



May 2016

Volume 80, Issue 8
Fourth District PTA, CCPTS, National

President's Message **Inspire those that follow you...**

By Fourth District PTA President Bev Berryman

It is now the time to pass your cape along to your successor. This can be a hard thing to do for some of us. Some of you may be transitioning on to middle or high school; some of you are transitioning to the "empty nester" phase of your life. Whatever the stage, remember that what you have done will never be forgotten. How you approach the transition of the PTA will make a huge impact on the success of the unit for years to follow. Help the board-elect get a great start to building the new team.

The transition process is the responsibility of both incoming and outgoing officers and board members. It gives closure to those leaving their positions and allows those coming in to be properly prepared. A good process of transition provides an opportunity for outgoing members to evaluate their work and efforts while giving suggestions to new board members on what they wish they had done differently.

Please encourage new officers to attend PTA training at the California State PTA Convention or at the 4th District PTA Training on June 4 at the Orange County Department of Education, where they can obtain job-specific instruction.

Other things to remember:

- Finish the term.
- Complete all responsibilities (including updating your procedure book).
- Meet with current board to evaluate the term.
- Update PTA EZ with the new board contact information.
- Meet your successor; introduce successor to key individuals.
- Turn over all PTA materials and resources that relate to position.
- Incoming and outgoing boards meet together.



Continued on Page 3

Fourth District PTA®

everychild. one voice.®

Artículos en español
paginas 10 y 11

Inside this Issue

Treasurer Calendar	2
President's Message Continued Arts in the News Again	3
First Tasks for New PTA Officers & Chairmen	4
Creative Edge Lecture Recap Imaginology	5
OCDE Superintendent	6
Advocacy	7
Spring Workshop & Vendor Fair Invitation	8
PTA Term-end Checklist	9
Artículos en español	10-11
Membership	Back


www.fourthdistrictpta.org

Now that you have been elected Treasurer, what should you be doing?

By Fourth District PTA Treasurer, Donna Broussard

- ✓ Begin transition/training with outgoing treasurer.
- ✓ Start the budget process.
- ✓ President-elect appoints the budget committee to develop the budget based on proposed PTA programs for the upcoming year.
- ✓ Treasurer-elect chairs budget committee.
- ✓ Board-elect adopts preliminary budget.
- ✓ Attend CA State PTA Convention.
- ✓ Attend Fourth District PTA workshops.
- ✓ Present proposed budget for adoption to the current executive board and the membership at the last PTA meeting of the year.
- ✓ Association approves and releases any funds required prior to the next association meeting in the fall. This allows the board-elect the ability to cover routine summer expenses as outlined in the bylaws.



FOURTH DISTRICT PTA

CALENDAR

May

- 4-7 State PTA Convention**—San Diego
- Executive Committee Meeting**—
Fourth District Office - 1520 Brookhollow Drive #40, Santa Ana 92705, 9:30 a.m.
- 12 Council Presidents Meeting**—Fourth District Office - 1520 Brookhollow Drive #40, Santa Ana 92705, 9:30 a.m.
- 19 Council Advocacy Leaders Roundtable**—Fourth District Office - 1520 Brookhollow Drive #40, Santa Ana 92705, 9:30 a.m.
- 20 Office closed**—Memorial Day

June

- 2 General Association Meeting & End of Year Breakfast**—Outdoor Education Center at Irvine Ranch, 2 Irvine Park Road, Orange, 9:30 a.m.
- 4 Spring PTA Workshops** -Orange Country Department of Education, 200 Kalmus Dr., Costa Mesa

Fourth District PTA

President

Bev Berryman

Vice President, Communications

Shanin Ziemer

Orange Leaves Editor

Vanessa Hatch

Orange Leaves Distribution

Brie Cuevas

Translation

Natalia Duenas and Diana Flores

©2016, Fourth District, Orange County, California Congress of Parents, Teachers and Students, Inc. Contents may be reproduced for private, non-commercial, PTA use only, provided credit is given to: "Orange Leaves, Fourth District PTA, CCPTS."

