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Fourth District PTA, CCPTS, National

President's Message Is your team still on TARGET?

By Fourth District PTA President Bev Berryman

As you know, the mission of the California State PTA is to positively impact the lives of all children and families. I would guess that the mission of your unit's team closely parallels this purpose as well. As the team's leader, you are charged with the task of checking in from time to time to evaluate your plan of action. As the New Year begins, now is the perfect time to review if your PTA is staying on course and following the initial strategies that your team set out to accomplish at the beginning of your quest.

It is time to celebrate the midpoint of the year and explore the progress your team has made towards the goals that were set out. To start the New Year on a positive note, take some time at your next meeting to have each member of your team share successful actions. Compare those accomplishments with the objectives that have been established and readjust the plan if needed or develop an action plan for the next six months to achieve the goals.

Some other things to take into consideration as you go through this evaluation process are:

Is your PTA engaging and maintaining your membership?

Membership campaigns do not end once the official drive stops. Building membership continues all year long.

Are people attending your meetings?

If not, consider changing the meeting times and provide interesting information that members

would like to learn about. Make an effort to make everyone feel welcome and connected. PTA's should use a variety of ways to communicate with members and the community at large.

Are you offering programs and services that meet the diverse needs of children, families and your community?

Is your PTA reaching out to those members that are underserved? Are you providing translation to those that may need it? Are there opportunities for members with physical disabilities or limited time?

Are you recruiting new leaders?

Are you creating opportunities for all to participate? Developing new leaders is an ongoing process and happens all year long. When people show an interest, invite them to take on a small task or join a committee to become involved. Remember how you started, in most cases, we all started with a small job.

Is your PTA supporting student programs that engage students and enhance the school experience?

Programs should provide opportunities to enhance a school campus by boosting student achievement, stimulating family engagement, promoting community and meeting student needs so they thrive.

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Fourth District
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Artículos en español
paginas 10 y 11

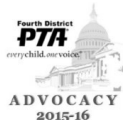
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www.fourthdistrictpta.org

FOURTH DISTRICT PTA ADVOCACY FORUM



Please join us for a lively panel discussion:

Inside Orange County's School Districts



Friday, January 22, 2016
9:30 a.m. to 11:30 a.m.

Fountain Valley School District Board Room
10055 Slater Avenue, Fountain Valley, 92708

Learn how local school districts are handling issues such as:

State assessments
LCAP
Budget challenges
Teacher training/California State Standards
Parental involvement

Superintendents from four Orange County school districts will discuss these topics and more.

All PTA members are welcome to attend. No RSVP needed.

FOURTH DISTRICT PTA

CALENDAR

December

10 Fourth District PTA Association General Meeting Irvine Regional Park, 1 Irvine Park Rd., Orange, CA 92869, 9:30 a.m. Council Presidents, 10:30 a.m. District Board

January

14 Council Presidents Meeting Fourth District Office, 9:30 a.m.

18 Office is closed in observance of Martin Luther King Day

22 Advocacy Forum—Fountain Valley School District Boardroom, 10:30 a.m.

30 Reflections Awards & Gallery—1:00– 4:00 pm. OCDE, 200 Kalmus Dr., Costa Mesa, CA 92626

Holiday office schedule:
December 21st—January 1st—Closed
January 4th—Office reopens

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Fourth District PTA comprises of 20 councils in Orange & Los Angeles Counties with over 400 unit PTAs.

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Housekeeping... Are you on track by completing the necessary PTA tasks?

Is your team tracking all of their volunteer hours? Has the mid-term audit been completed? Have you reviewed the budget and made necessary adjustments? Have you elected your nominating committee? These are all important tasks that preserve your PTA and prepare for the upcoming term.

Examining the progress of your PTA is a vital part of a well-functioning team. Consider this activity a positive step to move your PTA towards your existing plan of action. Embrace the process as you and the team move forward to the last half of the year.

Thank you for taking on this important role as a leader and serving the students, parents and people in your community!! Happy New Year!!

