



Council News

Saddleback Valley Council PTA * Fourth District PTA * CCPTS
25631 Peter Hartman Way * Mission Viejo, CA 92691 * www.svpta.org
President: Julie Schwarz * Newsletter Editor: Ann Shaver

President's Message

By Julie Schwarz,
SVPTA President
president@svpta.org

Happy October! First of all, THANK YOU for either attending our September Council meeting or sending a representative. Most units were represented at the September meeting. This is the best way for you to know what is going on – both in the school district and the “PTA world.” Again, thank you! If you were not there, please contact your Board Member Buddy to find out what you missed.

I would like to take this time to remind you of some basic, but important things to remember. My goal is to help you successfully navigate your way through the year. First, remember that all PTA events need to be approved by your school principal. Secondly, the event needs to fall within the insurance guidelines. (If in doubt, call the insurance company). Thirdly, if a contract with an outside company needs to be signed; your unit needs to approve the contract at a unit meeting. The contract needs to be signed by two elected officers – one being the President. If there is no contract or outside company involved, you still need to have the unit approve the event. Typically, the contract or event would be discussed at your Board meeting. The Board would then make a recommendation to the unit indicating their support. The above requirements are true even if you have had the event before. And lastly, your board can not enter into contracts that extend beyond the current school year.

Following these few basic steps will help your unit stay within PTA guidelines. Although there may be times when you feel the guidelines are cumbersome, the truth is that they are there for your protection. These guidelines help your unit avoid money mismanagement, fraud, contractual issues or any other problems.

As always, please remember that your Council Board is here to help you. We want to help make your job easier and more enjoyable. Please do not ever hesitate to email or call me or any of the other Council Board Officers. Have a Great Fall.

Inside this issue:

Treasury Notes	2
Calling All Child Advocates	2
Membership Update	3
Reflections	4
Incentive Points	4
How to be an Effective Advocate for your child	5
Special Education update	5
Council Calendar	6

Upcoming Events:

October:

- 16th—Special Education Chair Meeting—6:15 PM @ SVUSD Board Room
- 25th—Council Meeting—7:00 PM @ SVUSD Board Room
President’s Roundtable– 6:15PM@ District Board Room
Topic: Legislation

November:

- 12th— Reflections Entries due to Ann Shimizu’s house
- 13th— School Board Meeting—6:15 PM @ SVUSD Board Room
- 29th—Council Meeting—7:00 PM @ SVUSD Board Room
President’s Roundtable– 6:15PM@ District Board Room
Topic: Fun...Fun...Fun (President’s Mixer)

Items to bring to Oct. meeting:

- ✓ A copy of the Annual Financial Report for 2006-2007
- ✓ Membership dues remittance with a Unit Remittance Form (**worth 2 incentive points if paying for 50th or more members**)
- ✓ A copy of the minutes from your most recent association meeting
- ✓ A copy of your most recent Treasurer's Report
- ✓ Any items past due from prior meetings, such as your 2007-2008 Budget or your Audit.

FINANCIAL NOTES

By Molly O'Grady
Council Treasurer
svtreasurer@svpta.org



As you know, each PTA unit is required to file either Federal Tax Form 990 or Form 990-EZ. The filing deadline for the 2006-2007 year is very soon ~ it's due to the IRS on November 15th! If you are unable to file the tax returns by that date, it is imperative that you submit Form 8868 to receive an extension. In past years some units have incurred penalties for not filing on time, don't let this happen to your unit! Forms and instructions are at www.irs.gov. More details are in the Toolkit pages 188-191. Also, Council needs one copy of your return after it's been filed, at the November 29th meeting. Thank you for your attention to this important matter.

I will mail the 2008 **Insurance Premium** invoice to your treasurer this month, via inter-district mail. The Insurance Premium check for \$200.00 is due at the November 29th meeting, payable to Saddleback Valley PTA Council. In addition, each unit must also submit the "**Workers' Compensation Annual Payroll Report**," Toolkit page 302. I will give you a copy at our October meeting. Even though you don't have employees each unit must file this form. On it, write "NO EMPLOYEES." I'll be happy to answer any questions you may have!

Calling all Child Advocates

At the October 25th Roundtable we will be discussing Advocacy/Legislation Issues. There will be great information as well as discussion about ways to take action as a council.