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

Office Location

1520 Brookhollow Dr., #40
Santa Ana, California 92705-5449 (Off the 55 freeway at Dyer)

Office Hours

Monday through Thursday
9:30 a.m. to 2:00 p.m.
Closed Fridays and all school holidays.

Administrative Assistant

Deanna Seanoa

Data Administrator

Leticia Keeling

Office phone number

714-241-0495

FAX number

714-241-0497

Línea telefónica en español

714-540-1575

Email address

fourthdistrictpta@sbcglobal.net



Continued from Page 1

Inspire those who follow you...

Plan an orientation and planning meeting for a new executive board to help the PTA start the year right by offering an opportunity to share ideas, review PTA resources and create a working calendar. Agreeing on ground rules for board meetings, priorities in working styles and preferences for types and timeliness of communication will set the stage for a productive PTA team effort. To ensure a successful term of office, certain responsibilities begin as soon as officers are elected.

The board-elect may:

- Determine resources and materials needed, and order them.
- Distribute copies of bylaws and job descriptions, if they were not included in procedure books.
- Fill vacancies and ratify appointments.
- Brainstorm to set goals and prepare a master calendar.
- Meet with site administrator.

Assure that year-end financial report and year-end audit take place so budget committee can begin to plan.

Outgoing officers should give support and information when requested but remember that there is more than one way to do every job. Encourage those who follow to develop their own leadership style. The best reputation a PTA leader can have is to be known as a good mentor who taught their successor well and provided the preparation needed for continued success of the association.

Be a superhero for your unit and inspire those that will come after you!!

Thank you for all that you do for our kids.

Arts – In the news again!

By Fourth District Cultural Arts Chair, Donna Artukovic

Senate Bill 916 introduced by Senator Allen is a bill supported by the State PTA which will add dance and theatre to the list of credentials given in California. It is known as the Theatre and Dance Act – TADA! California is one of only two states that does not issue a credential in theatre and dance. Presently in order to teach dance you must have a PE credential and in order to teach theatre you must have an English credential.

The bill also provides that a person issued a single subject credential in PE or in English before the establishment of dance and theatre credential, is still authorized to teach dance and /or theatre.

Dance and theatre are the only two subjects with discrete subject standards that are not taught under their own single-subject credential. Students deserve a rigorous, standards-based education with qualified and trained teachers in all core subjects. The arts are uniquely positioned to support critical thinking, collaboration, communication, and creativity – the core values of Common Core California State Standards.

One of the historic barriers to creating a credential in theatre and dance has been the California Teachers Association (CTA.) However, in April, the general assembly of CTA voted to support SB 916.

Thanks to the advocacy efforts of dance and theatre teachers, the art organizations, and the State PTA, we will (hopefully) have a credential in these two important art education areas. The bill must pass through both houses and be signed by the Governor before that will happen.



First tasks for new PTA officers and chairmen

The president-elect should confer with the school principal and call meetings of the board-elect (elected officers and principal) soon after election.

At the first of these meetings ratify appointed officers, fill any vacant offices and make plans for the coming year. Strive for a balance of experienced and new members, keeping in mind that all areas of the community should be represented. When appointed officers are ratified, they become part of the board-elect and are included in planning for the upcoming term.



- Consider a membership survey to be returned prior to the end of the school year where past unit activities are reviewed and suggestions for new activities are solicited.
- Use input from survey for brainstorming session(s) with the board-elect to establish board goals. Set realistic goals and prioritize projects.
- Set a calendar for the upcoming year and provide membership campaign materials to the school for any summer mailings they may be planning.
- Request the outgoing president's and officers' procedure books prior to taking office. Review them along with all other material received.
- Become familiar with the duties of each chairman by reviewing the California State PTA Toolkit. Share job descriptions and materials as noted with the chairmen and help them to secure procedure books and materials from their predecessors.
- If officers or chairman fail to receive procedure books, assist them in setting up their own.
- Consider reviewing the PTA bylaws with the entire board (even if they are newer than three years). The bylaws contain many job responsibilities and timelines/due dates. Reviewing them together gets everyone on same page with the same expectations.
- Encourage every board member to attend trainings, either at convention and/or those offered by council or Fourth District PTA. Fourth District PTA Spring Training is scheduled for June 4. Please see page 8 for more information.
- Prepare a preliminary budget and present it for adoption at the last association meeting of the year.
- Verify with outgoing board that the year-end Annual Financial Report has been completed after the books are closed, that arrangements have been made for the annual year-end financial report and the year-end audit, and that documents have been compiled for ease in preparing tax filings.
- Coordinate with treasurer-elect to have the signature cards for bank accounts updated with new officers (as indicated in the unit bylaws) and submitted to the bank at the beginning of the new term (after June 30th).
- Provide names and addresses of additional board members to council and/or district PTA for their respective directories.
- Make sure each of your board members knows how to contact their counterpart at district (or council) to get questions answered.

