



SVPTA COUNCIL NEWS

Saddleback Valley Council PTA * Fourth District PTA * CCPTS
25631 Peter Hartman Way * Mission Viejo, CA * 92691 * www.svpta.org

Saddleback Valley Council



everychild.onevoice.

Volume IX, Issue V

President: Molly O'Grady Newsletter Editor: Andrea Padian

January 2010



President's Message

By Molly O'Grady
SVPTA Council President
svpresident@svpta.org

Happy New Year! I hope you had a wonderful holiday season with your family and friends. Thank you so much for all of your kind words to me this fall. I am looking forward to seeing you in January!

It is hard to believe that our term is already half over – with so much yet to accomplish this year. Now is a great time to reevaluate the goals you set for yourself and for your unit. Have you made progress? Do you need to re-focus your efforts or your unit's? How will you reach your goals? Create a plan that works for the rest of the year.

Nominating Committees: You should be electing a nominating committee this month at your association meeting. We will do the same at the Council meeting on January 28th. This committee is the most critical commit-

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Upcoming Events:

January/February 2010

- January 12th — SVUSD Board of Education Meeting — SVUSD Board Room 6:15 p.m.
- January 13th — Superintendent's forum — SVUSD Board Room 9:30 a.m.
- January 15th — Executive Board Meeting — SVUSD Board Conference Room 9:00 a.m.
- January 22nd — 4th District Advocacy Round Table — OC Department of Education 9:30 a.m.
- January 28th — SVPTA Council Meeting — SVUSD Board Room 7:00 p.m.
- February 5th — Executive Board Meeting — SVUSD Board Conference Room 9:00 a.m.
- February 9th — SVUSD Board of Education Meeting — SVUSD Board Room 6:15 p.m.
- February 17th — PTA Founder's Day
- February 25th — President's Round Table — SVUSD Board Room 'Communicating with your Unit/Newsletter
- February 25th — SVPTA Council Meeting — SVUSD Board Room 7:00 p.m.

Items to bring to January Meeting:

- A copy of the minutes from your most recent association meeting
- A copy of your most recent Treasurer's Report
- A check with a unit remittance form for new members!
- Any items past due from prior meetings

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"We will open the book. It's pages are blank. We are going to put words on them ourselves. The book is called Opportunity and it's first chapter is called "New Year's Day."

Edith Lovejoy Pierce

President's Message *(continued from page 1)*

tee that you will have all year and is crucial for the continued success of your unit. The parliamentarian is responsible for organizing the committee. The management of this committee and the member's ability to adhere to proper procedure and respect confidentiality are at the core of the future of your unit. Your Bylaws and Section 2.2 of the Toolkit talk about Nominations and Elections in detail. Please take this process seriously and emphasize the importance to your unit. If your parliamentarian has questions, please have them contact our Council Parliamentarian, Dolores Winchell.

Superintendent's Forum: I want to encourage each of you to attend our second Superintendent's Forum on Wednesday, January 13th at 9:30 a.m. to approximately 11:00 a.m. in the SVUSD Board Room. This is a great opportunity to meet in a small group with Dr. Fish and it lends itself to an informal discussion. Please do send a representative from your board if you cannot attend - but do not bring guests, as we have limited seating.

Sacramento Safari: I would like to *strongly encourage* every one of you to send a representative to our annual "Sacramento Safari". Fourth District PTA organizes this advocacy event for us to not only meet with our local legislators to discuss their support (or lack of) for public education, but we also have several speakers who share their expert insight on various aspects of public education. Saddleback Valley Council sends several representatives and we would love to have you join us! Registration is available at www.fourthdistrictpta.org through February 2nd. As you know, our VP of Advocacy, Suzann Gastreich, plans to bring copies of membership cards up there to show the power of our members standing up for our children! More information can be obtained from Suzann.

Fourth District PTA Administrators' Dinner: Each year, Fourth District PTA hosts the Administrators' Dinner for all of us. It is a wonderful opportunity to thank those with whom we work so closely in our schools. As PTA Presidents, you will need to invite your principal this month as your guest for an evening of entertainment, Honorary Service Awards and Founder's Day celebration. There are over 400 units in the Fourth District PTA and reservations must be received early in March, as the dinner is on Wednesday, March 24th. More details will be available soon.

With the New Year, we seem to have hit the ground running! Please remember that the Saddleback Valley Council PTA, along with your buddy, are here to help you. I hope you are inspired for a terrific 2010! As always, please do not hesitate to call me at (949) 583-7170 or email me at svpresident@svpta.org.

"We spend January 1st walking through our lives, room by room, drawing up a list of work to be done. Cracks to be patched. Maybe this year, to balance the list, we ought to work through the rooms of our lives...not looking for flaws, but for potential." Ellen Goodman

"Cheers to a New Year and another chance for us to get it right." Oprah Winfrey



Special Education Spotlight

By Caroline Paltin
SVPTA Special Education Chairperson
svspecaled@svpta.org



Special Education Committee: New Year and New Activities; Including Newsletters, Parent Resource Libraries and Best Buddies Club!

As we head into a fresh new year, I am excited to report that our Special Education Committees are continuing to grow and develop, expanding our mission of increasing awareness about special needs and fostering an inclusive environment for all students. If you have been looking for ideas for your committee, here are a few creative efforts currently taking place due to the hard work of some of our Chairpersons:

- **Debbie Sollom** has been writing monthly articles for the PTA Newsletter at **Montevideo Elementary**;
- **Nancy Arsenault** reports that **Valencia Elementary** has created a new **Parent Resource Library** where books on educational topics can be checked out free of charge to the parents;
- **Sandra McElwee** at **Trabuco Hills High School** writes the following update: “**Best Buddies Club** has come to Trabuco Hills High School! With over 60 regular education students applying to be Buddies and 16 Special Education Students participating in the club, it has been an overwhelming success! The Buddies met each other on Tuesday, December 15th and there is going to be an activity after school hours in January. Everybody who applied to the club will attend each activity that is planned - all 76+ of them! Each Thursday the group has lunch together and the Buddy's are to call their Buddy each week at home. In March, the Best Buddies will organize and collaborate with Special Olympics International for the Spread the Word to End the Word Campaign. ---The Best Buddies will be working with every club on campus to create posters to introduce 'A Better Word'. A representative of Special Olympics will be addressing the Trabuco Hills Staff during their February 24th staff meeting and there will be a video on the morning announcements and the Poster Campaign one week in March!”

