

President's Message

Helicopters versus fishing for a lifetime

by Celia Jaffe



Have you heard the stories on the radio or seen them in magazines about extreme cases of "helicopter parenting"? A phone call to a college president, for example, from a parent worried about her child's first "C" grade. A parent marching her child off the soccer field because he wasn't given enough playing time. More parent chaperones than students on field trips. Is this who we have become as a parenting generation? I certainly hope not.

PTA urges parents to be child advocates, but this means fighting for good policies and the rights of all children. It means pointing out when there is a situation that is detrimental to children and helping to find a solution. It does not mean leaping into a pitched battle any time our child runs into difficulty.

When our children hit a snag, let's be sure we are saying to kids, "I have your back," instead of, "I'll take care of this for you." Part of growing up is learning how to address problems. When we discuss with our child how to deal with a situation, it builds problem-solving skills. When we ask a child to practice a conversation with the teacher about getting extra help, we nurture the child's confidence. It is much more empowering to have your parent behind you as coach and cheerleader than to have your parent in front of you, fighting your fights for you.

Naturally, there are situations that are too serious to leave to children to address. When physical or psychological harm are imminent, when something is beyond our child's maturity level, when our child has tried without success to solve the problem, this is when it is appropriate for the parent to take the lead. And this is where a PTA member is more likely than other parents to know how to navigate the situation.

You and your teachers and principals have a level of mutual trust that will lead to thoughtfully addressing any difficult situation. You know that – though your own child is the most precious person in the world to you – any solution has to make sense for *all* the children involved. In working with PTA to help parents and teachers "cooperate intelligently in the education of children and youth," you have a sense of the big picture at your school and want all children there to thrive.



(Continued on page 9)

Fourth District
PTA[®]

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*Artículos en español—
paginas 10 y 11*

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Orange Leaves is published
nine times per year.

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Secretary

Secretary: Keeper of the records

By Gisela Meier, Fourth District PTA Secretary

As the secretary of your PTA, you are the keeper of all of your organization's important documents. These include your PTA's Charter, the Bylaws and Standing Rules, lists of members, and the minutes of all meetings. All nonprofit organizations are required by California state law to maintain these records.

Your minutes must be kept permanently, either pasted in a Secretary's Book or professionally bound at the end of the year.

Along with the record of your meetings, your minutes should include several important documents. These include:

- All financial reports, including the annual budget. Your treasurer and financial secretary (if you have one) should submit written reports at every meeting. These should be pasted or bound with your minutes. If two-sided reports are submitted, copy one side and paste in both pages.
- Audit reports, which should be completed twice a year and any time a financial officer changes.
- Written reports by the Nominating Committee.
- Amendments to the Bylaws.
- Sign-in sheets for attendees.

If officers submit written reports, include those as well.

It's a good idea to keep other materials – such as agendas, handouts and fliers – until the end of the year.

These do not need to be kept with the minutes and can be discarded at the end of the year.



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Facebook

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

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

Submit your new PTA officer & chairmen lists

By Leticia Keeling
Fourth District PTA Data Administrator



As soon as your PTA elections have taken place, please use the New Officers Submission Form on the Fourth District PTA's website (www.fourthdistrictpta.org) to send the information through PTA channels, and remember these tips:

- Use your entire unit's name (Joseph Z. Adams PTA). Abbreviations are difficult to decipher and easy to get wrong.
- Do NOT use school addresses for your officers. The computer at California State PTA discards school addresses, thus rendering your submission useless.
- Double-check the spelling of all names (person, street, and city).
- The information you submit will be exported directly to the CAPTA form.
- Please remember that I will be sending information for over 425 unit presidents, and so cannot check each entry.
- The new format will shorten the time lapse between submission of your information and the ability of the State and National PTA's to get new information into your mail box.

Remember to also use the New Officers Submission Form to make updates when an officer changes. If Fourth District PTA doesn't have a current list, it may delay delivery of vital documents to your unit or council.

Fourth District PTA training is coming soon!

Wednesday, May 22, 2013
Concordia University Irvine
1530 Concordia West, Irvine, CA 92612

Morning Session
9:00 a.m.- 12:15 p.m.