All unit presidents, Leg/Advocacy Chair, and concerned board members are invited to attend from 6:15pm - 7:00pm in the District Board Room.

We look forward to seeing you there-
Suzann, Council VP
& Dorelle, Council Legislation Chair

Membership Update!

By Andrea Padian
SVPTA Membership Chair
svmembership@pta.org

I'm proud to say, it looks like all council units will receive the **Early Bird Membership Award** (15 members by October 1st) and almost all units will receive the **Chairmanship Award** (50 members-due October 15th to Molly O'Grady, *SV Treasurer*). Thanks for getting those dues in on time and please continue to do so at least monthly as they come in. While every fall units are busy running membership drives and fundraisers to raise adequate funds for their PTA programs, the Council, District, State and National PTAs count on the dues owed them to run their programs. With that said, it's easy to understand how important it is that dues owed be submitted as quickly as possible. Also, please include a **Unit Remittance Form** when turning in dues. Again, I remind you, that while membership drives may end in the fall, units should always continue to recruit new members throughout the school year.

All units receiving the Chairmanship Award are eligible to submit applications for the **PTA/PTSA Creative Membership Award**. Inspire others with the ingenious and successful ideas your school has used to attract and build PTA membership. Applications are due January 17, 2008. Get recognition for your school and make everyone proud! Look for more information in the Toolkit.

In addition to the awards listed above, Council will also offer awards to units determined by the overall numbers achieved. Like last year, we are looking for a 5% increase in your membership based on percentages as relates to number of families/members at each school. So, get those PTA tables out at every school event. Make sure everyone understands the importance of being a member of this important group. **Did you know that the Fourth District PTA is the largest district in the world?!** We are a powerful voice, but we need everyone in on the game. Join PTA!

I want to remind everyone that **OMDR** is mandatory this year and all units should be using the program by **November 27th**. I can check units online so that by the Council meeting, November 29th, I'll know which units are participating. All units using OMDR by November 27th will receive an incentive point at the November Council meeting. Be aware however, that regardless of incentive points, all units are required to be using OMDR by December 1, 2007. If you missed the district training, I encourage you to learn the program online – just register and take the webinar (training session – approximately one hour) by going to <http://registration.intercall.com/go/nationalpta>. Every school has received their special code giving their PTA president access to the OMDR program. After FIRST changing dates in the program to make them current (*Membership July 1, 2007 – Oct.31, 2008, and for Board Members/Officers as written in your bylaws – typically, July 1, 2007-June 30,2008*), the unit presidents should then have registered up to five board members so they can access the program, too. Those members should receive a welcome e-mail with further instructions to get them started. Also remember, that to insure the safety of all the private/personal information available on OMDR, everyone with access to the program must protect that information and their school codes.

If you have any questions regarding membership, dues, OMDR, or the PTA/PTSA Creative Membership Award/application, please feel free to contact me.

Reflections update

By Ann Shimizu
Council Reflections Chairman
svreflections@svpta.org



Hello to everyone who appreciate the arts!

Just a reminder of upcoming deadlines. The final deadline for Reflections entries is November 12th. I will be unable to accept them any later. Please send me only the winners from each category ~ in each age group, of course. I will accept them as early as the October 25th Council meeting, if you have them ready. It would be best to bring all of your entries in some kind of portfolio for easy transport. Make sure that it is clearly labeled with your school name.

If you have any questions, be sure to contact me at svreflections@svpta.org or 949-951-5667.

Be sure to have fun with this!

Incentive Points, points, and more points

By Suzann Gastreich
Council Vice President
svvp@svpta.org

October is a huge opportunity to earn points. The following items are due on the 25th and worth two points: Year end Audit, Adopted Budget, & a minimum of 50 paid memberships. Please let us know if you need help getting your unit caught up.

Don't forget that even if you can't attend every meeting, there are always bonus points available. Come to a School Board meeting, Attend a Roundtable, or recruit a Special Ed Chairperson.

You only need 12 points for a Prize!

Get the latest information on statewide education issues!