Information

Each outgoing Council and Unit president should either update this next year's board contact information or help the incoming president complete this task.

Having updated information is vital to the incoming board receiving information about training and will ensure timely receipt of the State PTA summer mailing package.

Here are some helpful tips:

1. Update next year's roster right after your election. Don't wait until the next term.
2. Remember to update as board membership changes through the year
3. Include your principal's contact info
4. If any member of your board is not OK with including address or phone number, please let your council or district president know

If you are an authorized user, go to <http://www.ptaez.com/> to begin the process!

Don't wait... update now!!

Imagination Celebration 2016

Imagination Celebration, presented by Arts Orange County and Orange County Department of Education, is an annual county-wide arts festival that celebrates children's creativity through visual arts exhibits and family-friendly events featuring hands-on workshops and live performances.

Imagination Celebration visual art exhibits include six (6) distinct exhibitions:

Theme for 2016 is "Imagination: Pathway to the Future"

1,000 Pieces of Art - Featuring approximately 100 2-D artworks from each grade level. *

Photography Show – Includes both traditional and digital photography.

Exhibit dates: May 22, Open mall hours

Where: South Coast Plaza, Crate & Barrel Wing
3333 Bear Street
Costa Mesa

Three-Dimensional Art Show – Includes sculpture, jewelry, bas-relief, masks, and ceramics

Exhibit dates: May 6 – May 28
Monday – Thursday: 10a.m. – 9p.m., Friday: 10a.m. – 5p.m., Saturday: 9a.m. – 5p.m.

Where: Irvine Fine Arts Center
14321 Yale Ave.
Irvine

VSA Festival – Features the artistic accomplishments of students with disabilities

Exhibit dates: April 30, 2016 – May 8
11a.m. – 4p.m.

Where: MainPlace Mall
2800 N. Main Street

Santa Ana

**note: all artwork submitted to 1,000 Pieces of Art, Photography Show, and VSA Festival will be judged for consideration for the Festival of the Arts Exhibit.*

Festival of Arts Junior Art Exhibit – Selected artworks from Imagination Celebration exhibitions will be featured during the "Festival of Arts in Laguna Beach" in the summer of 2016

Exhibit dates: July 5 – August 31

Open daily from 10a.m. – 11p.m.
Where: Festival of the Arts of Laguna Beach
650 Laguna Canyon Rd.
Laguna Beach

There are over 50 events & for more information on exhibits, events and performances during the Imagination Celebration go to www.SparkOC.org.





Teachers Make a Difference

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



When I remember my fourth-grade teacher, I see a woman with strawberry-blond hair wearing a prim dress. In my mind, she bears a close resemblance to the character Ethel Mertz from "I Love Lucy."

But Mrs. Crane's class was no sitcom. She was strict and task-oriented, and her students learned quickly that acting out would not be tolerated. At first we feared her. As time wore on, we feared disappointing her.

With May designated as National Teacher Appreciation Month, it's a fitting time to celebrate all the educators who inspire and support students, and who drive learning forward by nurturing their aspirations as well as their aptitudes. It's important, too, to recognize those who have shaped our own lives. This column is about one in particular.