Evening Session
6:00 p.m.- 9:15 p.m.

See the website soon for online registration!

FOURTH DISTRICT PTA CALENDAR

April

- 16 Convention Delegate Orientation**
9:30am—11:00am
Fountain Valley District Board Rm.
- 18 District Board Meeting**
OCDE, 200 Kalmus, Costa Mesa
9:30am—CP Roundtable
10:30am—Board Meeting
- 26 Advocacy Roundtable**
9:30am—11:30am
Fountain Valley District Board Rm.

May

- 15 Council Presidents Roundtable**
9:30am—Fourth District PTA office
- 23 Executive Committee Meeting**
9:30am—Fourth District PTA office
- 27 Office closed for Memorial Day**

Unit Historian Reports are due now

By Su Craig, Fourth District PTA Historian

Unit Historians: Your annual volunteer report is due to your council historian in April. Please inquire about the exact date. It is important that you turn in your report on time so that the council historian can make his or her deadline. Be sure to estimate the number of volunteer hours for your unit until the end of June.

Council Historians: Your deadline to turn in your report to Fourth District PTA is May 1. Please set up your council deadline with enough time to get all the unit reports and compile them into one report.

Unit and Council Historians: The forms you need are in the California *State PTA Toolkit* on pages 319 and 321. You may get them from your unit or council presidents, or from the Fourth District PTA website, www.fourthdistrictpts.org, under Management/Forms.

Why go to CAPTA Convention?

By Shereen Walter
Fourth District PTA VP of Convention

I have always thought that the best reason to go to the California State PTA convention is the feeling that you have when you are heading home from it! Spending four days really getting to understand what our great organization stands for and learning more about the big picture of what we do for kids is something that never ceases to amaze and inspire me. I always leave convention feeling so excited about what we do as an organization that I feel ready to go back to my PTA unit and conquer the world! This is not just my sentiment, but also the response of the Council Convention Chairmen when we met in January to distribute convention information. So I heartily encourage you to go to Convention and see what we are talking about.

Do you need more reasons to make sending a representative to Convention a priority? How about compliance with CAPTA's guidelines...

The instructions for your bylaws tell you to set the election month early enough to allow the president-elect to attend the California State PTA Convention held in late April/early May. And you'll see this in the bylaws themselves:

ARTICLE V – OFFICERS AND THEIR ELECTION SECTION 9.

The president-elect shall be entitled to be a delegate to the annual California State PTA Convention. An alternate and all other delegates to which the association is entitled shall be elected at an association meeting prior to convention. (See California State PTA Bylaws, Article XV – Annual Convention, Section 5.)

So at the very least, your president-elect should be attending convention! Why? Because leadership development is crucial to meeting PTA's mission and goals:

The mission of the California State PTA is to positively impact the lives of all children and families by representing our members and empowering and **supporting them with skills in advocacy, leadership, and communication.**

CAPTA Goals...

4. Develop, strengthen and diversify leadership at all levels.

CAPTA Convention is where this happens! Give your PTA leaders the skills, motivation, and encouragement they will need to do a good job. Let your leaders know that PTA has their backs – with training, support, and development opportunities – and it will become easier for your organization to recruit leaders in the future. Start planning NOW for a better PTA tomorrow!



Membership:

New members wanted!

By Lisa Boler

Fourth District PTA Membership VP

It is time to gear up for the California State PTA Membership **Lucky 13 in 2013** award.

Any unit that increases their membership by 13 members over last year's total will be entered into the *Lucky 13 in 2013* contest. A drawing for prizes will be held at the CAPTA Convention in San Jose in May. You do not have to be present to win, nor do you have to fill out any forms or application. CAPTA is taking care of the tallying, so all you have to do is keep on submitting your dues, through channels, as you get them. Don't hold them until the last minute – we want to be sure you get all the opportunities you are entitled to for the drawing.

Every increase of 13 members will put your unit in the drawing again. For example, if you increase by 39 members, you will have three chances to win. There are some exciting prizes, including two gift baskets filled with good-



ies, and two checks for \$1313.00. To increase your numbers, you might try reaching out to grandparents, city council members, local businesses, school board trustees, after-school care workers, past PTA Honorary Service Award winners, retired teachers, school site neighbors, etc. Also, don't forget to ask volunteers at your late spring events (like Jog-a-thon and Grad Night) to join PTA, too. It is never too late.