California State PTA Annual Legislation Conference

Jan. 27-29, 2008

Fourth District PTA's Sacramento Safari

April 1—2, 2008

Edsource Conference

April 17, 2008

How to be an Effective Advocate for Your Child

By Celia Jaffe, Fourth District Vice President, Advocacy

As published in Orange Leaves, October 2007

Many of the principles that guide PTA as an organization in advocating for all children can be put to use at the most local, personal level when you advocate for your own child.

Whether you want your child to be allowed into a particular class, believe a discipline, consequence or grade was unfair, or have concerns about the level of supervision during recess, consider these steps to become an effective personal advocate:

1. **Define your issue:** What is the main thing you are concerned about? Clouding the conversation with every idea, concern, and gripe about the school will distract from your main purpose.
2. **Get the facts:** Explore the issue. Read the school handbook. Ask someone other than your child to describe an incident. Do your homework.
3. **Go to the right person:** For classroom issues, talk to the teacher. For school-wide issues, talk to the principal. **It is not more effective to "go straight to the top."** Only if you get an unsatisfactory response is it appropriate to go up the hierarchy.
4. **Be reasonable:** State your case clearly without accusations or hostility. Listen to the other person's point of view. **Don't expect the whole class or whole school** to revolve around your child, but do expect sensible explanations and actions.
5. **Come away with something:** Before you finish your conversation, explicitly state your understanding of where things stand. For example, "So Gertrude can retake the test after school on Monday, and the two grades will be averaged. Is that correct?"

THE SVPTA SPECIAL EDUCATION

By Caroline Paltin, Ph.D.
Special Education Chair
svspecial@svpta.org

Tuesday, October 16th was the first monthly meeting of the Special Education Chairs. Materials were distributed regarding program development and ideas for how this position may address the needs of each local PTA. We also briefly discussed options for possible activities related to increasing awareness of Special Needs students, and ways of increasing PTA involvement in the Special Education population. In addition, we hope to focus attention to Legislative/Advocacy issues of PTA specific to special education. To view the State PTA's positions on these issues, visit their website at www.capta.org and go to the Legislation page.

IMPORTANT NOTE: One function of the Special Education Chair is to provide materials and resources to the parents and staff related to special needs. Please note that flyers concerning workshops or speakers available to the community should not be sent for distribution through student back-packs, but instead could be mentioned in your local newsletter or provided to parents at PTA meetings for distribution.

Thanks to all those who attended this meeting. I look forward to our continued work together as this program grows and develops!

2007—2008 SVPTA CALENDAR

October 2007

4th	Intermediate School Back to School Night	Time TBD by individual school
9th	School Board Meeting	6:30 PM @ SVUSD Board Room
10th	Superintendent's Forum	9:30 AM @ SVUSD Board Conf Room
11th	High School Back to School Night	Time TBD by individual school
25th	Council Meeting—Membership Due	7:00 PM @ SVUSD Board Room (Executive Board Meeting 6PM in Facilities Conf Room)

November 2007

13th	School Board Meeting	6:15 PM @ SVUSD Board Room
25th	Council Meeting	7:00 PM @ SVUSD Board Room (Executive Board Meeting 6PM in Facilities Conf Room)

January 2008

16th	Superintendent's Forum	9:30 AM @ SVUSD Board Conf Room
24th	Council Meeting	7:00 PM @ SVUSD Board Room (Executive Board Meeting 6PM in Facilities Conf Room)

February 2008

21st	Council Meeting	7:00 PM @ SVUSD Board Room (Executive Board Meeting 6PM in Facilities Conf Room)
------	-----------------	---

March 2008

13th	Council Meeting	7:00 PM @ SVUSD Board Room (Executive Board Meeting 6PM in Facilities Conf Room)
20th	4th District Administrators Dinner	TBA

April 2008

1-2	Sacramento Safari	
10th	Council Meeting	7:00 PM @ SVUSD Board Room (Executive Board Meeting 6PM in Facilities Conf Room)
16th	Superintendent's Forum	9:30 AM @ SVUSD Board Conf Room
17th	High School Open House	Time TBD by individual school
24th	Intermediate School Open House	Time TBD by individual school

May 2008

1—4	CA PTA Convention	
22nd	Council Meeting - Workshops	6:00 PM @ SVUSD Board Room
29	Elementary School Open House	Time TBD by individual school

June 2008

5th	SVPTA Council Dinner	Time/Date TBD
-----	----------------------	---------------