Mrs. Crane might seem an unusual nominee for favorite teacher. By today's standards, she wouldn't be perceived as especially warm or affable. But she showed love in other ways, teaching us with patience and holding us to the highest of expectations, no matter our socioeconomic backgrounds. And when she did flash a smile or send a compliment in your direction, it was currency.

By the time I reached the fourth grade at Eastman Elementary School in Los Angeles, my family had moved many times, and I honestly wasn't sure if I liked school. But something changed in that portable classroom building out on the Eastman blacktop, where many of us trekked from a nearby housing project.

Not once did Mrs. Crane express pity or make us feel like we were less than capable. Investing whatever time was necessary, she guided the class through the fundamentals of reading, teaching us to attack words with passion and vigor. We were going to spell these new words, pronounce them correctly and read them in context, and that was that.

Her patience and persistence solidified my ability to read that year, but her impact on my life goes much deeper. Mrs. Crane helped instill a love of learning, and her work opened my mind to receive inspiration from other great educators. That long list includes Mr. Massey, a gregarious junior high school social science teacher who acted out the parts of historical figures, and Mr. Purcell, a 10th-grade biology teacher who saw potential and encouraged me to pursue college.

Very recently, I was having a conversation about favorite teachers, and I was asked if I ever returned to Mrs. Crane as an adult to tell her of the profound impact she's had on my life. Sadly, the answer is no. Sometime after transitioning grade levels and changing schools, I lost track of my fourth-grade teacher.

In this month dedicated to honoring teachers, I hope you will learn from my missed opportunity. Tell your favorite teachers -- and your children's favorite teachers -- how much they mean to you. And to Mrs. Crane, and all of the Mrs. Cranes out there who have dedicated their lives to making a difference in the lives of children, holding them to nothing short of the highest standards, let me take this moment to thank you from the bottom of my heart.

Recruit an advocate for your PTA!

By Fourth District PTA VP Advocacy, Kathleen Fay

By this time of the school year, your new PTA executive board has been elected for 2016-17, and the board-elect is working to fill appointed positions for the coming term. In keeping with our organization's strong legacy in youth advocacy, an important position to be filled is the Advocate for your unit PTA (also known as Legislative Advocacy Chairman or Coordinator).

What can a unit advocate do for your PTA?

- Keep up on higher-level advocacy activities and report back to members.

How?

- ◊ Read and use the *Advocacy Communicator* & Talking Points
- ◊ Attend advocacy events & training workshops
- ◊ Distribute relevant parent education materials
- ◊ Communicate with PTA members about issues affecting the school and community as well as legislative activities at all levels of government

- Seek opportunities for and guide local advocacy efforts.

Such as?

- ◊ Voter registration drives
- ◊ Solicit input from students, parents, teachers on needs of children, youth, and families
- ◊ Coordinate mobilization of local members to take action
- ◊ Promote LCAP participation
- ◊ Consult and assist in drafting any resolutions and taking local positions on issues
- ◊ Help your PTA Council host candidate forums

How do you find a unit advocate for your PTA? Look for members who are interested in policy issues, who keep up-to-date on current events, who vote regularly, and have good communication skills.

Then just ask! Many qualified members who may be reluctant to put themselves forward for a position can be encouraged by the confidence you demonstrate simply by extending the invitation for them to take on a leadership role. Assure them that they will have the support needed to do the job through training and guidance from their Council, District, and State PTA leaders. We have lots of resources to help them succeed!

So be confident that when you appoint an advocate for your PTA, you'll get someone in your corner to help your board do the best job possible to look out for the welfare of your school's children, youth, and families. It's what PTA is all about.



Count me in.

SPRING WORKSHOP & VENDOR FAIR INVITATION

Saturday, June 4, 2016
Orange County Department of Education

LEARN TO LEAD WITH VISION

You can learn to be a **great and effective PTA leader**.

You have already demonstrated a skill for getting things done, but that is just the beginning. Leaders who are truly successful must be able to inspire their team and generate collaboration that benefits your local unit, council and district.



Our **workshop offerings** have been created to help you meet those challenges through understanding of your own leadership style and using it to promote growth and positive change in a dynamic fashion. Explore what motivates you and how you can motivate others.