Remember that April is National Autism Awareness Month. This is an excellent opportunity to plan a newsletter article or activity highlighting this all too common issue affecting many of our students.

I am thrilled to see our program developing and I hope you will consider similar activities in your own units. For questions or comments regarding the Special Education Committee, please email svspecaled@svpta.org.

“Success is not final. Failure is not fatal. It is the courage to continue that counts.” Winston Churchill

“Keep on sowing your seeds, for you never know which will grow...perhaps it all will.” Albert Einstein

“There is nothing in a caterpillar that tells you it's going to be a butterfly.” Buckminster Fuller



Audit Advisor

By Brenda Tettermer
SVPTA Auditor
svauditor@svpta.com



REMINDER – ADOPTED MID YEAR UNIT AUDITS DUE

February 25th, 2010

Hello, I hope you all enjoyed your holidays... spending time with family and friends is always a nice way to end the year! And now, that we are all feeling refreshed and ready to start anew, it is time to start thinking about preparing the Mid Year Audit. The time frame for the Mid Year Audit is July 1, 2009 through December 31, 2009. When completing the Mid Year Audit, please remember to use the Audit Checklist (found on Page 311 of the 2009 California PTA Toolkit) and the Audit Report Form (found on Page 313 of the 2009 California PTA Toolkit). Both forms can be found online at the SVPTA Council Website at the following address: <http://www.svpta.org/forms/index.html#financial>

Some helpful hints to remember when preparing the Audit:

- Use the current Audit Checklist. It is a great tool to make sure that you are reviewing all materials necessary... Last Audit Report, Ledger, Checkbook Register, Authorizations for Payment, Cash Verification Forms, Bank Statements, Treasurer's Reports, Executive Board Minutes, Association Minutes, etc
- Use a separate Audit Form for each bank account.
- Prepare and present written report. Report should include bank name and address, type of account, account number, EIN, beginning balance (ending balance from last audit), a total of all expenditures, all deposits, outstanding checks, outstanding deposits, and an ending balance (Audit Report Form on Page 313 of Toolkit includes all required information). Include a statement at the bottom of the report to be read upon presentation of the report, "The audit committee has/I have examined the records of the treasurer of ___ PTA and find – them to be correct, or – them to be substantially correct with the following recommendations, or – more adequate accounting procedures are needed so that a more thorough audit report can be given, or – them to be incorrect." Each member of the committee or the auditor should sign the report.
- Attach any recommendations to the report. List errors in arithmetic or posting. List any unpaid bills and payments authorized, but not paid.
- Present the Audit Report with recommendations to the executive board, and attach the report to the executive board minutes.

Continued page 5

"Courage doesn't always roar. Sometimes courage is the quiet voice at the end of the day saying,

'I will try again tomorrow.' " *Mary Anne Radmacher*

"Try and fail, but don't fail to try." *Stephen Kaggwa*

Audit *Continued from page 4*

- Present the Audit Report to the Association for adoption. The following is all that needs to be read when the Auditor's Report is given:
 - I have examined the financial records of the Treasurer of _____ PTA/PTSA and find them:
 - correct;
 - substantially correct with the following recommendations;
 - partially correct but more adequate accounting procedures need to be followed so that a more thorough audit report can be given; or
 - incorrect
- If questions are raised by the membership, the president should state that a committee has been appointed to look into the problem, and that the members will report back to the Association at the next meeting. The Audit Report is adopted by the Association with the motion: "I move that the Audit Report be adopted."
- If there are errors, ask the responsible financial officer to correct errors after presenting the report.
- After any errors have been corrected and all are satisfied that the financial accounts are correct, draw a double line in red ink where the audit concludes. Sign and date the ledger.
- Audit completed: Please write in date that the audit was completed.
- Auditor's Signature: Auditor is to sign the completed Audit.
- Audit Adopted: Please write in the date that the Association Adopted the Audit.
- Copies of the completed Audit are to be distributed to the Unit President, Secretary, Treasurer and Council Auditor.
- Attach a signed copy of the Audit Report to the Association minutes (this is the Secretary's copy of the Audit).

Please turn one (1) copy of the Mid Year Audit into Brenda Tettermer, SVPTA Auditor, by February 25, 2010. If the audit is handed in on time, on 2/25 it is worth two points, 1 point in March!

If you have any questions or need help, please let me know. Thank you!!!

"I am not judged by the number of times I fail, but by the number of times I succeed; and the number of times I succeed is in direct proportion to the number of times I fail and keep trying." Tom Hopkins

"Sometimes the questions are complicated and the answers are simple." Dr. Suess

"What lies behind us and what lies before us are tiny matters compared to what lies within us." Ralph Waldo Emerson



Reflection Review

By Colleen Logomasini
Reflections Chairperson
svreflections@svpta.org



Saddleback Valley PTA Council 2009-10 REFLECTION RESULTS

The judges continue to be very impressed with the entries that our schools gave them to judge at the Council level. There are obviously many talented kids in our Saddleback Valley Unified School District!

Below are the Award of Excellence, Merit and Honorable Mention winners at the Council level. The following students will be recognized at the...