Check your current numbers against last year's total. You might be only a member or two away from an entry. We want everyone to be able to enter the *Lucky 13 in 2013* drawing. It's just another way to inspire you to increase PTA membership this year!

Need a quorum at your PTA meeting?

By Beverly Berryman

Fourth District PTA Parliamentarian

Spring fever.... Don't think that only our students are feeling the urge to "slack off and only do what is necessary to get by." Many of our parents feel the urge to skip a few meetings now that we are in the home stretch of the school year. Many PTA units are feeling the effects of spring fever when it comes to PTA meetings and reaching the number of members needed for the required voting quorum. Here are some suggestions to bring more parents to your meetings:



- Send out an agenda at least ten days prior to your meeting and follow up with email reminders.
- Advertise the meeting on the school marquee and in your newsletter.
- Always start and end meetings on time.
- Use the personal touch; try a phone tree to invite members and follow up with a personal phone call.
- Ask everyone to bring someone with them to the meeting.
- Invite your superintendent or an exciting guest speaker to address the group.
- Offer programs related to student and community issues.
- Present entertainment by the students, or create a display of student artwork.
- Include a potluck meal or have a dessert/ice cream social.
- Provide babysitting with activities or homework help (be sure to follow *California State PTA Toolkit* and insurance guidelines).
- Conduct a concise business meeting and then provide training after with break-out workshops.
- Consider modifying your bylaws to have fewer association meetings per year so that those meetings can include a program or presentation of interest.

-Adapted from CAPTA Leadership Services Commission



Common Core State Standards instill 21st Century competencies

By Al Mijares, Ph.D., OC Superintendent of Schools



The purpose of the Common Core State Standards (CCSS) is to provide a consistent, clear understanding of the knowledge and skills that young people need to master by the end of high school. Many stakeholders in 46 states worked on the standards in English language arts and mathematics to be certain that time spent in the classroom results in students who are ready for college and career.

In addition to academic content, the Common Core State Standards provide a description of 21st Century cognitive, interpersonal, and intrapersonal skills that work in tandem with the rigorous content standards. These skills focus on the “Habits of Mind” – mental competencies that students develop to be successful in a rapidly changing world. Attributes such as independence, valuing evidence, understanding other perspectives, perseverance, precision, and constructing viable arguments are developed as students learn the academic content.

Schools foster “Habits of Mind”

Educators throughout Orange County are designing learning environments that focus on building knowledge through content-rich text, writing, and text-based discussions grounded in research. As they acquire content knowledge, students will use critical thinking and problem solving, communication, collaboration, creativity, and innovation. In your child’s classroom, you will see students who can demonstrate independence, value evidence, and are able to understand as well as critique complex material. Students will come to understand different perspectives and cultures. They will use technology and digital media strategically and capably.

In mathematical practices, students will be able to make sense of problems and persevere in solving them. They will reason abstractly and quantitatively, construct viable arguments, and analyze the reasoning of others.

Parents’ role in implementing the Common Core “Habits of Mind”

Parents play a key role in supporting their

child’s development of 21st Century competencies, or “Habits of Mind.” Parents can begin by setting high expectations and supporting their child in meeting them. If a child needs extra help, or wants to learn more about a subject, parents and teachers can work together to identify opportunities to extend learning and find additional resources.

Other things parents can do to help their child develop the Common Core “Habits of Mind” include the following:

- Provide a wide range of reading materials, both fiction and information text, and discuss what they read.
- Ask them to share daily work and discuss what they are learning.
- Explore what ignites their curiosity.
- Talk with the teacher and help assess progress.

As we move forward together on this exciting path to transforming education across America, I am confident that with Common Core State Standards implementation, Orange County students will graduate from high school prepared with the knowledge, skills, and personal attributes needed to become successful in college and careers.

For additional resources to support implementation of the Common Core State Standards, visit www.ocde.us/CommonCoreCA.

THE ART OF INNOVATION

Tom Kelley

Wednesday, April 10, 2013
10:00 a.m. – 11:30 a.m.

