



The Mission Bell

Volume 58, Issue 1

August/September 2009

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Happy (School) New Year!

Welcome to the excitement of newness and possibilities all of us are feeling as school days return - children, parents, teachers, school staff, administrators and retailers

Congratulations to the wonderful people who are serving our communities as PTA officers! Research shows children are likely to do better with academics and social life at school because you are a **partner** with the school community.

Your PTA Board has a **partnership** with the bigger PTA network. You will find help with counterpart officers at Council and at the District levels, and we have partnership help from California State PTA and National PTA. You will find great help from the Tool Kit being mailed out to our new presidents in the Sum-

mer Mailing. You will find ideas and guidelines and timelines for Programs, PTA Basics, PTA Management, Membership information and helps, Financial Procedures and forms to simplify your job, PTA Scholarship information, Bylaws information, Forms of all kinds, and Job Descriptions. You will never need to "re-invent the wheel". Hopefully your predecessor has left a Procedure Book. (If not, invite them to a cup of coffee and pick their brain while writing down when, where, how much, any catches.....) The PTA Tool Kit may be ordered in Spanish with the coupon in the State PTA's Summer Service Mailing. There are also Membership and Reflections booklets in this mailing for your chairmen, and many other helpful materials. If you do not have yours

yet, tell your Council President.

PTA was founded 111 years ago to **advocate** for the health, education and safety for ALL children. Now, more than ever, your voice and active caring for ALL our children will make the difference for our communities. Strong **partnerships** help strong communities.

Let's have a great year of following our goals for kids to have an enriched year of fun, knowledge, art, family programs, safety training, health commitments for ourselves and our families, and speaking up for these core issues for All our children!

Norene Nims

President 2009 - 2011
Fifteenth District PTA

PTA Vision: What the future will look like if PTA accomplishes its mission.

Making every child's potential a reality.

PTA Mission: The overall purpose of PTA

A powerful voice for all children,

A relevant resource for families and communities, and

A strong advocate for the education and well-being of every child.

From the 15th District Treasurer's Desk.....

“Finishing the Old Year and Starting the New”

FINISHING THE OLD (2008-09 Treasurer)...

Summer is a good time to complete the year-end financial tasks. If these have not already been done, here are the steps you need to take now:

Present the Treasurer's records to the Auditor for audit.

Please make this a top priority. Your By-laws should state when the Audit was due to be completed. The PTA Audit checklist is available on-line. Go to www.capta.org/sections/resources/downloads/audit-checklist.pdf.

When the Audit has been approved by your executive board, mail (or deliver) two copies of the Audit to your Council Treasurer (Council passes one on to District on your behalf). For Out-of-Council Units, please mail 2 copies directly to my attention.

Turn over your records to the new Treasurer. Once the Audit is complete, it is time to turn over all of your Treasury records to the new Treasurer. Remember to include at least one copy of the previous year's signed tax forms, which notes the date they were mailed.

Lastly, help the new Treasurer: If the Treasurer's position is changing hands, please make your knowledge available to your successor.

STARTING THE NEW (2009-2010 Treasurer)...

There are some housekeeping items that need to be performed once the year-end Audit has been completed. These also can be started over the summer.

Get records from the outgoing Treasurer. The incoming Treasurer needs the check book and bank ledger (this may be an electronic file) and any computer program used to maintain the financial data (i.e. Quicken or QuickBooks). The out-going Treasurer's other records (i.e. their binder) can be kept by the new Treasurer for reference, or kept in the PTA's storage location.

Get a new bank signature card signed. To sign PTA checks, the new Board will need to complete a new bank signature card. Your By-laws should state who is eligible to be a check signer. If you are unsure what information is required, please contact your local bank. Usually the bank requires a photo I.D. plus personal information such as name and address, place of employment, social security number, and driver's license number. **DO NOT SEND THIS INFORMATION IN E-MAILS**

You will also need to provide a signed copy of the minutes for the meeting in which the new board was elected. The minutes need to have the actual names of the people elected, not just the positions. It is wise to have three, maybe even four officer's signatures to ensure there are always two people available for signing every check.