Reflections Recognition Ceremony

Monday, March 1st, 2010

6:00PM –Gallery/Refreshments

6:30 PM – Award Ceremony

SVUSD District Office

AWARD OF EXCELLENCE WINNERS

LITERATURE

| | | |
|---------------|-------------|--------------------------|
| Primary | Tara Char | Trabuco Mesa Elementary |
| Intermediate | James Laux | De Portola Elementary |
| Middle/Junior | Andrew Wood | Del Cerro Elementary |
| Senior | Kelly Lew | Laguna Hills High School |

CHOREOGRAPHY/ DANCE

Intermediate
Madeline Woo
Valencia Elementary

Middle/Junior
Kylie Fulton
Portola Hills Elementary

VISUAL ARTS

| | | |
|---------------|-----------------|--------------------------|
| Primary | Louis Tonkovich | Trabuco Elementary |
| Intermediate | Kai Gan | Trabuco Mesa Elementary |
| Middle/Junior | Mimi Duong | La Madera Elementary |
| Senior | Angel Key | Laguna Hills High School |

Award of Excellence Winners

continued on page 7

Award of Excellence Winners Continued from

PHOTOGRAPHY

| | | |
|---------------|----------------|----------------------------|
| Primary | Krista Tiffin | Portola Hills Elementary |
| Intermediate | Ryuko Geronimo | Melinda Heights Elementary |
| Middle/Junior | Chelsea Lara | Portola Hills Elementary |
| Senior | Heather Gordon | Laguna Hills High School |

FILM

PRODUCTION

Intermediate
Renny de Guzman
Del Lago Elementary

Middle/Junior
Conner Kams
Del Cerro Elementary

AWARD OF MERIT WINNERS

LITERATURE

| | | |
|---------------|--------------------|--------------------------|
| Primary | Andrew Moeller | Foothill Ranch |
| Intermediate | Andrew Margolis | Trabuco Mesa Elementary |
| Middle/Junior | Cory Redhead | Montevideo |
| Senior | Selene van derWalt | Laguna Hills High School |

“Art is the signature of civilization.” Beverly Sills

“Imagination will often carry us to worlds that never were. But without it, we go nowhere.” Carl Sagan

PHOTOGRAPHY

| | | |
|---------------|--------------------|--------------------------|
| Primary | Aliya Van Aardenre | Aliso Elementary |
| Intermediate | Kaylyn Garcia | Linda Vista Elementary |
| Middle/Junior | Tyla Gariepy | Valencia Elementary |
| Senior | Heather Gordon | Laguna Hills High School |

“I found I could say things with color and shapes that I couldn’t say any other way—things I had no words for.” Georgia O’Keefe

VISUAL ARTS

| | | |
|---------------|-----------------|---------------------------|
| Primary | Kira Presley | de Portola Elementary |
| Intermediate | Julie Wang | Foothill Ranch Elementary |
| Middle/Junior | Joseph Sheridan | de Portola Elementary |
| Senior | Alicia Tucker | Laguna Hills High School |

“As a suffering creature, I cannot do without something greater than I—something that is my life—the power to create.” Vincent Van Gogh

“I am still learning.” Michelangelo

Reflection Award Winners *continued from pages 6-7*

Honorable Mention Winners

LITERATURE

| | | |
|----------------|------------------|----------------------------|
| Intermediate | Mahesh Hosangadi | Portola Hills Elementary |
| Middle/ Junior | Alannah Lindsay | Melinda Heights Elementary |
| Senior | Andrew Newbill | Laguna Hills High School |

PHOTOGRAPHY

| | | |
|--------------|-------------------|--------------------------|
| Primary | Daphne Moon | de Portola Elementary |
| Intermediate | Vittoria Anderson | La Madera |
| Senior | Michael Rivlin | Laguna Hills High School |

VISUAL ARTS

| | | |
|--------------|----------------|---------------------------|
| Primary | Emma Murray | Santiago Elementary |
| Intermediate | Komal Gill | Foothill Ranch Elementary |
| Senior | Taylor Dunaway | Laguna Hills High School |

Please remember to congratulate these talented students!



Congratulations to Montevideo Elementary!

Their PTA board is the winner of our Saddleback Valley Reflections contest with the theme idea...

“What I Am Most Proud Of”

Goodies will be delivered to their January 5th meeting!

“Art washes from the soul the dust of every day life..” Pablo Picasso

“Every child is an artist. The problem is how to remain an artist once he grows up.” Pablo Picasso

“Art teaches nothing except the significance of life.” Henry Miller

“A musician must make music, an artist must paint, a poet must write, if he is to be at peace with himself. What a man can do, he must be.” Abraham Maslo



Advocacy Answers

By Suzann Gastreich
SVPTA Vice President of Advocacy
svadvocacy.org
949-235-5320 (cell)



At our annual Limber street New Year's party my neighbor had a great idea. Everyone had to write something they were thankful for in the current year, and a resolution for the New Year on a banner BEFORE they could have dessert. You wouldn't believe how quickly everyone came up with something... Since it worked so well at the party, I decided to do the same for my newsletter article.

I am so thankful for all the involvement in advocacy in 2009. The turnout at our roundtable (presidents and advocacy reps) made me smile. Everyone shared the same frustration with the system, while being excited at being part of the solution. I am especially thankful for Julie Schwarz, Trish Wanamaker, Teri Roberts, Carrie Bloom, Larry McCook, Colleen Logomasini, and Mary Wong, who went with me on legislator visits. Many of us have NEVER gone on local visits, but together, we made quite a team. I know December is an incredibly busy time for us moms and dads, and Laguna Hills High School, Del Cerro, Portola Hills, Montevideo, Trabuco, Trabuco Mesa, Rancho Canada and Robinson should be very proud that they have such dedicated advocacy representatives!

My advocacy resolution for 2010 has a few parts...

I want to continue to provide you with as much information about the current state of education as I possi-

bly can. That means that I will attend as many meetings as possible, gather the most accurate information available, and pass on as much of that information as your e-mail account can handle.