Renée and Henry Segerstrom Concert Hall
Segerstrom Center for the Arts

Early-bird tickets on sale for \$25 on
January 28, 2013 at WWW.SCFTA.ORG

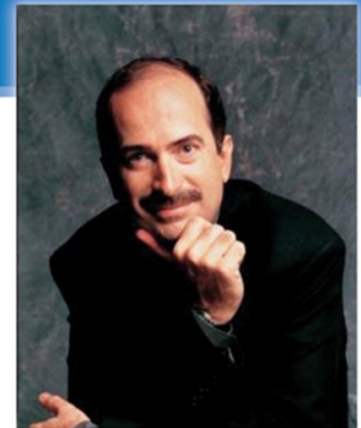
How innovation can transform the entire culture of organizations from one of its most successful practitioners: **Tom Kelley, General Manager and Co-founder, IDEO**

“Tom Kelley has unlocked the magic box of innovation for corporate America.”
Bruce Nussbaum, BusinessWeek






This event presented by:



Top 10 Reasons to Come to Convention

- 10 **Business of the Association** attending general meetings
- 9 **Advocate** for more than 9 million children. If you are a PTA member, you are already an advocate. Here's a chance to learn more.
- 8 **Idea Exchange** getting ideas from other PTA members
- 7 **Leadership** opportunities to further help your unit, council and district
- 6 **Reflections** see the California State PTA winners
- 5 **Networking** meeting other PTA members
- 4 **Hearings for Bylaws, Legislation and Resolutions** help build a better PTA.
- 3 **Speakers** to inspire, motivate and energize
- 2 **IMAGINE** the possibilities



Your number one answer to the 2012 convention survey

- 1 **Workshops** new for 2012, X-TrEAM Training Day

A graphic for the California State PTA Convention. It features the text 'California State PTA' in white on a black background. Below this is a white silhouette of a person's head and shoulders. To the right of the silhouette is the word 'IMAGINE' in large, colorful letters (red, yellow, green, blue). Above 'IMAGINE' is the word 'CONVENTION' in white. To the right of 'IMAGINE' is the text 'NOV 3-5' in white. At the top right, the text 'SAVE THE DATE' is written in yellow. At the bottom, there is a large white '@' symbol followed by 'San Jose' and 'May 2 - 5, 2013' in white.



California State PTA Legislation Conference

By Kim Anderson, Fourth District PTA, VP Advocacy

Six of us from our Fourth District PTA Advocacy Team, our esteemed Fourth District PTA President

Celia Jaffe, and the Capistrano Unified Council Legislative Chairmen attended the California State PTA Legislation Conference on February 25 and 26 in Sacramento. There were about 150 attendees overall. As always, it was a fascinating, informative, and productive two days where we heard from outstanding speakers and then advocated directly to our Orange County legislators for adequate school funding, gun safety, and improved mental health services in our schools and communities.

The hottest topic in the Capitol is currently the Local Control Funding Formula (LCFF), a part of Governor Brown's budget proposal that would dramatically change the state's school funding system. You may have heard the Governor talk about "the principle of subsidiarity," defined in this context as: "Functions which subordinate or local organizations (*in this case school districts*) perform effectively, belong more properly to them than to a dominant central organization (*the state*)."

Essentially, the LCFF would replace the current revenue limit and most categorical funding with a statewide per-pupil base grant, with additional funding for students who are English Language Learners (ELL's), low-income or foster children. The Governor wants to implement this over the next seven years. According to the Department of Finance, no school district will receive less than it did in 2012-13, and most will receive funding increases. There are many other components to this proposal; the complete Department of Finance report may be found at www.dof.ca.gov and the non-partisan Legislative Analyst Office report may be found at www.lao.ca.gov.

Other hot topics included:

- Efforts to lessen gun violence: Assembly Member Nancy Skinner has introduced a bill (AB 48) to regulate ammunition and ban the sale of conversion kits.
- Implementation of the California Common Core Standards (CCCS): Assembly Member Susan Bonilla's bill, AB 484, will be the primary bill for introducing this. Commencing with the 2013-14 school year, parts of the STAR Program would be suspended, except for those necessary to satisfy the adequate yearly progress requirements of the federal No Child Left Behind Act, until new assessments



addressing the Common Core State Standards are developed and implemented.