Fourth District Membership Campaign going strong

By Fourth District PTA VP of Membership Candice Kern

Anaheim Secondary Council has already increased their membership totals by 747 members over last year! Most of the other councils are on track to meet last year's totals. Just remember, don't let the momentum die down. The fall drive may be over, but it's time to think creatively about how to keep those memberships coming in.

As a reminder to unit and council presidents and membership chairs,

- Make sure you are remitting dues at every meeting. Sometimes the numbers we reflect are lower than your totals, simply because a check has not made its way up through channels just yet.
- Please take a look at the membership totals provided to your council presidents and council membership chairs. Note any schools that need a little extra help. To remain in good standing, units must have at least 15 members.

Don't be a silent secretary

By Fourth District PTA Secretary Cheri Jones

As the secretary of your PTA, you are the keeper of all of your organization's important, legal, 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.

You are one of the three main officers of your PTA and you should take an active role in every meeting. Ask questions. Participate in discussions. Make motions. Don't be a silent recorder.

Don't be shy about stopping the proceedings and asking for clarification when you have missed a piece of information. This is especially important when it comes to motions made during the meeting. Make sure you have recorded the motion correctly. If the motion is long and complicated, ask the maker to write it down on a motion slip or on another piece of paper.

Don't wait until after the meeting to clarify information. It's better to do it right away, with all of the participants listening. This will prevent confusion and misunderstanding in the future.

Keep in mind that you do not need to record discussions or lengthy reports. Summarize and **record what was done, not what was said** and be sure the motions are complete and accurate.

Anaheim district is first to make OCDE's Inside the Outdoors program available to all students

By Ian Hanigan for the OCDE Newsroom

Marking a first for Orange County, the Anaheim City School District is giving every one of its students the opportunity to receive quality outdoor science education through OCDE's long-running Inside the Outdoors program.

You read that right — every student at every grade level. For Anaheim City, that means approximately 20,000 kids in transitional kindergarten through grade six will receive hands-on lessons covering science and nature.

Superintendent Linda Wagner said the investment was made as the district developed its Local Control and Accountability Plan, which annually seeks feedback from key stakeholders and allocates resources accordingly. "Our parents have always told us how important the field trip is to their child's full experience," Wagner said. "Inside the Outdoors continues to set the bar by providing remarkable memories and real-life lessons for our students, and we are proud of our continued partnership."



Administered by the Orange County Department of Education, Inside the Outdoors was established in 1974 to expand students' knowledge and stewardship of the natural environment. The program, which aligns with the state's standards, offers 14 field trip locations in Orange County — and one in Los Angeles County — and it dispatches Traveling Scientists to schools to promote the awareness and appreciation of science. Much to the delight of students, the scientists are often accompanied by exotic and native animals, and hands-on science labs. (For more, check out the video above.) The partnership between Inside the Outdoors and the Anaheim City School District spans four decades and has provided science instruction to an estimated 250,000 students. But this year marks the first time that every student in the district will participate.

Kelly Barrett, a curriculum specialist in Anaheim City, said all grade levels can benefit from the program's high quality field trips, which enable students of all ages to connect with nature and engage in meaningful science lessons.

Meanwhile, it's worth noting that improving environmental instruction is among the initiatives supported by State Superintendent Tom Torlakson in his recently released [Blueprint for Environmental Literacy](#).

"Climate change, wildfires, and the drought are clear reminders of how important environmental issues are to our own lives and the health of planet Earth," Torlakson says. "Students need to learn about the environment so they can make informed choices and help to maintain our clean water and air, and preserve our scenic resources."

The blueprint recommends making environmental education available to all students, finding a funding source to sustain and improve instruction, working with outside organizations to ensure quality instruction and providing students with a variety of learning experiences.

Inside the Outdoors would appear to check all of the above boxes, plus one more: Students think it's pretty cool. "Most of us remember a field trip experience from when we were young, and it is very exciting that Anaheim students will have similar experiences and memories," said Inside the Outdoors Operations Manager Stephanie Smith. "This is a great opportunity for students to get rich, hands-on science field trips to help them connect with what they are being taught in their classroom."