I want to continue to meet with local legislators. I have said it before and I will say it again...If we are not in there speaking on the importance of OUR cause, somebody else will be in there speaking on the importance of "their" cause. We need to spread the message that we all need to work together to fix the system for our kids future.

I want to encourage presidents and advocacy representatives to get involved, so that you can inspire parents at your school to become involved, too. We have so many opportunities to learn, share and advocate...let's not waste them.

Now that you have heard my resolutions, I hope that each of you will resolve to become an active part of the process by attending a local school board meeting...sending someone from your school to Sacramento Safari...going on a legislator visit...or giving your input on the direction you think we need to go in.

I look forward to another great year and now, I am going to get my dessert.

"I think the arts are perhaps singularly the most neglected part of our educational structure today. And there are some of us who really do believe that an education in the arts is not expendable. It is not extraneous. It's not extracurricular. It is essential. And, without it, a student is not getting a full, complete, and total education."

Governor Mike Huckabee



Sacramento Safari 2010

General Information

Sacramento Safari is an opportunity to examine the issues that impact our schools, learn about the workings of our state government, and network with other Fourth District PTA parents. Participants will hear from a variety of policy experts and will meet with individual state legislators in their offices.

Basic Policies:

- Attendees must be current PTA members.
- Attendees must be voted as representatives by a PTA unit or council.
- Attendees must be at least 18 years old or accompanied parent.
- Participation is limited to 90 people, first come, first served.

Before you register

Your unit or council must vote to appoint you as its representative on this trip. Units and councils may send more than one representative.

Registration Fee

- \$450 per person, for double occupancy
 - \$550 per person, for single occupancy
- The fee includes air travel, transportation between the Sacramento Airport and the hotel, one-night hotel stay, all conference activities and materials, and lunch and dinner on Monday, breakfast and lunch on Tuesday. It does not include dinner on Tuesday or parking or parking costs at Long Beach Airport.

If you are making your own travel arrangements to Sacramento, registration fees are:

- \$250 per person, double occupancy
- \$350 per person, single occupancy

The fee includes one-night hotel stay, all conference activities and materials, lunch and dinner on Monday, breakfast and lunch on Tuesday. It does not include flights to and from Sacramento or transportation to and from the Sacramento Airport.

Your registration is complete when the registration form, emergency form, and payment are received at the Fourth district PTA office. Participation is limited to 90 people, so submit your registration as soon as possible.

Hotel

Housing and some Safari activities will be at the Embassy Suites, 100 Capitol Mall, about a half mile from the State Capitol.

Travel

Group travel has been arranged out of Long Beach Airport on Jet Blue as follows:

- March 22 Depart Long Beach 7:00 a.m.
Arrive in Sacramento 8:22 a.m.
- March 23 Depart Sacramento 7:11 p.m.
Arrive in Long Beach 8:32 p.m.

Group travel also includes transportation to and from the Sacramento Airport.

Safari Activities

Participants will meet with California State PTA advocates and a variety of knowledgeable speakers, with time for questions and answers. Appointments will be set up for small groups to meet with individual legislators in their offices.

Orientation Meeting

Friday, February 26th, 9:30a.m. to 11 a.m.

**Fountain Valley School District Board Room
1055 Slater Ave., Fountain Valley**

All participants, especially first-timers, should attend. Attendees will receive travel instructions, informational packets, schedule updates and other important information.

Questions?

Contact Patty Christiansen, Fourth District PTA Vice President, Advocacy, at:

advocacy@fourthdistrictpta.org OR
714-241-0495



Convention Countdown

By Valerie Goodman
 SVPTA Convention Chairman
svconvention@svpta.org



Save the date! The 111th Annual PTA Convention will be held in Sacramento from April 29—May 2, 2010. Please remember to set aside approximately \$800 per person for your convention delegates. This is a great opportunity for your PTA to get valuable training and learn new ways

to make your PTA better. I will be attending the convention Orientation meeting at Fourth District on January 7th, so I will have more information to share at our next SVPTA Council Meeting on January 28th, 2010.

SAVE the DATE

California State PTA®

everychild.one voice.

Discover Gold
 at the
 111th Annual Conference
 April 29 – May 2, 2010
 Sacramento Convention Center

www.discovergold.org

Fourth District Advocacy Round Table
 January 22, 2010 9:30 a.m.
 Orange County Department of Education

**PTA
Spotlight
Award**

Gook luck to all
 who submitted an
 application.
 You're all winners to us!

**No President's Roundtable
This Month**

**February Roundtable
"Communicating with your
Unit/Newsletters/Websites"**

"Art enables us to find ourselves and lose ourselves at the same time." Thomas Merton

"Creativity is a type of learning process where the teacher and pupil are located in the same individual." Arthur Koestler

"Imagination is the true magic carpet." Norman Vincent Peale



Parliamentarian Pointers

By Dolores Winchell
SVPTA Parliamentarian
syparliamentarian@svpta.org



January is the month most units elect their Nominating Committee..... **“The Most Important Committee” in your PTA.** Take a moment and check your bylaws, as they state the month in which your unit will conduct its election. Saddleback Council has recommended, as units update their bylaws, to move this election to December or January in order to have a slate of officers elected by March. Because of the importance of sending successful candidates for training to the California PTA Convention, which typically occurs at the end of April and/or beginning of May, units must allow three months leeway. Most units will need to register for convention prior to the completion of their election in order to guarantee hotel accommodations. This is easily accomplished by registering as “Delegate one, Delegate two,” etc. (Remember: This requires a motion at an association meeting.) Here’s the association meeting timeline:

Month One – Elect Nominating Committee (*the number of committee members and alternates are spelled out in your bylaws, typically 5 members with two alternates*)

Month Two – Announce slate of nominees at association meeting and post slate for viewing for 30 days.

Month Three – Conduct election of slate of nominees at association meeting.