- Teacher Evaluations/Dismissals and Mandated Reporting: Assembly Member Joan Buchanan has a package of three bills related to these topics – AB 135 (changes the evaluation period to three years from the existing five years), AB 372 and AB 1338 (both of these are spot bills with the language yet to come).
- School Facilities Education Bond: Assembly Member Joan Buchanan has a spot bill (AB 41) for the next education facilities bond that would likely go before the voters in November 2014.

Our full report from the Legislation Conference is posted at www.fourthdistrictpta.org.

Save the Date! Friday, April 26

For our next exciting Advocacy Roundtable!

You will be hearing from several Orange County Superintendents about issues that we all care very deeply about:

- How they are handling school campus safety in the wake of Sandy Hook
- What their perspectives are on the Local Control Funding Formula and other aspects of the Governor's proposed budget
- How the Common Core Standards are being implemented in their districts

Fountain Valley School District - Board Room

9:30 a.m. – 11:30 a.m.

Open to all Fourth District PTA members
It's FREE and there's no need to RSVP...just show up!

SEQUESTRATION:

What is it and what does it mean for our schools?

(Excerpted from John Fensterwald's EdSource article and the Washington Post)

Summarized by Kim Anderson, Fourth District PTA, VP Advocacy

Sequestration is a group of automatic cuts to federal spending that took effect March 1, since Congress was unable to come to an agreement on how to cut \$1.5 trillion over 10 years.

The sequester cuts discretionary spending across the board by \$109.3 billion a year from 2014-2021 and \$85.4 billion in 2013.

Because of how school districts budget their money, the 5.1 percent reductions in federal revenue for schools that took effect on March 1 won't be felt by districts until the start of their new fiscal year, July 1. That gives districts four months to plan for the impact, – and Congress and President Obama plenty of time to change their minds – or not.

In figures released recently, Superintendent of Public Instruction Tom Torlakson said that California faces \$262 million in reductions in federal education funding from sequestration. With the federal government contributing only about 10 percent of total K-12 spending in California, and some programs, like school lunch and nutrition services, exempt from the round of cuts, that represents a tiny slice overall.

But most federal dollars are targeted to disadvantaged children, so, under sequestration, the biggest cuts

will be \$91 million to Title I, providing services for low-income students, and \$72 million in funding for special education.

Other cuts, outlined in a letter Torlakson sent to Congressional leaders, would be:

- \$2.8 million in startup grants for public charter schools;
- \$6.9 million for Career and Technical Education;
- \$9.6 million in funding for English learners under Title III; and
- \$3.7 million in Impact Aid for school districts in California that include untaxed federal land within their boundaries, such as San Diego Unified, which is home to several military bases.

The federal government contributes \$1.8 billion in Title I dollars to California annually and about \$1.4 billion in money for special education. But a cut in federal special ed funding won't result in less spending for children with disabilities. They will continue to receive the services they're legally entitled to under federal law, with districts picking up the full amount. Since the federal government only contributes about 13 percent of the cost of special ed services in California now, according to a new report by the Legislative Analyst's Office – far below the 40 percent contribution promised by Congress when it passed the mandate in 1975 – districts will have to make room for the \$72 million cut elsewhere. Local districts now pay for more than 40 percent of the cost of special education out of their general budgets, an impact called "encroachment."

As for Title I reductions, districts will decide how much and which services – such as after-school pro-

grams, summer school, tutoring and extra teachers – to cut.

Although sequestration cuts will comprise less than 1/20 of total K-12 spending, they come at an awkward time. By state law, districts must send preliminary layoff notices for the following school year to teachers by March 15. A sampling of districts contacted said they planned no layoffs per se from sequestration.

Torlakson predicted in his letter that the federal cuts to education "could result in school closures; teacher and administrator layoffs; increased student teacher ratios; the elimination of college counselors and school-based mental health personnel." That may be overstated. But in the context of the overall potential impact on the state, sequestration will add uncertainty and some anxiety to districts' budget planning. Total federal cuts to the state budget could reach \$10 billion, and left untouched, sequestration could set back the state's economic recovery – and unbalance the state budget, dimming districts' hopes to restore five years of budget cuts.