Advocacy priorities for Fourth District PTA

By Fourth District PTA VP Advocacy Kathleen Fay

The Fourth District PTA Advocacy Team is here to advocate for ALL our kids. And while we always support positions taken by the State and National PTAs, it helps to clarify our priorities by focusing on those areas of advocacy most important to our own district. Here are the areas of concentration outlined in our latest *Legislative Agenda*, working towards supporting the health, safety, and academic success of every child. Use these ideas for your own unit or council advocacy efforts!

LOCAL PRIORITIES

Programs and services that contribute to the long-term success of all students

Encourage and empower family engagement through parent involvement in school site and district Local Control and Accountability Plans.

Advocate for programs that promote school readiness, including early childhood education and quality pre-school.

Promote programs that develop and cultivate civic responsibility.

Support "STEAM" education — science, technology, engineering, the arts, and mathematics — as essential components of the school day.

Advocate for programs that serve our most vulnerable children — the homeless, foster youth, and English Language Learners.

Student health and safety

Advocate for measures that improve school climate, including adult supervision, counseling services, and support staff such as school nurses and librarians on all campuses.

Implement programs that prevent bullying and cyber-bullying.

Teach children healthy and active lifestyles to promote physical health as well as academic achievement.

Increase the safety of students traveling to and from school through transportation services, crossing guards, and the development of safe routes to school.

Promote active support for public education by engaging Orange County families, businesses, and community leaders in PTA advocacy efforts.

Educate and empower parents and community members to participate as education advocates at their local and county school board meetings, city council meetings, and in their communities.

Encourage partnerships with the Orange County Department of Education, local business leaders, and community groups that promote academic achievement and well-being for all students.

Educate civic and business leaders regarding the importance of public education and the impact of the current state of our schools on the future of Orange County.

STATE ISSUES

Secure adequate funding for education.

Advocate for sufficient funding to repair, modernize, and construct needed school facilities.

Support efforts to guarantee a stable school finance system so that all schools receive adequate funding without relying on ancillary local fundraising.

Support efforts to ensure transparent and effective accountability through Local Control and Accountability Plans.

Provide local school districts with flexibility in decision-making and the allocating of funds, allowing sufficient reserves to support financial stability.

Improve school attendance through policies that reduce truancy and address chronic absenteeism.

Furnish a comprehensive and well-rounded education to every child.

Support funding to ensure access for every student to a full curriculum under the California State Standards, including STEAM and physical education.

Advocate for programs that promote student health and safety, including driving safety.

FEDERAL FOCUS

Advocate for the reauthorization of ESEA (Elementary & Secondary Education Act).

Urge Congress to expand and strengthen family engagement provisions.

Fight for access to well-rounded curricula, equity protections for disadvantaged populations, and accountability to parents and the community.

Support measures to ensure student access to highly qualified teachers.

Increase funding for the Individuals with Disabilities Education Act (IDEA).

Urge Congress to increase federal funding for IDEA by a minimum of an additional 3% this year, to move towards the commitment made by Congress to authorize federal funding of 40% of IDEA costs.

Advocate for safe schools.

Support federal programs and policies that promote safe routes to school, prevent bullying, and protect children from gun violence.





Student's caring deeds can inspire all of Orange County

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



Even the smallest gestures can make a huge impact.

A recent initiative in Anaheim proved as much by challenging local students to complete one million caring deeds, from picking up trash to welcoming a new student.

The "Million Acts of Kindness" campaign kicked off in 2013 with the goal of elevating the culture of an entire city by leveraging the goodwill of its youngest citizens -- in this case the students of the Anaheim City School District, under the leadership of its superintendent, Dr. Linda Wagner. By October 2014, their target was met, but committing acts of kindness can be a tough habit to break.

Anaheim's successful experiment presents lessons for the rest of Orange County. As our schools charge forward with new educational standards and funding models, we cannot lose sight of the fact that a 21st-century education must also be a values-based education. Beyond teaching "the four Cs" of communication, collaboration, critical thinking and creativity, we have a moral obligation to promote a fifth C -- character.