Prepare for the Budget Committee meeting. This meeting is chaired by the incoming Treasurer. It is best to hold the meeting prior to the start of the new school year. The new Treasurer customarily presents a spreadsheet of budget and actual expenditures for the last one to two years. It is through review of these actual expenditures plus

input from the new officers that the Budget Committee arrives at the recommended Budget for the upcoming year. This recommended Budget is first voted on at the executive board level and is then presented at the Unit's first General Association Meeting for final review and vote by all PTA members. For more information Go to: <http://www.capta.org/sections/finance/budget.cfm>

Unit Remittance Form

You will receive your Unit Remittance form directly from your Council Treasurer. Out of Council Units will receive their form directly from Marsha Hill. Below is the contact information for each of the treasurers if you have any questions.

Lompoc Council

Christy Keller
Lompoc Council Treasurer
112 Cobblestone Lane
VAFB, CA 93437
805-734-5658 or 805-315-5673
kelleric@verizon.net

Santa Barbara Council

Kim Modugno
Santa Barbara Council Treasurer
1060 May Court
Santa Barbara, CA 93111
805-331-0495
modugno1@cox.net

Santa Maria Council

Kathleen Stevenson
1197 Royal Oak Road
Santa Maria, CA 93455
805-934-1577
kit_kat_stevenson@msn.com

All Out of Council Units.

Marsha Hill
Fifteenth District PTA Treasurer
218 Salisbury Avenue
Goleta, CA 93117
805-968-0207
Marsha.hill@cox.net

Remit Membership dues. This is the next most important task (aside from your meeting-to-meeting duties). Mark these dates on your Treasurer's calendar:

- October 1st to Council (or October 15th to me for Out-of-Council Units) for the Early Bird Award – 15 members minimum needed
- October 15th to Council (or November 1st to me for Out-of-Council Units) for the Chairman's Club Award – 50 members minimum needed
- November 1st to Council (or November 15th to me for Out-of-Council Units) for the regular deadline for remittance of memberships. Membership remittance needs to be made by these dates to make sure your unit will remain in good standing.
- March 1st to Council (or March 15th to me for Out-of-Council Units) for memberships that trickle in.

ADDITIONAL GENERAL INFORMATION:

Federal Tax Forms

One last thing to be aware of is that Federal tax forms need to be filed by November 15th so please think ahead about whether you will complete the forms or if your unit will hire an outside person to do them. The forms you need to file depend on your unit's gross receipts (NOT including funds you pass through channels for membership). There is a lengthy section on taxes in the Toolkit and you should also be aware that PTA does not provide training or advice on the preparation or filing of PTA tax returns. ALL units need to fill out some kind of IRS Form 990. The easiest is the 990N for those whose Unit gross receipts are under \$25,000.00. More information will be forthcoming about units with gross receipts over \$25,000.00 once I receive clarification from the State Treasurer.

Thank you for taking on this vital PTA position. If you have any questions regarding any of the other Treasurer's duties, please contact your Council Treasurer or me.

All the best,

Marsha Hill

Fifteenth District PTA Treasurer
218 Salisbury Avenue
Goleta, CA 93117

Marsha.hill@cox.net

Home: 805-968-0207 Cell: 805-452-5365

HELPFUL LINKS

PTA Toolkit Forms

Audit Checklist, Sample Treasurer Reports and so much more!

<http://www.capta.org/sections/finance/forms.cfm>

PTA Tax Requirements Information

<http://www.capta.org/sections/finance/tax-requirements.cfm>

PTA Audit Information

<http://www.capta.org/sections/finance/pta-audit.cfm>

PTA Insurance

What is acceptable, what is a "Red Light"? Not sure? Check out the website.

<http://www.capta.org/sections/finance/insurance-liability.cfm>

Financial Officer Information

<http://www.capta.org/sections/finance/financial-officers.cfm>

PTA Visual Identity

Visual clues are often the easiest way for people to recognize a product or organization that they trust.

Think about the brands you regularly buy. Whenever you purchase clothing, food or toys, the company's logo on the package represents all that you may like or dislike about the products you buy. An organization's logo does the same thing.

PTAs in every community and every state stand for the same values. However, many people do not realize that each unit is part of a larger organization. In an effort to create a visual identity for PTAs throughout the country, the National PTA has revised their logo and is asking that all PTAs adopt its style. The California State PTA has done so and encourages all unit, council and district PTAs to do the same.

Download PTA Logo's here:

<http://www.capta.org/sections/communication/visual-identity.cfm>

Everything you send out MUST include the PTA logo!