(Continued from page 1)

...President's message

The Chinese proverb "Give a man a fish and you feed him for a day. Teach a man to fish and you feed him for a lifetime," can help remind us that we are raising our children for their long-term success and happiness. Part of that means mentoring them to become their own advocates.

Fourth District Advocacy Team

Speakers Bureau!

Want some help explaining advocacy issues to your unit or council?

Fourth District Advocacy Team representatives are available to address your meeting!

Contact Shereen Walter at:
speakers@fourthdistrictpta.org



Mensaje de la Presidenta

Helicópteros vs. Pescar por un tipo de vida

Por: Celia Jaffe

Ha escuchado las historias sobre los casos “extremos de “padres helicópteros”? Por ejemplo la llamada telefónica a un presidente de una Universidad de un padre preocupado por la primera calificación “C” de su hijo. Un padre sacando a su hijo de un partido de fútbol soccer porque el entrenador no le dio suficiente tiempo de juego. Mas padres chaperones que los estudiantes en los paseos escolares. ¿Esto es en lo que nos hemos convertido como generación de padres? Yo espero que no sea el caso, porque esto es muy dañino para nuestros hijos.

La PTA les pide a los padres que defiendan a los niños, pero esto significa que se luche por el establecimiento de buenas políticas y derechos para los niños. Esto significa que cuando hay una situación que es dañina para los niños se identifique y se busque una solución. No significa que nos enfrentemos en una batalla con todo aquel con el que nuestro

hijo tenga una dificultad.

Asegurémonos de hacerles saber a los niños, “estoy contigo” en vez de “yo me encargare de tu problema” cuando tenga una dificultad. Gran parte de la etapa de crecimiento es aprender a solucionar los problemas. Cuando platicamos con nuestros hijos sobre como enfrentar una situación adversa, le ayuda a aprender como resolver problemas. Cuando le pedimos a nuestro hijo que ensaye con nosotros una conversación que tiene que tener con su maestro sobre como obtener ayuda extra, le mejoramos su confianza en si mismo. Es mucho mas útil tener a un padre que guía y aconseja a su hijo, que un padre que se pelea con el mundo para solucionar los problemas de su hijo.

Naturalmente que habrá situaciones muy serias para dejarlas solo en manos de los niños. Cuando el problema amenaza con lastimar a nuestros hijos física o psicológicamente, cuando el problema

es mas grande que el nivel de madurez del chico, cuando el niño ha tratado de resolver su problema sin éxito, entonces es cuando el padre deberá de intervenir. Y esta es la situación en la que un padre miembro de PTA sabrá mejor como navegar la situación.

Ustedes, los directores de la escuela y los maestros tienen un respeto mutuo que ayudara a resolver cualquier situación dificultosa. Usted sabe que aunque su hijo es su tesoro mas preciado, cualquier solución deberá de tener sentido común para todos los niños involucrados. Cuando trabaje con la PTA para ayudar a padres y maestros a “cooperar inteligentemente en la educación de los niños y jóvenes” usted demostrara que tiene una visión completa de lo que pasa en su escuela y un deseo de ayudar a todos los niños a alcanzar su máximo potencial

El proverbio chino “dale un pescado a un hombre y lo alimentarás por un día. Enseña a un hombre a pescar y lo alimentarás por el resto de su vida” nos recuerda que estamos ayudando a crecer a nuestros hijos para que tengan éxito y felicidad por el resto de sus días; y parte de esta ayuda significa que debemos enseñarlos a defenderse por si mismos.

Secretario:

El que anota y archiva los datos

Por Gisela Meier, Secretaria del 4o Distrito de PTA

Como secretario de su PTA, usted es el “cuidador” de todos los documentos importantes de su organización. Esto incluye el estatus de su PTA (Chárter), sus estatutos y reglamentos, la lista de miembros y las notas o actas tomadas en las juntas. A todas las organizaciones sin fines de lucro en California se les exige que guarden por ley estatal dichos documentos.

Sus actas deben ser guardadas permanentemente en la carpeta o libro del secretario hasta el fin de año.

