

Saddleback Valley Council



everychild.one voice.

Volume VII , Issue 10
June 2008

Council News

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

Don't forget, our Year-End Dinner and Installation of Officers is this Thursday, June 5th—6PM
at Claim Jumper—27845 Santa Margarita Parkway, Mission Viejo

Thanks for a Wonderful Year!!

Have a great, safe and productive summer!

Per Capita Dues 08-09

Dennis Walsh
SVPTA Parliamentarian
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Starting in September 2008, the per capita dues that need to be submitted to Saddleback Valley Council will be \$4.25 per member. Both 4th District and Saddleback have raised their dues effective September 2008. The breakdown is:

- \$1.75 for National PTA
- \$1.25 for CA State PTA
- \$.60 for 4th District PTA and
- \$.65 to Saddleback Valley Council.

You do not have update your bylaws just to reflect these changes, but if you are in the process, or about to update your bylaws, please use these figures. You should also decide if you want to change your dues, which will require a bylaws update.

When your unit puts together their budget for 08-09, you will want to use these numbers to calculate the net amount your unit will realize for membership fees income.

Special Education Committee – Collaboration & Inclusion

Caroline Paltin, Ph.D.
SVPTA Special Education Chair
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At our May 22 Council Training session, I had the privilege of meeting some new unit chairs for the 2008-09 school year. Together with the chairs who broke ground with our program this year, I am excited to see the enthusiasm, creative thinking, and commitment in each and everyone of the people involved. In the coming year we will work to increase awareness on a variety of issues impacting children with special needs, including legislative advocacy, ability awareness and increasing social competency and inclusion for all children. I am impressed with the integrity of the unit chairs, and I look forward to working with each of you in the upcoming school year. Have a great summer till then, and many thanks for you commitment to an important component of PTA.

Contact Legislators about the Budget All Summer Long

As published By Celia Jaffe, Fourth District PTA Vice President, Advocacy, Orange Leaves June 2008

Along with vacation, your job, going to sporting events, and organizing your piles of PTA papers, please add one more item to your summer activities.

Contact your state senator and state assembly member *each month* this summer.

Give them this message: "Budget cuts to schools hurt the education of our children. Pass a state budget that reflects the values of the people of California, values that include protection of education funding."

Here's how to make it happen:

1. Confirm the names of your assemblyman and senator by going to www.assembly.ca.gov, and clicking on "Find my district." Get an address for Governor Schwarzenegger as well.
2. Bookmark the website for each legislator so that you can email, fax, or call him/her later on, or pre-address and stamp a few postcards or envelopes.
3. Mark on your calendar the days in June, July, and August when you will have time to write your letters.
4. Follow through. It will take less than half an hour to send a message or make a call.
5. Remember the simple message: "Please keep public education a top budget priority." Add information from your school district if you like: "My fifth-grader's ability to learn will be hurt by larger class sizes." Stay focused and respectful, but strong.

If possible, visit your legislators or their staff in their home offices. Generally, the legislature is not in session on Fridays, so that is the best day to make an appointment.

As you talk to legislators, do not allow yourself to be sidetracked into other arguments.

PTA volunteers sometimes get drawn into debating California's education funding as it compares to other states, categorical funding versus discretionary funding, the pros and cons of Prop. 98 manipulations, and, perhaps most of all, partisan politics.

All of these are smokescreens, excuses, or scapegoats. They sidetrack the budget conversation. We need to keep others from dividing us or distracting us from our main message.

Use a technique called the "broken record." Keep stating your main message again and again. Do not allow yourself to be diverted into side issues.

For example, you might respond to a comment blaming a particular political party by saying: "I understand that the partisan politics can be a problem, but we want Democrats and Republicans to work together and pass a budget that keeps our public schools a top priority."

As you continue to email, fax, and call the Governor and your state representatives, remember to stick to a consistent message.

Just imagine the impact and influence if even half of Fourth District PTA's 150,000 members do this! Be part of the effort.

All our voices add up to one **BIG** voice for every child.

Year-End Audits

As published By Jill Money, Fourth District PTA Auditor
Orange Leaves, June 2008

Year-end audits usually are done after the June 30 bank statement is received. (Check your bylaws for your own PTA's schedule.) To help you get started, here are the forms you need and where to find them:

Audit Checklist

Page 292 of the *California State PTA Toolkit* or <http://www.capta.org/sections/resources/downloads/audit-checklist.pdf>

Audit Report

Page 293 of the *California State PTA Toolkit* or <http://www.capta.org/sections/resources/downloads/audit-report.pdf>

The year-end audit is required, and it should be approved at your first association meeting of the next school year. Once approved, send two copies to your council. (Councils send two copies to district).

Computer Tips – Office 2007, PDF Files.

Many people are installing or upgrading to Office 2007. In case you are not aware, Office 2007 saves files in a different format than prior versions. If you save a file and try and share it with someone with any older version, they might have difficulty opening the file. People with Office 2003 or even Office XP will possibly get the message that "This file was created by a newer version of Microsoft Word. Do you want to download a compatibility pack so that you can work with this file?" If you download and install the compatibility pack, you will be able to read files created using Office 2007.

If you have an older version of Office, prior to Office XP, you will not get this message, but you can still go to Microsoft's web site, go to downloads & trials, then download center, then look for "Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats", or search for the title. Then download and install the pack, and you should be able to read files in the new format.

Office 2007 programs can also save files in the old format. You can either go to save as, and save it in 97-2003 format, or change the default so that it always saves it in the old format. To change the default format, go to Customize Quick Access Toolbar, then click on more commands, then save. Where it says "save files in this format", choose the 97-2003 format.

All this assumes that the person you send the files to has some version of Word, Excel, or PowerPoint, or another program that will read the Microsoft files. This will not always be the case. Or, you might want to send something out that you don't want modified. If you need to send something out, and they do not have to modify the file, you can send it as a PDF file. Almost everyone will be able to read a PDF file by downloading the free program Adobe Reader at www.adobe.com. If you cannot save a file as a PDF file from your programs, there is a free download that will let you create a PDF file from almost every Windows program. You can download this program at <http://www.cutepdf.com/>. It creates a printer called CutePDF Printer. When you are done with your document, choose print, and print to the CutePDF Printer. It will ask you for a file name and location, and instead of actually printing the file, it will save the document in PDF format for you. This is also a convenient format to use on your website, and it will usually create a file that is smaller than your original file in its native format. This will make sending the file out by e-mail a little quicker. Although many people have cable or DSL internet connections, people with dial up accounts will appreciate the smaller file sizes.

Dennis Walsh
SVPTA Web Master