As the current President, this is the only committee you are prohibited from serving on. Here’s what you can do to ensure the continued success of your PTA:

1. Pass this article along to your Parliamentarian along with a “Feel free to call on me or Dolores Winchell, the Council Parliamentarian with any questions.”
2. Make sure your Parliamentarian has a copy of the current bylaws.
3. Download and give him/her a copy of “Electing the Nominating Committee” which can easily be found at www.capta.org. (also included in this newsletter—pages 15-24)
4. Remind him/her:
 - a. He/she is not automatically a member of the Nominating Committee, but must be elected.
 - b. He/she needs to obtain a copy of the association minutes from the secretary from last year to ascertain who served on the committee, as no member may serve on this committee for two consecutive years (including the parliamentarian).

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“My husband and I believe strongly that arts education is essential for building innovative thinkers who will be our nation’s leaders for tomorrow. It’s our hope that we can work together to expose, enrich, and empower Americans of all ages through the arts.” Michelle Obama

Parliamentarian Pointers *continued from page*

- c. Regardless of whether the parliamentarian serves on the committee, he/she is responsible for providing the committee with guidance and direction.....this means very specific instructions which include a:
 - i. Copy of the Job Descriptions for each officer position to be filled (standard PTA bylaws don't have vice president job descriptions and these are generally very important major jobs, like VP of Ways and Means, VP of Membership, etc.) and
 - ii. Copy of the Current Membership Roster.
 - d. All officer nominees must be:
 - i. Qualified
 - ii. Willing to Serve
 - iii. Informed of the time commitment and meeting schedule in advance
 - iv. A current PTA member
5. Convey to him/her the importance of assembling a balanced slate of officers who represent the *entire* school community. Getting volunteers from multiple grade levels and different parent groups is a great start.

Go to page 16-25 for further nominating committee instructions from ca.pta

Good luck!



Newsletter Notes

By Andrea Padian
SVPTA Newsletter Editor
svnewsletter@svpta.org

Newsletters are meant to inform and the council newsletter is no different. There are many reasons you should make sure that everyone on your board gets an issue of this newsletter. Number one, it will inform, remind (timelines), or give ideas about how everyone should be doing their job. As a board, everyone should know what everyone is doing so that when a question comes up about something, they are able to give answers or know who to send people to for those answers, rather than just the president.

Board members will be able to work better together knowing the scope of everyone's work, and to respect everyone for the job they are doing. Additionally, because all the board members are leaders, it will help them see the bigger picture and focus on things they may want to do in the future to help the board, as well as to think of people they know that may be interested or good at a job on the board that they can recruit as a volunteer or as a future leader.

So, for many reasons, be sure to share this newsletter with your executive board. It will make your job easier and benefit your board members. The board is a team, and everyone should know how it works.

On another note, please be sure to include in your newsletter information about what the Council, Fourth District and State PTA are doing. Your newsletter is a tool. Help everyone see the big picture.



Membership

By Vanessa Braaksma
SVPTA Membership Chairman
svmembership@svpta.org



I hope everyone had a wonderful and restful winter break.

Our California State PTA President, Jo Loss, is encouraging all units to *add 10 in 2010*. By increasing your unit's membership by 10, the PTA can strengthen its voice with Legislators to build a stronger and more cohesive school community for all students. With this year's unprecedented school budget cuts, our PTA needs a stronger voice now more than ever. January brings a perfect opportunity to initiate another membership drive, for many schools will be enrolling new students. Reach out to those parents and promote the benefits of the PTA. If your unit needs help to initiate another drive, please ask – there are many resources available. The State PTA website has several places to look for membership building ideas and more. This is your opportunity to get parents involved and advocate for our children together. Remember the State PTA's motto – *add 10 in 2010!*

Just a reminder, please be aware that all PTA memberships for the school year 2009-10 need to be paid for no later than March 10, 2010. If you have parents that will need to be members this year (upcoming board members and nominees for next year) those will need to be turned in by the March 10th date, too. Any parent on your board or those that may be attending the convention at the end of April will also need to be members. Over the next few months, please make sure your unit's membership is up to date.

Whether or not you applied for the PTA Spotlight Award, but still have a fun and effective membership story to tell, please share it with other units in our council – everyone benefits from new ideas.

I wish you all the best of luck in the New Year!

"Things do not change, we change." Henry David Thoreau

"Habit is habit and not to be flung out the window by any man, but coaxed downstairs one step at a time." Mark Twain

"If you acquire wisdom by any experience, no matter how severe it may prove, you are largely the gainer. And here is the compensation on every affliction, in every disappointment, and in every misfortune; we may gather pearls of wisdom from amid the ashes and cinders of our lost hopes after the fire s have consumed them." Timothy Shay Arthur

"A wrong act followed by just regret and thoughtful caution to avoid like errors, makes a man better than he would have been if he had never failed." Herald Seymour

"You must learn from the mistakes of others. You can't possibly live long enough to make them all yourself." Sam Levenson

Another fresh New year is here...
Another year to live!

To banish worry, double and fear,
To love and laugh and give.

This bright New Year is given me
To live each day with zest...
To daily grow and try to be
My highest and my best!

I have the opportunity
Once more to right some wrongs,
To pray for peace, to plant a tree
And sing more joyful songs.