Junto con las actas de sus juntas se deben guardar los siguientes documentos:

- Todos los reportes financieros, incluyendo el presupuesto anual. Su tesorero y secretario financiero (si se tiene) deberán presentar un reporte escrito en cada junta. Dichos reportes deberán adjuntarse a las actas.
- Los reportes de auditoria, que deben ser completados dos veces al año y cada vez que se cambie alguno de los tesoreros u oficiales financieros.
- Los reportes escritos del comité nominador.
- Cualquier cambio a los estatutos o reglamento.
- Las hojas de asistencia de los miembros a las juntas.

Si los oficiales presentan un reporte escrito, este deberán ser incluido también.

Es una buena idea guardar también otros materiales como las agendas, las circulares o cualquier otra información otorgada en la junta hasta el final de año. Esta información no necesita guardarse permanentemente, solamente hasta el final del año escolar.

¿Por qué asistir a la convención de PTA?

Por Shereen Walter

Vicepresidenta de Convención del 4o Distrito de PTA

Siempre he pensado que la mejor razón para asistir a la conferencia de PTA de California es el sentimiento que inspiración que se tiene al final. Pasar cuatro días entendiendo el significado de la PTA y aprendiendo mas sobre la visión completa de lo que la PTA hace por los niños, nunca deja de inspirarme. Siempre me voy de la convención muy emocionada y lista para conquistar el mundo de la PTA con mi unidad. Este no es solo mi sentimiento sino es la respuesta que los directores de convención de los diferentes distritos comparten durante nuestra junta de información. Así que desde el fondo de mi corazón les animo a asistir a la convención para que entiendan de lo que estoy hablando.

Mándenlos su nueva lista de oficiales de PTA y directivos

Por Leticia Keeling, Administradora de datos del 4o Distrito de PTA

En cuanto sus elecciones se lleven a cabo, por favor baje la nueva forma instalada en el sitio de internet de la PTA del 4o Distrito (www.fourthdistrictpta.org) para llenar todos los datos de su nueva mesa directiva y mándela por los canales designados de PTA.

Recuerde lo siguiente cuando lo haga:

- Use el nombre completo de su unidad (Joseph Z. Adams PTA). Las abreviaturas son difíciles de descifrar y muy fácil de que se registren errores.
- NO USE la dirección de la escuela para registrar a sus oficiales. La oficina de la PTA de California NO GUARDA las direcciones de un periodo a otro, así que NECESITA llenar sus datos otra vez aunque su información ya existía en la base de datos del año anterior.
- Revise dos veces como se escriben los nombres de las personas y si todos los datos de direcciones están correctos.
- La información que usted nos de, será exportada directamente a la PTA de California.
- Por favor recuerde que le mandaremos la información a 425 presidentes de unidades, así que no podremos verificar si los datos son correctos.
- Este nuevo formato acortara el tiempo en que la PTA de California recibirá su información, así que toda la información de PTA le llegara mas rápido.

Recuerde también usar esta nueva forma para hacer cualquier actualización de datos o cambios de oficiales. Si su PTA no tiene una lista de oficiales, esto resultara en la demora de entrega de la información vital para su unidad o concilio.

Membrecía:

¡Se buscan nuevos miembros!

Por Lisa Boler

Vicepresidenta de membrecía del 4o Distrito de PTA

Es momento de prepararse para el premio de membrecía de la PTA de California “**Los trece de suerte en 2013**”.

Cada unidad que incremente su membrecía con 13 miembros mas que su total del año pasado entrara automáticamente en el sorteo de los 13 con suerte en 2013. Se hará una rifa de premios en la Convención de PTA de California en San José en el mes de mayo. No necesitara estar presente para ganar, ni tampoco tiene que llenar ninguna aplicación para entrar al concurso. La PTA de California se ocupara del conteo , así que lo único que necesita hacer es seguir mandando sus cuotas de membrecía a través de los canales designados. No espere hasta el ultimo minute ya que queremos que tenga todas las oportunidades que pueda para entrar en la rifa.

