carpeta de Recursos de PTA* para información más detallada sobre este importante comité de su PTA.

De el mejor regalo de todos a su PTA: un comité nominativo dedicado e informado. Ayude a su comité nominativo a crear una plataforma de funcionarios de su PTA con el candidato mejor calificado para cada uno de los puestos de liderazgo.

**Translation by Diana Flores**

Fourth District PTA Leadership Committee — Outreach

# Tips for effective board meetings

From CAPTA Leadership Services Commission 2012

It is important to value people's time and make the best use of the time available when the executive board meets. Use these tips to conduct effective board meetings.

- Stick to the scheduled dates and times stated in the bylaws and which are published in the PTA calendar for the year.
- Always start the meeting on time. Make every effort to respect other people's time by ending the meeting at the agreed upon time.
- Prepare and send out the agenda before the meeting to provide advance notice of pending actions and to remind members of items to be prepared to discuss.
- Create an attendance list for attendees to sign or initial. Illegible writing is avoided and it helps in determining whether there is a quorum present. Think about adding a space for volunteer hours so each member can provide his/her volunteer hours on a regular basis.
- Make your agenda a working document. Try including start times for each item. For example: 6:30 Welcome, 6:35 Minutes of Previous Meeting, 6:40 Treasurer's Report etc. Use the scheduled times to keep things moving along.
- Follow parliamentary procedure when chairing a meeting. It helps prevent people from monopolizing the discussion time and assures that control is maintained.
- Ask committee chairmen to report briefly by presenting committee recommendations to the executive board. Detailed planning is done ahead of time by the committee and the executive board then approves the committee recommendation or refers the issue back to the committee for further work.
- Ensure that the secretary takes minutes at every meeting. Ask the secretary to send a draft set of minutes out no later than one week after the meeting to assure members have the opportunity to assess accuracy while recollections are fresh and to serve as a reminder of assigned tasks.
- Attach a list of action items to the minutes with expected dates for completion and the person responsible to serve as a reminder to all of the expectations and responsibilities undertaken.



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