What do we mean by character? Think of it as encompassing basic human values such as honesty, kindness, respect and compassion. These qualities are at the heart of morally responsible and productive citizens, which is why it is so critical for educators to teach and model positive behaviors.

It is heartening that other school districts are looking at replicating Anaheim's success by starting their own projects to build a culture of kindness that extends beyond the classroom. Meanwhile, I also envision opportunities to scale up.

Just think of the impact that we could make if we committed to spreading acts of kindness throughout Orange County. And what if we didn't stop at a million?

Communication Tips

By Fourth District PTA VP of Communications Shanin Ziemer

Do you want a great newsletter or website? How do you find information your families can use? When you have great information, how do you share it with your PTA families? What's the best way to get your message out there? It's easy when you use these tips!

First, where do you get that "News you can use"? You are holding one of the great sources of information right in your hands! Orange Leaves articles are here for you to share. Another great source for articles and information is our Fourth District PTA Facebook page. And don't forget our amazing website www.FourthDistrictPTA.org and California State PTA's site at www.CAPTA.org.

Do you want to write an article yourself? Here are a few key tips to remember:

- Have a great opening hook! Many readers only skim the first few lines to choose if they want to read the whole story.

- Put important information there to catch them and get them to read on.

- Catch the reader's eye with charts or pictures. They're worth a thousand words so why write it when you can show it!

- Bullet points make for easier reading and an easy way to do a quick summary of key points.

- Remember who you're writing for and make it matter to them. You're writing for parents, how does this matter to their child? How is this information useful? Tell them directly and don't make them figure it out.

- Keep the information easy to understand. Be clear and concise.

Now that you have something worth sharing, how do you get that information out there to your members? In this age of e-everything, we have a lot of options. Do you have a PTA website? You can get an electronic version of Orange Leaves and just cut and paste. Do you have a Facebook page? You can share our posts. Do you have a newsletter? You can share your newsletter in paper form and send it home, post it online, and share it on your Facebook page. Many schools now send out a text alert asking parents to check their website when new information is posted. You can also ask your principal to share that there is new information on the site in the weekly phone or email message home. If you have Facebook followers, ask them to click "Like" on your page and then select "See First" from the dropdown menu so they never miss your posts. And don't forget to do that for our Fourth District PTA Facebook page as well!

With all the information we have ready for you to use, it's easier than you think to be a successful resource of great information for your school!

Rick Simpson and elected officials speak at seven Orange County schools!

By 4th District Advocacy Committee Member Kim Anderson



Rick Simpson (5th from left) and Assembly Member Don Wagner (center) with Youth and Government students at Corona Del Mar High School

For the eighth year in a row, Rick Simpson, Deputy Chief of Staff to Assembly Speaker Toni Atkins, has come down to Orange County to speak at multiple high schools with different elected officials. This year, Rick spoke to over 1,100 high school students during the three days he was here – more than any previous year! Accompanying him on the visits were Orange County 5th District Supervisor Lisa Bartlett at one of the Trabuco Hills events; Assembly Member Don Wagner at Tesoro and Corona Del Mar; City Manager of Costa Mesa Tom Hatch at Costa Mesa; Orange County 4th District Supervisor Shawn Nelson at El Dorado and Assembly Member Matt Harper at Irvine. Rick spoke alone at San Juan Hills and the first Trabuco event.

Watching "democracy in action" has been highly engaging for the students, who are primarily seniors from U.S. Government and Economics classes. After the guest speakers made their opening remarks about what their professions involve and what their daily work life looks like, we opened it up to questions from the students. As you might imagine, the questions covered a wide array of topics! The top three topics were related to the Common Core State Standards, testing and college (cost and accessibility). The next tier were questions relating to prisons, the drought, key issues affecting California and gerrymandering. Other questions included legalizing marijuana, raising the minimum wage, how to make healthcare more affordable, high-speed rail, starting high school later in the day, Proposition 13, global warming, OC transit and airport, teacher issues and the impact of social media.