You can customize the PTA Logo by using an Arial Font above the PTA, like this:

Fifteenth District
PTA[®]
everychild.onevoice.®

Bragging About Your PTA

How do you let people know how important PTA is? Keep your PTA and its activities visible. How do you do that? You brag! You tout your own horn! Celebrate all the great things your PTA has done for the students at your unit/school.

Most parents in your school community, unless actively involved in volunteering for a specific activity, have no idea how much the PTA is responsible for doing. They don't make the distinction between what the school provides and what the PTA provides. It's up to you to make them aware of all that your PTA does. Ensure that your event flyers all say "PTA sponsored Book Fair" or Spaghetti Dinner, Harvest Festival, Ice Cream Social.

Inform your school community that your book fair earned \$800 worth of new books for your school library. Let them know that you sponsored the Art Ark that visited your school for a week. Tell them that all students enjoyed the music assembly, play, the Red Ribbon week activities. If your PTA pays for field trips, let them know that too. If you provide pencils, bumper stickers, or prizes for perfect attendance, let it be known.

Brag in your PTA/school newsletter. Brag on your website. Brag throughout the year to keep your PTA first in your school community's minds. There are two times a year when it's especially important to brag about all that your PTA has accomplished. If you have kept your PTA and its accomplishments in the front of everyone's minds throughout the year, the first of those two important times is the month before school ends.

Write a letter to your parents giving them a state of the PTA address. Let them know how much money the Spaghetti Dinner earned and how many field trips it funded, how much the book fair netted for the library, etc. Be sure to thank them for the support they gave you, financial as well as volunteer hours. The second time it's really important to brag is your first letter home to parents in the fall when you ask them to join your PTA. Entice them to join by listing all the great things your PTA did last year and list all you hope to accomplish this year, with their help.

Let your PTA's voice and its accomplishments be heard.

Historian Corner Tracking Volunteer Hours Is Important!

Every unit, council and PTA district needs to keep track of volunteer hours.

WHY? As a record of how much PTA members contribute to school and community.

HOW? Use one of the sample Volunteer Hour Tally Sheets:

- on a clipboard in the school office so all members can keep track of their hours more easily as they enter or leave the school
- as the attendance sheet at unit, council or district board meetings
- on a clipboard at the entrance to your PTA membership meeting, or circulate during business portion of the meeting.

WHAT HOURS SHOULD BE COUNTED?

- Time spent writing PTA agendas, minutes, correspondence, reports, newsletter articles
- Time spent on PTA-related activities at school or within the community
- Telephone time regarding PTA business
- Travel time to and from PTA activities
- Attendance at meetings, workshops and other functions related to PTA work
- Convention attendance (except time spent sleeping and eating).

Historian Assistance Online

Sample Volunteer Sign In Sheet

<http://www.capta.org/sections/management/downloads/historians-volunteer-sign-in.pdf>

Volunteer Hour Tally Sheet

<http://www.capta.org/sections/resources/downloads/toolkit-2009/09-VolunteerTallySheet.pdf>

Parental Support of Schools

By Bill Cirone, Santa Barbara County Superintendent of Schools

As the summer winds down and parents start thinking about the beginning of a new school year, it is impossible to ignore the context of what is happening, which is certainly the most challenging economic circumstances for public schools in my lifetime. No one can yet fully grasp the impact of the deep cuts that have been made in schools countywide, and the programs that have been decimated. The one, true, and most under-appreciated facet of public education is our ability, year after year, despite whatever is thrown our way, to carry on and do what we can to serve the students in our charge — and that spirit is the bedrock of what we are able to achieve in our classrooms.

Having said that, parental support is as essential as ever. Parents everywhere have the same basic concern: *What can I do to make sure my child has the best possible chance to get the most out of school?* At the very least, we hope all parents will make sure that students come to school ready to learn: they are well nourished, well rested, they've done their assignments, and they understand it is their responsibility to follow school rules and respect their teachers. It takes active parental involvement to make that happen. Loving support and basic attention to details can go a long way.

Generally, when we use the phrase “parental involvement in schools,” we mean taking part in PTA activities, helping chaperone field trips, volunteering in the classroom, and other school-based actions. But there is another form of parental involvement in education that is even more important — the involvement of parents with their children's education at home. This means encouraging children to read, monitoring their homework assignments, reading to them, placing reasonable restrictions on television viewing, and making sure they go to school every day, and on time. It also means talking to children about why school is important. Study after study shows that parents who are readers have a good chance of turning their children into readers and academic achievers. Plus, parents can show their commitment to the seriousness of education by restricting excess TV viewing and video game playing at home.