Develop a better understanding of a leaders' purpose within PTA and explore the current best practices of president, financial and parliamentary leadership among many other class offerings. Learn how to work effectively to make your PTA vision of success a reality.

Join us in the morning for a continental breakfast, check out **OUR vendor fair** and attend our fun and dynamic classes. Mingle and network among colleagues during lunch and join us for our lively afternoon workshops. See you there.

Register today at www.fourthdistrictpta.org/training-workshops/

For more information, contact Deanna: 714-241-0495

Monday – Thursday 9:30am-2:00pm

PTA term-end checklist

Each PTA board should evaluate the term's work and prepare recommendations for the next term. Some questions to ask include the following:

Projects and programs:

- Did the PTA achieve the goals set at the beginning of the term? If not, what needs to be done?
- Did the officers and chairmen know what was expected of them?
- Were efforts made to include more members in planning and working toward achieving those goals?

Membership:

- Did the PTA membership increase this term?
- Was an effort made to include more new members?
- Were telephone calls and e-mails from members answered promptly?
- Were the association meetings well-attended?
- Was the membership included in the decision-making process of the association?
- Was the membership kept informed of PTA events and programs?

Training:

- Were the officers and chairmen notified of training opportunities?
- Did officers and chairmen take advantage of training opportunities?
- Was the association represented at council/district PTA meetings and the California State PTA Convention?
- Were PTA resources and newsletters shared?



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!"





Mensaje del Presidente

Inspira a los que te siguen... Por la presidenta del Cuarto Distrito de la PTA Bev Berryman

Este es el momento de pasar la batuta a sus sucesores. Para algunos esta será una transición difícil. Algunos de ustedes pasarán a secundaria o preparatoria; y otros han llegado a la etapa del "nido vacío". No importa cuál sea la etapa en la que se encuentren, recuerden que lo que han hecho aquí jamás será olvidado. La manera en la que ustedes enfrenten esta transición de la PTA, tendrá un gran impacto en el éxito de los equipos de trabajo de los años siguientes. Ayuden a la nueva mesa directiva a tener un buen inicio de ciclo y a formar su nuevo equipo de trabajo.

El proceso de transición es una responsabilidad que comparten los oficiales y miembros de la mesa directiva entrantes y salientes. Esta transición finaliza el ciclo de trabajo de todos los miembros que dejan una posición y permite que los nuevos integrantes estén preparados para tomar sus puestos. Un buen proceso de transición hace que los miembros salientes evalúen su trabajo y esfuerzo y permite hacer sugerencias a la nueva mesa directiva acerca de los temas y casos que ellos hubieran deseado hacer diferente o mejorar.

Por favor, inviten a los nuevos oficiales y miembros de la PTA a que participen en los entrenamientos de la PTA, incluyendo el entrenamiento del 4to. Distrito, que se llevará a cabo el día 4 de Junio en el Departamento de Educación del Condado de Orange donde podrán obtener información relacionada a trabajos específicos.

Cosas que deben recordar tanto la nueva mesa directiva como la saliente:

- Terminen su ciclo de trabajo.
- Completen todas sus responsabilidades (incluyendo la actualización de los libros de procedimientos),
- Reúnase con la mesa directiva actual para evaluar el ciclo que finaliza.
- Actualicen los contactos de la PTA EZ con los datos de la nueva mesa directiva.
- Reúnase con sus sucesores; y preséntelos con las personas clave para que puedan realizar su trabajo.
- Entreguen todo el material y recursos de la PTA a las personas relacionadas con la posición que están dejando.

Organicen una junta de planeación y orientación para la nueva mesa directiva con el objetivo de ayudar al nuevo PTA a tener un buen inicio de ciclo, ofreciendo la oportunidad de compartir ideas, revisar los recursos de la PTA y crear un calendario de trabajo. Acordar las reglas básicas para las juntas de consejo, prioridades y estilos de trabajo, así como definir los medios de comunicación, marcará la pauta para un trabajo de equipo productivo. Para asegurar el éxito de fin de ciclo algunos puestos deberán iniciar sus funciones en el momento de ser elegidos.