Since enrollment in teacher preparation programs is down 75% over the last decade, California is potentially facing a massive teacher shortage a few years from now. In order to try and figure out why so few young people are going into the teaching profession, Rick informally surveyed several groups. He'd ask how many there planned to go into teaching and in every case, out of 150 – 200 students only two or three would raise their hands. When he asked some of those who didn't raise their hands to share why they weren't choosing to be a teacher, responses ranged from, "Teachers aren't well taken care of," and "They're not paid very well," to "I just have different interests." This kind of information, along with hearing what is on the minds of high school seniors, is hugely helpful to Rick and our legislators as they tackle the various education issues in the upcoming legislative session.

We are extremely grateful to Rick Simpson for doing this, as well as all the locally elected officials who joined him!



Thank you for reading Orange Leaves. Email contest@fourthdistrictpta.org for a chance to win a Starbucks gift card! Put Contest in the Subject line and tell us your favorite thing about Orange Leaves. Good luck!"

Sacramento Safari – February 22 & 23, 2016

The price goes up December 18, so register NOW!

By Fourth District PTA Sacramento Safari Co-Chairman Kim Anderson

Sacramento Safari is Fourth District PTA's annual two-day trip to our State Capitol where about 100 Orange County PTA members get to hear from key speakers on issues that affect children and youth, learn about the inner workings of state government, advocate directly to our legislators, and network with others. This is a highly informative and fascinating two days and is open to all Fourth District PTA members, but is particularly geared towards Advocacy/Legislative Chairs and Presidents.

Confirmed speakers so far include:

Eric Heins: Co-Chair of the SPI's Assessment Taskforce and President of the California Teachers Association

Rick Simpson: Deputy Chief of Staff to Assembly Speaker Toni Atkins

Paul Richman: Chief of Staff, California School Boards Association

Edgar Cabral: Principal Fiscal & Policy Analyst, Legislative Analyst's Office

Many more to come!!



Conference times:

Begins at 10:30 a.m. on Monday, February 22.

Ends at 5:15 p.m. on Tuesday, February 23.

Price:

\$330 per person double occupancy, or \$445 single occupancy, until December 18, 2015.

After December 18, 2015, the price increases to \$360 per person double occupancy or \$475 single occupancy.

Registration deadline: January 29, 2016 or when all available places are filled (*limit of 100*).

Registration fee includes:

One night at the Embassy Suites, Sacramento

Lunch and dinner on Monday

Breakfast and lunch on Tuesday

Conference materials

Registration fee does NOT include:

Airfare

Ground transportation

Airport parking fees

Dinner on Tuesday

Refund policy:

The registration fee is fully refundable until January 29, 2016 and after that it is transferrable if you find a replacement for yourself and the unit or council votes to approve the new person.

Steps to be taken if you are planning to attend:

Have your unit (or council) budget approximately \$650 for each Safari attendee

Your unit (or council) must vote to send you as a representative

Register (online is preferred) but there is also a mail-in option

Book your flights!

Recommended flights:

February 22, 7:55 a.m. Southwest flight out of Orange County

February 23, 7:00 p.m. Southwest flight back to Orange County

There are also flights that leave from Los Angeles and other area airports that would work.

We request that you participate in the entire event, so please book your flights accordingly and also book them early... they tend to fill up quickly!

The Fourth District PTA Advocacy Team will set up the legislator appointments for you, and will also accompany you, when you meet with individual California Senators and/or Assembly Members from Orange County in their Capitol offices.

On-line registration (preferred option) is now available by going to:

<http://www.fourthdistrictpta.org/2016-sacramento-safari-registration-form/>

A mail-in registration form is available at:

<http://www.fourthdistrictpta.org/wp-content/uploads/2015/09/Mail-in-Registration-Form-1-Sacramento-Safari-2016.docx>

Orientation meeting will be held on:

Friday, February 5, 2016. 9:30 a.m. – 11:00 a.m.