This kind of parental involvement is hard and relentless, because it must be constant. Parents have to be around the house to supervise; they have to put pressure on their kids to turn off the television and do their homework or read. They also have to make sure children go to school even when there is some little reason for staying home. It's hard work, but it's hard to think of anything more important parents can do for their children. Parents are essential partners in the educational process and their help is needed more than ever.

BE A GOOD PRESIDENT FROM THE START

- Start by acknowledging the good work that has already been done.
- Figure out how things work before you start to implement changes.
- Ask other officers and volunteers what they think – the team is better if all members have been a part of the decision making.
- Communicate your expectations by letting others know what you want from them and listening to what expectations they have.
- Motivate the other team members to do the best job possible.
- Be a leader and let the others on the board handle their own duties. If someone seems to be struggling with a position, meet and discuss what can be done to provide help.
- Walk the Walk – do what you say you'll do and respect the opinions of others. Be honest, show gratitude and recognize good work!
- Take responsibility – acknowledge if an error has been made. Make certain that responsibilities are clearly outlined and that each person is doing his or her share.
- Keep communication channels open at all times and in all directions (administrators, teachers, staff, parents, volunteers and PTA officers). A strong team is an informed team.

Fifteenth District PTA Board 2009-2010

President

Norene Nims
922 Countrywood Ct.
Santa Maria, CA 93455
805 937-3346
mbotenims@verizon.net

1st Vice President

Leadership

Lori Frias
4515 Burlington Drive
Santa Maria, CA 93455
805-934-3803
lorifrias@yahoo.com

2nd Vice President

Health & Community Concerns

Deborah Pentland
171 Cedars Lane
Santa Barbara, CA 93108
805-896-9077
deborahpentland@gmail.com

3rd Vice President

Legislation

OPEN

4th Vice President

Parent Education

OPEN

5th Vice President

Programs & Reflections

Laura-Susan Thomas
4674 Tiffany Park Circle
Santa Maria, CA 93455
805-934-4742
seismic_cow@yahoo.com

6th Vice President

Communications

Deanna Liberotti
4602 Falcon Drive
Lompoc, CA 93436
805-733-2972
dliberotti@sbcglobal.net

Treasurer

Marsha Hill
218 Salisbury Avenue
Goleta, CA 93117
805-986-0207
Marsha.hill@cox.net

Auditor

OPEN

Historian

Susan Dickson
4442 Sirius Avenue
Lompoc, CA 93456
805-733-4448
dicksonrs@verizon.net

SAMPLE MEETING AGENDA

- **Call to order** (Rap the gavel once or you may stand while addressing the general body.)
- **Pledge of Allegiance** (if held in a public facility)
- **Inspiration** (optional)
- **Approval of Minutes** (either posted or read). Ask, "Are there any corrections?" No motion is necessary.
- **Financial Reports:**
 - **Treasurer** – No motion necessary, report filed for audit
 - **Financial Secretary** – No motion necessary, report filed for audit
 - **Semi-Annual audit** – Motion needed to adopt the audit report
 - **Bills to be paid or ratified** – Motions needed to pay or ratify
- **Report of Executive Board** (Secretary reads summary report and moves adoption of each recommendation)
- **Committee Reports** (Officers, chairmen, principal, faculty representative, student representative; motions need to recommendations)
- **Unfinished Business** (Items left on the agenda for the last meeting and any items postponed from the last meeting.)
- **New Business** (New items of business and items that have no action pending.)
- **Program** Say, "The program committee or chair will introduce the program."
- **Announcements** (Be prepared with the next meeting date and programs or events.)
- **Adjournment** (Rap gavel once. No motion necessary.)

California State PTA Convention

Please join us in –

Sacramento

April 29 – May 2, 2010

Save the Date!

Why should a local PTA set aside funds to send members to convention? The answer is quite simple. PTA is a continuous learning process. We only make progress if we are willing to accept the challenge of change, to learn and to grow in knowledge, skills and experience and participate in the business of the organization.