By William Arthur Ward

2009—2010 SVPTA CALENDAR

January

| | | | |
|----|--|--------|-----------------------------|
| 12 | SVUSD Board of Education Meeting | 6:15pm | SVUSD Board Room |
| 13 | Superintendent's Forum | 9:30am | SVUSD Board Room |
| 15 | Executive Board Meeting | 9:00am | SVUSD Board Conference Room |
| 22 | 4 th District Advocacy Roundtable | 9:30am | OC Dept. of Education |
| 28 | SVPTA Council Meeting | 7:00pm | SVUSD Board Room |

February

| | | | |
|----|---|---------|-----------------------------|
| 5 | Executive Board Meeting | 9:00am | SVUSD Board Conference Room |
| 9 | SVUSD Board of Education Meeting | 6:15pm | SVUSD Board Room |
| 17 | PTA Founder's Day | | |
| 25 | SVPTA Presidential Roundtable | 6:15 pm | SVUSD Board Room |
| | <i>Topic: Communicating with your Unit—Newsletters & Websites</i> | | |
| | SVPTA Council Meeting | 7:00pm | SVUSD Board Room |

March

| | | | |
|-------|---|----------|-----------------------------|
| 1 | Reflections Awards Ceremony | 6:00pm | SVUSD Boardroom |
| 9 | SVUSD Board of Education Meeting | 6:15pm | SVUSD Board Room |
| 12 | Executive Board Meeting | 9:00am | SVUSD Board Conference Room |
| 18 | SVPTA Presidential Roundtable | 6:15 pm | SVUSD Board Room |
| | <i>Topic: Special Education</i> | | |
| 18 | SVPTA Council Meeting | 7:00pm | SVUSD Board Room |
| 19 | 4 th District Advocacy Round Table | TBA (am) | TBA |
| 22-23 | Sacramento Safari | | |
| 24 | Fourth District Administrators Dinner | 6:00pm | TBA |

April

| | | | |
|----|---|---------|-----------------------------|
| 2 | Executive Board Meeting | 9:00am | SVUSD Board Conference Room |
| 13 | SVUSD Board of Education Meeting | 6:15pm | SVUSD Board Room |
| 14 | Superintendent's Forum | 9:30am | SVUSD Board Room |
| 15 | SVPTA Presidential Roundtable | 6:15 pm | SVUSD Board Room |
| | <i>Topic: Program Ideas / Idea Exchange</i> | | |
| | SVPTA Council Meeting | 7:00pm | SVUSD Board Room |
| 16 | 4th District Advocacy Roundtable | 9:30am | Newport Mesa USD |
| 22 | High School Open House | | |
| 29 | Intermediate Open House | | |

29-May2 California State PTA Convention

Sacramento, California

May

| | | | |
|-------|---|--------|-----------------------------|
| 7 | SVUSD Teacher Recognition Dinner | 6:00pm | TBA |
| 10-14 | Teacher Appreciation Week (SVUSD) | | |
| 11 | SVUSD Board of Education Meeting | 6:15pm | SVUSD Board Room |
| 13 | Esperanza Open House | | |
| 14 | Executive Board Meeting | 9:00am | SVUSD Facilities Conf. Room |
| 27 | SVPTA Council Training Workshops | 6:00pm | SVUSD Office |
| 28 | 4 th District Advocacy Round Table | 9:30am | OC Dept. of Education |

June

| | | | |
|-----------|----------------------------------|--------|------------------|
| 3 | Elementary Open House | | |
| 15 | SVUSD Board of Education Meeting | 6:15pm | SVUSD Board Room |
| 17 | SVPTA Council Year End Dinner | 6:00pm | TBA |
| 23 | Last Day of School | | |

Electing the Nominating Committee

The purpose of the nominating committee is to recognize and seek qualified nominees for the elected leadership of the PTA. The members of the committee, therefore, have a tremendous influence on the future of the PTA and should be selected carefully.

Serving on a nominating committee is an honor and a privilege. This committee is the PTAs most influential internal body, and because it deals with sensitive issues, deliberations of this committee are kept confidential.

Nominating committee members should have a broad acquaintance with the membership and an understanding of the organization's functions and its purposes. The committee should include both experienced leadership as well as newer members.

Electing the Nominating Committee

The *Bylaws for Local PTA/PTSA Units* state that the nominating committee is elected by the membership at an association meeting at least two months prior to the annual election meeting. The bylaws also specify how many members and alternates are elected and who is eligible to serve on the committee. No member shall serve on the nominating committee for two consecutive years.

Consider including at least one student to serve as a member of the nominating committee if there are student members in the PTA/PTSA. When considering a person for any office, assure the person understands all of the duties of the position. The unit bylaws, standing rules and procedure books should be consulted for further information. It is the responsibility of the nominating committee chairman to fully explain the duties of a position to a prospective nominee.

QUALITIES OF NOMINATING COMMITTEE MEMBERS

Nominating committee members should be:

- Elected on merit and ability.
- Willingness to devote adequate time to the responsibilities involved.
- Knowledgeable regarding the eligibility requirements and the qualifications necessary for the offices to be filled as well as the responsibility of each office.
- Aware of the qualifications and abilities of potential nominees.

- Able to give objective consideration to nominees.
- Able to use sound judgment and skill in evaluating nominees.
- Tactful, discreet with integrity.
- Able to keep all deliberations confidential.

Responsibilities of the Committee

The *Bylaws for Local PTA/PTSA Units* indicates which officers are elected at the annual election meeting of the PTA. It is not the responsibility of the nominating committee to appoint chairmen for the upcoming term. The president appoints committee chairmen, subject to ratification by the executive board (board-elect).

The nominating committee elects its own chair-man. The chairman and the committee should review requirements for nominees and duties of each elected officer as outlined in the *Bylaws for Local PTA/PTSA Units*, Article VI, Sections 1-9. A membership list from the association should be provided to the committee. Only those persons who are eligible and who have given their consent to serve, if elected, shall be nominated for office.

The chairman should ensure that nominating committee meetings are scheduled to provide sufficient time to identify and consider all recommendations and suggestions. Alternates should be advised of these dates and be reminded that, should an elected member be unable to serve, an alternate will be asked to replace that member.

Selection of nominees for office should be an orderly procedure. Open and frank discussion must be held among members of the committee. Discussions are strictly confidential and no information should leave the committee meeting, even after the officers have been elected.

Every effort should be made to provide the PTA with a slate of officers that is balanced in terms of new as well as experienced officers, represents the school attendance area, and reflects the diversity of the school population.