Cada incremento de 13 miembros le dará una oportunidad mas de tener mas posibilidades de ganar la rifa. Por ejemplo si usted incrementa su membrecía con 39 miembros, usted tendrá 3 oportunidades de ganar. Hay muy buenos premios como 2 canastas llenas de diferentes productos además de dos cheques de \$1313.00. Para incrementar su numero de miembros puede invitar a unirse a su PTA a los abuelos, a los concejales de su ciudad, a los dueños de negocios locales, a los miembros de la mesa directiva del distrito escolar, los trabajadores de la guardería, los ganadores de premios honorarios de la PTA en el pasado de su escuela, maestros retirados, vecinos de la escuela, etc. También no se le olvide preguntar a sus voluntarios en sus eventos de primavera (como el trota-ton y la noche de graduación) que se unan a la PTA. Nunca es tarde para

reclutar nuevos miembros.

Compare sus números actuales con los totales del año pasado. A lo mejor se encuentra uno o dos miembros cortos para una oportunidad de entrar a la rifa. Queremos que todos tomen parte del concurso de los 13 con suerte en 2013. ¡Estamos tratando de inspirarlo para que incremente su numero de miembros de PTA este año!

Reportes de Historiadores deben ser entregados AHORA

Por Su Craig, Historiadora del 4o Distrito de PTA

Historiadores de Unidades:

La fecha limite de entrega de su reporte de historiador es en Abril. Por favor pregunte en su concilio sobre la fecha exacta. Es muy importante que entregue su reporte a tiempo a su historiador de concilio para que este a su vez pueda entregarlo a tiempo. Asegúrese de incluir el número de horas que los voluntarios calculan que harán hasta el fin del mes de junio.

Historiadores de Concilio:

Su fecha limite de entrega de reportes al 4o Distrito de PTA es el 1o de mayo. Por favor fije su fecha limite de entrega para su concilio considerando la fecha limite del 4o Distrito. Dese suficiente tiempo para tener todos los reportes y incluirlos en uno solo.

Historiadores de Unidad and Concilio:

Las formas que necesita usar para su reporte se encuentran en *la carpeta de recursos de la PTA de California* en las paginas 319 y 321. Puede obtener una copia pidiéndola a su presidente de unidad o concilio o bajarla directamente del sitio de internet del 4o Distrito de PTA www.fourthdistrictpts.org, debajo de Formas de manejo (Management/Forms).

Translation by



After School Spanish Program: 949-887-4339

An important tool for transition...

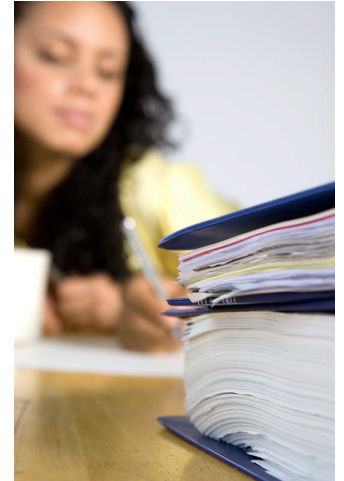
One of the most helpful tools for a PTA volunteer is a **Procedure Book**. Maintaining a procedure book will provide useful information for each officer and/or chairman. This information can then be passed from volunteer to volunteer each year and provide an invaluable resource. If you are a new volunteer and there is not a procedure book for your position, now is the time to create one. The procedure book, which can be a three ring binder, should contain a record of work done and other material that has been collected. Include the following:

- A copy of the local, state, and national bylaws and the National PTA handbook
- Standing rules
- The annual adopted budget
- Programs for the year
- Materials from workshops and convention
- Job descriptions that are updated regularly for easy reference
- Agendas, minutes, financial reports, and all other reports
- A list of the officer and chairmen addresses, telephone numbers, and e-mail addresses

- A list of resource people and organizations including addresses, phone numbers, and email addresses
- Special information relating to officers or chairmen including current work plans and all flyers sent out for events
- Program correspondence and files for at least two years so that each administration can look back on their predecessors' work as needed.

Check legal requirements for some files which must be kept for seven years. Minutes must be kept forever.

Procedure books are created to help a PTA run smoothly and provide each chairman or officer with a record of what has been done in the past. Remember the procedure book, as with all PTA materials, belong to the organization. Once an officer or chairman has moved out of a position, the procedure book should then be passed on to the next person filling the position.



April
2013

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PTA
Fourth District