At each convention, attendees have the opportunity to:

- Meet State and National PTA leaders;
- Hear from experts in fields of PTA concern;
- Learn about the inner workings of PTA as an organization;
- Participate in a variety of workshops where ideas and skills can be learned and later shared with your local PTA;
- Exchange ideas and successes network and learn from PTAs around the state;
- Develop leadership skills;
- Create helpful lists of contacts;
- Celebrate the outstanding work of local unit, council and district PTAs;
- Communicate directly with fundraising, programs, and assemblies companies, and
- See *everychild.onevoice* in action.

Voting delegates also have the opportunity to:

- Participate in the business of the organization;
- Vote on the legislative platform that will direct the advocacy efforts of our organization;
- Establish the priorities to be addressed; and
- Participate in the election of future state leaders.

Sending delegates to convention are a legitimate PTA expense and will profit your organization in many ways! Training the new leaders of your PTA will make sure your PTA is on the right road to success. The approximate range to send one delegate to the convention will be \$750 - \$800. Please put \$800 in your convention line item of your budget to ensure the funds will be available.

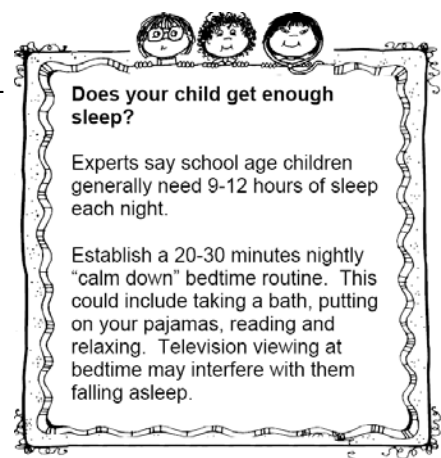
Join us April 29 – May 2, 2010 in Sacramento as we set the course of the California State PTA for the next year. More detailed information will be coming to you in the following Mission Bell. Please email me for any questions you may have.

From the California State PTA Convention Commission and

Stephanie Ledgerwood

15th District Convention Chair

email: StephLedgerwood@aol.com, please put "Convention" in the subject





HEALTHY AFTER-SCHOOL SNACKS FOR KIDS



Now that the kids are back in school have you noticed that they have a case of the “after-school” munchies? Try these healthy, no-cook snacks. They are easy and fun to make and require little or no adult supervision depending on the age of your child.

- **Snack Kabobs:** Cut raw vegetables or fruit into chunks. Skewer them onto thin pretzel sticks. (Note: To prevent discoloration, dip apples, bananas, or pears in orange juice after they are cut.)
- **Veggies with Dip:** Cut celery, zucchini, cucumbers or carrots into sticks or coin shapes. Then dip them into prepared salsa or low-fat dip.
- **Banana Pops:** Peel a banana. Dip it into yogurt, then roll it in crushed breakfast cereal, and freeze.
- **Fruit Shake-Ups:** Put ½ cup low-fat fruit yogurt and ½ cup cold fruit juice in a not-breakable, covered container. Make sure the lid is tight. Then shake it up and pour into a cup.
- **Pudding Shakes:** Use the same technique for making fruit shake-ups, but instead mix ½ cup cold milk with 3 tablespoons of instant pudding.
- **Sandwich Cut-Outs:** Using cookie cutters with fun shapes, like stars, hearts, dinosaurs, and teddy bears, cut slices of cheese, meat, and whole-grain bread. Then put them together to make fun sandwiches. Eat the edges too!
- **Peanut Butter Balls:** Mix peanut butter and bran or corn flakes in a bowl. Shape them into balls with clean hands. Then roll them in crushed graham crackers.
- **Ice Cream-Wiches:** Put a small scoop of ice cream or frozen yogurt between two oatmeal cookies or frozen waffles. Make a batch of these sandwiches ahead of time and freeze them.
- **Ants on a Log:** Fill celery with peanut butter or cream cheese. Arrange raisins along the top.
- **PBJ Crackers:** Spread peanut butter and any flavor of jelly on reduced-salt crackers.
- **Fruit Juice Popsicles:** Pour any kind of fruit juice into Popsicle molds or ice-cube trays. Place toothpicks for handles and freeze.

Source: California State PTA

www.capta.org

The Communicator October 2008

SAVE THE DATE!

October 27, 2009

15th District General Association Meeting

Goleta Community Center

6pm –8pm

Please join us for an informative evening focused on Health and Wellness. Many local health agencies will be on hand to provide valuable information.

Public is welcome!