The committee is not obligated to nominate the president or any current officer eligible to serve a second term, or to nominate automatically the executive/first vice president for president. Each nominee must be evaluated independently and by the same criteria as all other nominees. The committee is obligated to seek out those eligible members who would best serve in a particular office.

Members of the committee are not excluded from becoming nominees for elected office. During nominating committee meetings, if a committee member is being considered, the member should be excused from the meeting during the discussion regarding that office, but may return for the vote

which shall be by ballot.

The nominating committee continues to serve until the annual election meeting.

RESPONSIBILITIES OF CHAIRMAN

Contact potential nominees, unless this responsibility is delegated to another committee member. Inform committee members of the results of the contacts. (Contacting Nominees 2.2.3, 33)

Submit the names of nominees to the membership 30 days prior to the election. This may be done at an association meeting or through a flyer or newsletter.

Reconvene the committee in the event a nominee withdraws before the election is held.

Read the nominating committee report to the membership at the annual election meeting.

Advise the nominees to attend the election meeting and the installation of officers.

Give a written report of the nominees to the recording secretary, signed by the members of the nominating committee.

Be discharged of committee responsibilities at the time of the election.

ALTERNATES TO THE NOMINATING COMMITTEE

Alternates, also elected by the membership, do not attend nominating committee meetings unless notified to fill a vacancy on the committee, but should be advised of the date and time of the first meeting.

If an elected member of the committee cannot attend the first meeting, the first alternate is asked to replace that person and the alternate then serves as a permanent member of the committee.

Any elected members who cannot attend the first meeting must immediately notify the parliamentarian and/or the chairman of the nominating committee to ensure that the first alternate is contacted to replace the committee member for that and all future nominating committee meetings.

THE ROLE OF THE PARLIAMENTARIAN

At the meeting to elect the nominating committee, the parliamentarian reads aloud Article V, Section 3, of the *Bylaws for Local PTA/PTSA Units*.

The parliamentarian may be elected to the nominating committee. The president never serves on the nominating committee.

The parliamentarian sets the date for the first nominating committee meeting immediately following its election.

At the first nominating committee meeting the parliamentarian

- Provides instruction in nominating procedures;
- Conducts the election of a chairman;
- Explains the chairman's responsibilities;
- Provides a copy of the bylaws, the standing rules, and a membership list for the committee's use; and
- Provides a telephone number where he/she can be reached to answer questions on procedure.

The parliamentarian attends meetings of the nominating committee only if elected to serve as a member of the committee.

The parliamentarian shall notify the first alternate if an elected member of the nominating committee cannot attend the first nominating committee meeting.

THE ROLE OF THE PRINCIPAL

The principal of the school, if not an elected member of the nominating committee, may serve in an advisory capacity.

SUGGESTIONS FOR YEAR-ROUND SCHOOLS

Include representatives from all tracks on the nominating committee.

Encourage the nominating committee to present a slate of officers representing all tracks.

Request that the president and first vice president be from different tracks.

Selecting Nominees

The responsibility of the nominating committee is to select the best-qualified, available person for each office. Submitting more than one nominee for an office would be unusual. If the committee should select two names for the same office, each nominee for that particular office must be advised and informed of the name of the other nominee.

Students who are willing and have the time may serve as officers in the PTA/PTSA. According to California's Corporation Code and civil law, a student may serve in any PTA/PTSA office. All officers, adults and students alike, must perform duties of the office as outlined in the bylaws.

NOMINEE REQUIREMENTS

Nominee must be a PTA member;

Must support the Purposes and basic policies of the PTA and recognize that PTA is an effective organization working for all children and youth;

Should have effectively carried out previous PTA and/or other organizational responsibilities;

Should have knowledge of the organization and its role in the school and community;

Should be willing to give PTA priority and commitment including attendance at meetings;

Must be fair and objective and concerned for the well-being and best interests of the PTA; and

Must understand the importance of effective teamwork.

Contacting Nominees

It is the nominating committee chairman's responsibility to contact each nominee, but any committee member may be asked to make the contact and report to the chairman. It is not advisable to talk a reluctant individual into accepting a nomination.

Consent of each nominee should be obtained, while the committee is in session, in order to place the name in nomination. If consent cannot be obtained during the meeting, the chairman will inform the committee members of the results of contacts made outside of the committee meetings.

Nominees should be given a clear indication of the responsibilities of the office and how much time may be involved. If requested, a printed job description can be provided. (Recommended Officers 2.3.11, 40). Individuals considering accepting nomination to an elected office should be advised that responsibilities of the office may include attendance at leadership training meetings, workshops, and/or the California State PTA annual convention.

In the event that no qualified candidate can be found for a particular office, it is better to leave the office vacant, than to fill it with a person not able to do the job. After the election, the board-elect may fill any vacant positions according to the unit bylaws.

The Election

1. Advance written notice of the election meeting must be provided to the membership (Association Meeting 2.1, 27).

2. The president presides at the election meeting.

3. The privilege of voting shall be limited to members of the association who are present, whose dues are paid, and who have been members of the association for at least thirty (30) days.

4. Election of officers is held at the annual meeting and will come under "new business" on the agenda. The president calls upon the parliamentarian to read the sections of the bylaws pertaining to nominations and elections.

5. After the parliamentarian has finished, the president calls upon the chairman of the nominating committee to read the report of the committee. If a nominee has withdrawn prior to the election and another nominee has been selected, the chairman will read a revised report to inform the membership of the new nominee.

6. The president restates the slate of nominees and asks each one to stand. The president conducts the election of officers even if (he/she is) nominated for an office. The president thanks the nominating committee for its report and states:

"According to our bylaws, nominations from the floor are now in order."

The privilege of nominating from the floor is extended to members of the association who are present, whose dues are paid, and who have been members of the association for at least 30 days. A qualified member may nominate his or her self.

Nominations do not require a second, only the nominee's consent.