Fountain Valley School District – Board Room. 10055 Slater Ave., Fountain Valley.

Questions? Please e-mail me at: Sac-safari@fourthdistrictpta.org

SAVE THE DATE

Celebrate PTA with us at the **Annual Administrator's Dinner**
THURSDAY, MARCH 10, 2016
At the National Grove of Anaheim

Please plan to invite your school administrator to join us as we recognize outstanding PTA Programs and service to our Fourth District PTA school communities.

Award application for Creative Membership, Creative Program, Outstanding Unit/Council and Outstanding Teacher or Administrator are available at:
<http://www.fourthdistrictpts.org/awards/>

Applications may be completed online or printed and mailed/delivered to the Fourth District PTA office. The deadline is Thursday, February 11, 2016

For Questions contact Fran Sdao, Awards Chairperson at awards@fourthdistrictpta.org



Like us on Facebook!

Like us on Facebook to see all the happenings at Fourth District, great tips and helpful articles about issues that matter to you. Don't so don't miss out! Like and Share our posts.





Mensaje del Presidente

¿Todavía se encuentra ENFOCADO su equipo?

Por la presidenta del Cuarto Distrito de la PTA Bev Berryman

Como ya lo saben, la misión del PTA Estatal de California es influenciar de manera positiva las vidas de todos los niños y familias. Supongo que la misión del equipo de su unidad también se apega a este propósito. Como líder del equipo, tiene a cargo la tarea de reportarse de vez en cuando para evaluar su plan de acción. Al comenzar el Año Nuevo, es el momento perfecto para revisar si su PTA sigue el curso y las estrategias iniciales que su equipo se propuso llevar a cabo al principio de la misión.

Es momento de celebrar el punto medio del año y analizar el progreso que su equipo ha tenido respecto a las metas que se propusieron. Para comenzar el año nuevo de forma positiva, tome un poco de tiempo de su próxima reunión para que cada miembro de su equipo comparta las acciones exitosas. Comparen esos logros con los objetivos que se establecieron y de ser necesario, ajusten el plan o desarrollen un plan de acción para cumplir los objetivos en los próximos seis meses.

Algunos otros aspectos a considerar durante este proceso de evaluación son:

¿Su PTA participa y mantiene su membresía?

Las campañas de membresía no terminan cuando las acciones oficiales se detienen. Aumentar las membresías continúa durante todo el año. ¿Está la gente asistiendo a sus reuniones? De no ser así, considere cambiar la hora de las reuniones y ofrecer información relevante que a los miembros les gustaría aprender. Haga el esfuerzo para que todos se sientan involucrados y bienvenidos. Los PTAs deben usar múltiples formas para comunicarse con los miembros y la comunidad.

¿Están ofreciendo programas y servicios que cumplan las diversas necesidades de los niños, familias y su comunidad?

¿Está su PTA llegando a los miembros menos involucrados? ¿Les está proporcionando traducción a aquellos que puedan necesitarlo? ¿Existen oportunidades para los miembros con discapacidades físicas o tiempo limitado?

¿Se encuentra reclutando nuevos líderes?

¿Se encuentra creando oportunidades para que todos participen? Desarrollar nuevos líderes es un proceso consecutivo que se realiza durante todo el año. Cuando alguien muestra interés, invítelos a realizar una pequeña actividad o a integrarse a un comité para involucrarse. Recuerde como comenzó, en la mayoría de los casos, todos comenzamos con un pequeño trabajo.

¿Su PTA se encuentra apoyando programas estudiantiles para que participen y mejoren la experiencia en la escuela?

Los programas deben ofrecer oportunidades para mejorar una escuela impulsando el éxito estudiantil, incrementando la participación de la familia, promoviendo la comunidad y satisfaciendo las necesidades de los estudiantes para que se desarrollen.

Organización... ¿Están terminando las actividades necesarias del PTA de buena forma?

¿Está su equipo registrando todas sus horas como voluntarios? ¿Se ha completado la auditoría a medio plazo? ¿Ha revisado el presupuesto y realizado los ajustes necesarios? ¿Ha elegido su comité de nominaciones? Todas estas son tareas importantes que preservan su PTA y lo preparan para el próximo periodo.