PTA Reflections.... "Beauty is"

All great explorers and great thinkers, and great innovators and your children have one thing in common. They think outside the norm, they think differently than the rest, and they think creatively.

Now you may wonder what this has to do with a PTA Reflections Arts Program.

Think about this....

The arts provides a space for our children to think out of the box, a place for free and creative thought to happen. It is place where children can still explore, where there is not a wrong or right. Where an accident can turn into an amazing work of art. Where a child can lose themselves and immerse themselves in a world they create. A place that builds self worth and expression of their own ideas, tolerance for other points of view, and inspires them in other academic areas outside the arts!*

According to the *"National Arts Education Public Awareness Campaign"

Young people who participate in the arts for at least three hours on three days each week through at least one full year are:

- 4 times more likely to be recognized for academic achievement
- 3 times more likely to be elected to class office within their schools
- 4 times more likely to participate in a math and science fair

Young artists, as compared with their peers, are likely to:

- Attend music, art, and dance classes nearly 3 times as frequently
 - Participate in youth groups nearly 4 times as frequently
 - Read for pleasure nearly twice as often
- Perform community service more than 4 times as often

These are what make a student's participation in the PTA Reflections program so amazing!

So, what is this amazing program? Please read on!

PTA Reflections is a participation and recognition program for the arts, that **you** can run at your school level. Each year there is a theme that the students need to incorporate into their work. this year the theme is "Beauty is...".

The arts program entails Visual arts, Music, Photography, Film, Literature and Dance Choreography. You do not have to be an artist to run the Reflections program, just a caring parent, grandparent, aunt, teacher, etc... that loves the arts and wants the children at your school to experience all that the arts has to offer.

At a school level the program is fairly simple to run and the rewards that come back to you on the night you recognize your students is ten fold. In my experience on the night the artwork is displayed and awards handed out, seeing kids come with such pride in themselves, bringing their families and friends to see what they have done says it all. Whether they are in kindergarten or a Senior in high school, they want to show off what they have accomplished.

The program runs fairly smoothly. It is basically promotion in the early Fall to get the word out (flyers, announcements, talk to the teachers, talk in the cafeteria at lunch). You will have to have the work judged by impartial judges. And finally a gallery showing and recognition of the winners and all participants. the Gallery showing can be as fancy as art on gallery walls and food, or as simple as art displayed on the cafeteria tables. I would suggest gallery showings at the school level usually should be planned somewhere before Thanksgiving break.

As with any program where student's work moves on to another level of competition, there are important deadlines that NEED to be met. These dates are as follows:

Work at the school levels must be turned into the Council Reflections chair usually around the week before or after Thanksgiving Break. Your Council chairs can give a more exact date as we near Fall so you can plan your awards ceremonies.

Work at the Council levels must be turned into the District Reflections chair by the beginning of Winter Holidays!

(Reflections Continued.....)

The reason we need you as a chair to get the artwork to each level on time, is to allow that level to arrange for judging and pass on the winners to Council, District, State or maybe this year even National in Washington DC. How exciting would that be. I would encourage all schools in the PTA family to participate in this program. Especially this year as funds to all schools have been drastically cut, it is a great way to continue the presence of the arts in the public schools and allow students a forum to express themselves and experience the arts.

If you need more information please check out the National PTA web site or you can contact me
Laura-susan Thomas at email: seismic_cow@yahoo.com

**A world of praise for a fantastic job and her passion for the arts by
Roma Temkin who has been District Reflections Chair for the last few years!**

Useful Links

California State PTA Reflections Page
<http://www.capta.org/sections/programs/reflections.cfm>

2011-2012 National PTA Reflections Program Theme Search

Do you have an idea for a theme for the Reflections Program?

The national PTA organization is looking for a theme for the 2011–2012 Reflections Program year. The student who submits the winning entry will receive \$100, and his or her theme will be presented at the 2010 PTA National Convention. Please review the past themes listed on the entry form. Repeat themes will not be considered. Use the entry form listed below to submit theme ideas. Only signed original forms will be considered.

Please submit entries to your state PTA office.

You can download your entry form at:

<http://www.capta.org/sections/programs/downloads/Reflections11-12ThemeSearch.pdf>

LET US HEAR FROM YOU!

Communication and sharing information is one of the main goals of the Fifteenth District this year. We would like you to share your experiences with us. At every training session each year we have a lot of wonderful questions asked of us. Here are a few of the most common questions. Share your ideas or thoughts with us. We will post answers to these questions in the next Mission Bell.