The president can:

a. Ask for additional nominations for all positions in the order in which they are listed in the *Bylaws for Local PTA/PTSA Units*, Article V, Section 2, before closing nominations for all elected offices and then proceed with the election; or

b. Ask for additional nominations for each position, one at a time, in the order in which they are listed in the *Bylaws for Local PTA/PTSA Units*, Article V, Section 2, and then proceed to elect the officer after nominations are closed on each position.

The president states,

" _____ has been nominated for president, are there further nominations for president?" (Pause). " _____ has been nominated for vice president, are there further nominations for vice president?" (Pause). This procedure is used for each office.

The president then says,

"Are there further nominations for any of these offices?" (Pause) "Hearing none, I declare the nominations closed. The bylaws state that where there is but one nominee for an office, the ballot may be dispensed with and the election held by voice. Is there any objection to this procedure?" (Pause) "Hearing none, the following are presented for election _____ for president, _____ for vice president, etc." After all offices have been presented say the following: "All those in favor say aye, those opposed say no."

The president states,

"The ayes have it and you have elected the following officers." (The president restates names and offices.)

Officers are elected by a majority vote of those present, providing the quorum as stated in the bylaws has been met.

VOICE VOTE

If there is but one nominee for any office, the ballot vote for that office may be dispensed with and the election held by voice vote, as described above.

If a member requests a vote by ballot for any office, the request must be recognized and voted upon without debate.

TWO OR MORE NOMINEES FOR OFFICE

When there are two or more nominees for an office, the election shall be held by ballot, as stated in the bylaws. The secretary should have ballot slips available. Even if the nominating committee presents only one name for each office, there is the possibility that nominations will be presented from the floor.

BALLOT VOTE

1. When there are two or more nominees for an office, the election is held by ballot. To verify eligibility to vote, the membership list must be checked before ballots are distributed. The secretary has the official membership list. If a membership list is not available, all present will be allowed to vote. If it is known prior to the election meeting that there will be two or more nominees for any office, ballots may be distributed at a registration table as members arrive for the meeting and present their membership cards.

2. The president appoints a tellers committee, including a chairman and at least two (2) tellers, whose duties are to distribute, collect, and count the ballots. Ballots may also be collected in a ballot box.

3. The president requests all members eligible to vote to rise and be counted. This count will determine the number of ballots to be tallied.

4. A nominee for an office cannot be involved in the election procedure as a teller who collects ballots and counts votes.

5. Blank ballots are not counted.

6. Illegal ballots are counted to determine the number of votes cast, but are not applied as a vote for or against any nominee. Ballots are considered illegal if

- They are unintelligible;

- They contain the name of a nominee who is not a member; or

- Two or more filled out ballots are folded together. These are recorded as one illegal vote.

7. In a contested election each nominee may designate a person as an observer at the time the ballots are counted.

8. If another vote is necessary, the voting members must be recounted to establish the number of ballots to be tallied. If a member eligible to vote was not present when the original ballot was cast but arrives in time for another vote, the member is entitled to vote.

9. The results of the voting are reported by the chairman of the tellers, in writing to the president, as follows:

Number of members eligible to vote _____

Number of votes cast _____

Number needed to elect _____

(Nominee) _____ Received _____

(Nominee) _____ Received _____

10. This procedure is repeated for each contested office. The president announces who has been elected to office. Unless requested, the president does not have to announce the number of votes cast for each nominee, but the complete Tellers Report must be recorded in the minutes. Following the announcement of the vote, the chairman of the tellers moves that the ballots be destroyed.

11. It is permissible to use these two procedures in one election by using voice vote for uncontested offices and a ballot for those that have two or more nominees.

12. A challenge to the election procedure or outcome must be made during the election meeting. For additional information see *Robert's Rules of Order Newly Revised* Point of Order section.

VOTING RIGHTS OF OFFICERS

All PTA officers, including the parliamentarian, have the same voting privileges as other members. The president's impartiality is protected by voting only when the vote is by ballot.

PREVIOUS NOMINATING COMMITTEE MEMBERS

Make a list of nominating committee members and the year(s) in which they served. This will serve as a written reference for the PTA. The names of the nominating committee members must be placed in the PTA minutes as the official record.

Questions & Answers

Q. Can the nominating committee fill one position with two people who are willing to share the duties of the office?

A. No. A position may be filled by only one person. If unusual circumstances exist that require more than one person to handle the duties of a particular position, then an assistant or deputy position may be created. Caution: If the assistant or deputy position is included by amending the bylaws, that position will then be required on all future boards. Alternatively, an assistant or deputy position with a clear description of the job duties may be added to the standing rules to allow for the position without requiring it on all future boards.

Q. Can one person be nominated for more than one office?

A. Yes. However, a member can serve in only one capacity at a time. In such a case, if the person elected to two or more offices is present, he/she can choose which office he/she will accept. If he/she is absent, the assembly should decide by vote the office to be assigned, and then elect others to fill the other office(s).

Q. Can a vacant position on the proposed nominating committee report be filled after the report has been submitted and posted?

A. Yes. If a nominee withdraws before the election, the committee must reconvene as soon as possible to agree upon another nominee. If an office is vacant after the election because an officer-elect resigns or because no one was elected to fill the office, it shall be considered a vacant office to be filled by the board-elect according to the bylaws.

Q. How does the nominating committee handle the acceptance of the nomination for a position after the report has been submitted?

A. If someone accepts a nomination after the report has been submitted (at least 30 days prior to the election meeting), the nominating committee chairman will read a revised report of the new nominee for office to the executive board and to the membership at the annual (election) meeting.



“When you get into tight places and everything goes against you, till it seems as though you could not hold on a minute longer, never give up then, for that is just the place and time that the tide will turn.”

Harriet Beecher Stowe

“The difference between the impossible and the possible lies in a man’s determination.” Tommy Lasorda