Analizar el progreso de su PTA es una parte fundamental de un equipo en buen funcionamiento. Considere esta actividad un paso positivo para que su PTA avance hacia el plan de acción existente. Aproveche este proceso mientras avanza junto con el equipo a la segunda mitad del año.

¡Gracias por asumir este importante papel como líder y servir a los estudiantes, padres y personas en su comunidad! ¡Feliz Año Nuevo!



No sea un(a) Secretario(a) Silencioso(a)

Por la secretaria del Cuarto Distrito de la PTA Cheri Jones

Como secretario(a) de su PTA, usted está a cargo de todos los documentos importantes, legales de su organización. Estos documentos incluyen la Carta Constitutiva, Estatutos y Reglamentos Permanentes, listas de los miembros, y las minutas de todas las reuniones de su PTA. La ley estatal de California exige que todas las organizaciones sin fines lucrativos mantengan estos registros.

Las minutas deben mantenerse de forma permanente, ya sean pegadas en el Libro de Secretario(a) o encuadernadas profesionalmente al final del año. Junto con el registro de las reuniones, las minutas deberán incluir varios documentos importantes. Estos incluyen:

- Todos los informes financieros, incluyendo el presupuesto anual. El tesorero(a) y secretario(a) financiero (si cuenta con uno) deberá presentar los informes por escrito en cada reunión. Estos informes deberán estar pegados o encuadernados junto con las minutas. Si se presentan informes por los dos lados de la página, copie un lado y péguelo en ambas páginas.
- Los informes de las auditorías, que deben completarse dos veces por año y cada vez que el oficial financiero cambie.
- Informes por escrito del Comité de Nominaciones..
- Enmiendas a los Estatutos.
- Hojas de inscripción para los asistentes.

Si los oficiales presentan informes por escrito, también hay que incluirlos.

Es buena idea mantener otros materiales – tales como agendas, folletos y volantes – hasta el final del año. Estos no necesitan guardarse con las minutas y pueden desecharse al final del año.

Usted es uno de los tres oficiales principales de su PTA y debe tomar un papel activo en cada reunión. Haga preguntas. Participe en los debates. Haga mociones. No sea un secretario(a) silencioso(a).

No tenga pena de detener el procedimiento y pedir aclaraciones cuando se ha perdido una parte de la información. Especialmente, esto es importante cuando se trata de mociones realizadas durante la reunión. Asegúrese de haber registrado correctamente la moción. Si la moción es larga y complicada, pídale a la persona que lo escriba en un formulario de moción o un pedazo de papel.

No espere hasta el final de la reunión para aclarar la información. Es mejor hacerlo de inmediato, con todos los participantes escuchando. Esto ayudará a prevenir confusiones y malos entendidos en el futuro.

Tenga en cuenta que no es necesario registrar las conversaciones o informes prolongados. Haga un resumen y **registre lo que se hizo, no lo que se dijo** y asegúrese de que las mociones están completas y exactas.



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Ver a nosotros en Facebook para ver todos los acontecimientos en Cuarto Distrito, grandes consejos y artículos útiles sobre temas que son importantes para usted. ¿No para que no se pierda! Like and Share nuestros mensajes.





California State PTA Convention Town and Country Convention Center San Diego, CA May 4th – 7th 2016

In the new era of education reforms and parent engagement, your voice as a PTA leader and parent is more important than ever. California State PTA's Annual Convention is the place to get the latest information on key issues, build skills to strengthen your school and community, have fun and connect with PTA leaders from across the state.

PTA convention continues to be our premier training program for PTA leaders, parents, advocates and more!

PTAs that dedicate a small amount of their resources to attend convention win big in the end. **Remember to include PTA Convention in your budgets**

More information to follow in upcoming Orange Leaves as well as through your Council Presidents. Questions? Contact Chrystie Adams: convention@fourthdistrictpta.org



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