- ⇒ How do you get parents involved with the PTA?
- ⇒ How do you increase attendance at your General Membership Meetings?
- ⇒ What Membership Drive programs have worked for you?
- ⇒ What programs have been most successful or popular at your school?
- ⇒ What fundraisers do you do?
- ⇒ What kind of Family Nights do you do?
- ⇒ Are you going Green? What steps are you taking towards being more earth friendly?

Please email me with your answers to any of the above questions. If you have a question of your own that you'd like listed in the next Mission Bell, email it to me.

Deanna Liberotti
VP Communications
dliberotti@sbcglobal.net

RESPONSIBILITIES OF A SECRETARY

- ◆ Keep an accurate record of each meeting.
- ◆ Keep an up-to-date list of all PTA members.
- ◆ Keep original version of the current bylaws with amendments properly entered.
- ◆ Keep a record of all committees and their members.
- ◆ Provide a list of pending and potential business for the president or chairman before the meeting.
- ◆ Handle correspondence (unless there is a corresponding secretary).
- ◆ Notify members of meetings.
- ◆ Other duties as assigned by the president or organization.
- ◆ Keep all materials, contracts, motions, etc., until the end of the term. At transition meeting review materials with the incoming secretary, explain use or discard if no longer needed.

SECRETARY'S RECORDS

- ◆ The records of the secretary should include:
- ◆ Copies of the previous minutes
- ◆ Copies of agendas
- ◆ The bylaws and standing rules
- ◆ Current membership list (includes date member joined)
- ◆ List of officers and committees
- ◆ Copies of current reports

HANDLING THE MINUTES

In what format should the minutes be printed? The format for minutes is somewhat of a unit preference. The primary concern is that all action be approved and recorded. Minutes may be computer-generated, typed, or hand written. The most commonly used format is a narrative; however, a table or any other form that has been agreed upon by the executive board / membership may be used.

Who gets a copy of the minutes? Minutes of executive board meetings should be made available to all executive board members. (Refer to your unit bylaws to determine who is a member of the executive board.) The secretary makes a brief report of the executive board meeting for the association; however, executive board minutes are not provided to the association. Minutes of association meetings should be posted at general meetings or copies may be made available to those attending the association meeting. At a minimum, hard copies of the minutes must be given to the president and treasurer. The auditor will need minutes while conducting audits. The secretary keeps all master copies of the minutes.

Who approves the minutes? Minutes are approved by the body that created them; e.g., the executive board approves executive board meeting minutes and the association approves association meeting minutes.

How should the minutes be stored? Minutes should be placed in a bound book. A hard-backed, bound minute book is available through the California State PTA Store or a similar book may be purchased at an office supply store. The master copy of the minutes, along with all written reports, should be glued into the book for permanent storage. As an alternative, minutes may be kept together and taken to a binding company for binding at the end of each term. This method is most often used by district and state PTAs, which have accumulated a large number of pages of minutes during the term. Loose leaf or spiral notebooks must not be used to store minutes.

WHAT SHOULD THE SECRETARY TAKE TO A MEETING?

- ◆ The secretary should bring to each meeting:
- ◆ Paper for ballot voting or prepared ballots
- ◆ File or correspondence received and responses (if there is no corresponding secretary)
- ◆ Motion blanks
- ◆ Notepad (to write down anything that the president might need after the meeting)
- ◆ File to hold copies of motions, reports, materials distributed by the group
- ◆ Supplies which include pens, pencils, paper clips, stapler, post-it notes, tape, scissors, etc.....



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Norene Nims, Fifteenth District President

Deanna Liberotti, Mission Bell Editor

Fifteenth District
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Fifteenth District PTA
Hope Education Center
3970 La Colina Avenue, Suite 9
Santa Barbara, CA 93110

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Calendar of Events

October

10/27/09 Fifteenth District General Association Meeting
6pm at Goleta Community Center

November

Membership Dues

December

Reflections Due to District

February

2/27/10 Fifteenth District General Association Meeting
And Reflections Celebration
Time and exact location TBD—Location will be in Lompoc

April

4/20/10 Fifteenth District General Association Meeting
Time and exact location TBD—Location will be in Santa Maria

May

TBD Fifteenth District Training Workshops
Buellton