La nueva mesa directiva puede:

- Definir y ordenar los materiales y recursos que van a necesitar.
- Distribuir copias de los reglamentos y descripción de trabajo, si estos no están incluidos en el libro de procedimientos.
- Llenar vacantes y ratificar candidatos.
- Llevar a cabo una lluvia de ideas para establecer metas y preparar un calendario de trabajo.
- Reunirse con los administradores de campo.
- Asegurarse de que el reporte financiero y la auditoría de fin de año se realicen para nombrar el comité de presupuesto y poder empezar la planeación.

Los oficiales y miembros activos deben ofrecer apoyo e información cuando esta sea requerida, pero recuerden que hay más de una forma de realizar un trabajo. Animen a los nuevos miembros a desarrollar su propio estilo de liderazgo. La mejor reputación que un líder de la PTA puede tener es el ser reconocido como un buen mentor, quien preparó bien a sus sucesores y dió la capacitación necesaria para continuar el éxito de la organización.

¡Se un super héroe para tu equipo de trabajo e inspira a aquellos que te siguen!

Gracias por todo lo que hacen por nuestros niños.



INVITACION TALLERES DE CAPACITACION & FERIA DE VENDEDORES

Sábado 4 de junio de 2016
Departamento de Educación del Condado de Orange

APRENDA A VISUALIZAR SU LIDERAZGO

Aprenda a ser un líder de PTA. Usted ya ha demostrado que tiene las destrezas para cumplir con los compromisos, pero eso apenas es el comienzo. Los líderes que realmente son exitosos deben inspirar a su equipo y generar entre ellos la colaboración para que beneficie a su PTA local, concilio y distrito.



Los talleres que le ofrecemos han sido creados para ayudarle a que usted pueda alcanzar esos retos a través del entendimiento de su estilo de liderazgo y saber aprovecharlo para así promover el crecimiento y cambio positivo de manera dinámica. Examine que es lo que le motiva a usted y aprenda como puede motivar a mas padres de familia y su comunidad escolar.

Desarrolle un mejor entendimiento de las metas de los líderes de PTA y descubra métodos de liderazgo más efectivo para presidentes, parlamentarios, oficiales financieros entre otros muchos talleres que ponemos a su disposición. Aprenda como puede trabajar eficazmente para que transforme sus planes de PTA en una realidad.

Anímese a participar con nosotros, por la mañana le ofreceremos un desayuno continental, oportunidad de visitar la feria de vendedores, asistir a los talleres divertidos y dinámicos. Durante el almuerzo tendrá la oportunidad de socializar y relacionarse con colegas de PTA y asistir a nuestros animados talleres vespertinos. Esperamos verle por allí.

Regístrese hoy mismo visitando www.fourthdistrictpta.org/training-workshops/

Para mayor información, contacte a Deanna: 714-241-0495

Lunes – Jueves 9:30am-2:00pm

Membership



Fourth District VP Membership Candi Kern

- ✓ **It's not too late!!! There's still time to join PTA!** Sadly, California State PTA membership numbers are down this year. Here at Fourth District PTA, we are still about 7% below our goal. Do you think you can increase your membership by 7%? We do! Here's one idea... Have you reached out to the elected officials in your community? The City Council? The School Board? Many of them would join if they were asked. That's probably ten members right there! We encourage you to give it a shot. We are so close to reaching our membership goal. Don't give up yet!
- ✓ **Membership envelopes are now available at the Fourth District office.** They are \$15 for a box of 500. Please order them through your councils.
- ✓ We know many of your schools are starting earlier and earlier in the year. We want to assure you that we are working diligently with State PTA to try and ensure that we have **membership cards and perks** distributed as early as possible. As soon as these items arrive in the Fourth District Office, we will alert the council leadership right away so they can get the items to the units.
- ✓ Do you know **next year's membership theme**? It's "*Do Good Things for Kids — Join PTA!*" Please accept our heartfelt thanks for all of the good things **you** are doing for kids! You are appreciated!

May 2016

1520 Brookhollow Dr., #40
Santa Ana, CA 92705-5449

Fourth District
PTA