

President

Debbie Vincent

Why is it that we spend our time and efforts on volunteering in PTA ?

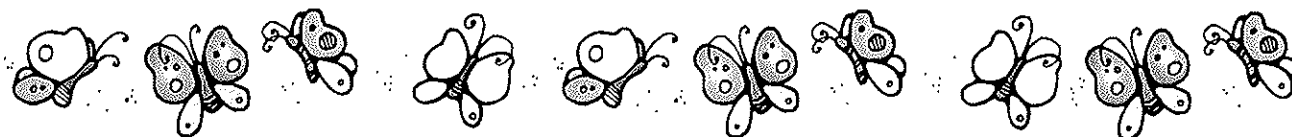
It is for the children. You will recognize that most PTA volunteers and leaders have a passion for helping, not only their children, but all children. We in PTA care about the future of every child, because we know that the time and energy we spend investing in them is for the future of all of us.

While working and advocating for all children with the shared vision, that advocating for all children is an investment in our future, many of us find lifelong friends. When asked about our

involvement in PTA, many of us will have stories and memories we remember from activities, experiences with students and parents at their schools, and California State PTA Conventions, and other PTA opportunities.

It is during these times, when things get a little overwhelming or challenging in our lives, that we should remember the reason we are in PTA and take a few minutes to remember our fondest PTA memories. With these memories it will become clear, once again, why we willingly give our time and make the commitment to all children and to the PTA.

It has been my pleasure and privilege to serve as the Ninth District PTA president for the 2007-2009 term. During these last two years, I have been fortunate to have the support and assistance of the members of the executive committee and Ninth District PTA board. I want to thank all of you for your dedication and commitment to *all children*, not only in your schools and communities, but nationally as well. Now is the time for continued advocacy and strong voices for our children's futures and ours.



What's next?

Judy Williams

You have just been elected as a PTA officer or accepted an appointment as a chairman, it is sinking in and you wonder - *What do I do now?*

First, make sure that the roster of officers and chairman including contact information has been forwarded through PTA channels. National PTA and California State PTA do not send information to the previous president. Even if elected to serve a second term, names and addresses must be forwarded for the new term.

Second, come to training. If you were unable to attend California State PTA Convention, plan to come to Ninth District PTA's Summer Leadership Conference, June 6, 2009. Information and registration forms are on the Ninth

District PTA web-site www.ninthdistrictpta.org. Also watch for information on training offered by council PTAs, if your association is served by a council.

Third, start planning now for the new term. Set goals for the PTA and for your position. Work together and build the new team so that when school starts you can get approval from the membership for the goals and programs and make an impact on each child's life.

Summer is near and we are all looking forward to some time to relax with our families and friends. But if you take some time now to prepare for the next term, you can relax in the fall and enjoy back to school.

**Summer Leadership
Conference
June 6, 2009**

**Forms on the Ninth
District PTA web-site
www.ninthdistrictpta.org**

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Basic Parliamentary Procedure

Sue King

- **Following basic parliamentary procedure** at PTA meetings ensures order, promptness and fair and impartial treatment for all.
- **The parliamentary authority for PTA** is Robert's Rules of Order, Newly Revised.
- **Bylaws provide** the basic framework for the PTA purposes and the governing structure.
- **Bylaws may never** be suspended.
- **Bylaws should be reviewed** annually to determine if any changes are needed. Follow the California State PTA procedures to amend bylaws.
- **Standing rules provide detail** regarding procedures for the PTA.
- **Standing rule may be amended** at any association meeting by a majority vote. A two-thirds vote is required if no previous notice has been given.
- **Each board member should have a copy** of the bylaws. At the beginning of a new term of office, the bylaws should be reviewed by the entire board.
- **Every board member needs to know** and understand the bylaws -- "the rules of the game."
- **A copy of the bylaws must be provided** to any member upon request.
- **The executive board should be trained** in parliamentary procedure in order to model it for the membership.
- **The parliamentarian advises the president** who rules on points of order and procedural questions.
- **A motion chart** may be laminated and placed between the president and the parliamentarian for easy reference at meetings.
- **Many district PTAs keep a supply** of standard Bylaws for Local PTA/PTSAs and Council Bylaws available for purchase.
- **Units should provide** the council and district PTA with a copy of their bylaws.
- **A PTA position may be filled by only one person.**
- **One position equals one vote.**
- **Minutes should contain records** of all actions taken by the group, including the exact wording of every motion, the maker of the motion and the actions taken on that motion.
- **The secretary or chair should request** that the motion be in writing if the motion is long or involved.
- **Only one action may be considered at a time.**
- **Any action** (spending money, adopting programs, etc.) to be taken requires a motion.
- **When several PTA members wish to speak to the same issue** during a meeting, the parliamentarian may assist the president by noting the names of those wishing to speak and the order in which they should be called.
- **Only members of the group that is meeting have the right to attend** unless the group grants permission for guests to attend. However, the right to vote cannot be granted to a guest.
- **PTA bylaws define each separate meeting group** – committee, executive board and association – and assign separate responsibilities and authority to each group.
- **A special meeting may be called** to consider one or more items of business requiring urgent action before the next regular meeting.
- **Voice vote is the regular method of voting on motions requiring a majority vote.** If the chair believes the vote will be close, he may call for the vote by a show of hands.
- **A rising vote is the regular method of voting on motions requiring a two-thirds vote.** It is also used to verify an inconclusive voice vote.
- **The chair may order** a "rising count" or "count of the house" to verify an inconclusive voice vote.
- **A two-thirds vote is required to change any action** previously adopted by the group, such as bylaws or the budget.
- **A standing rule may be adopted to limit the length of time** for any motion and to limit the number of speakers on each side of the issue and the time to be allotted for each speaker.
- **Voting by proxy is prohibited.**
- **The president protects the impartiality of the chair** by exercising the right to vote (or by abstaining) only when the vote will affect the outcome, i.e., to break a tie vote, or when the vote is by ballot.
- **Members must be given written notice** of all association meetings, along with an agenda that includes all action items to be considered, at least ten (10) days prior to the meeting.
- **Only members are legally qualified** to make motions, discuss and vote.

Source: California State PTA, *The Communicator*, May 2009

Summer Leadership Conference

Ninth District PTA
 Summer Leadership Conference
 June 6, 2009

University of San Diego, Joan B. Kroc Institute for Peace and Justice

Sign In/Breakfast: 7:00 a.m.- 8:30 a.m.

General Meeting 8:30 a.m.- 9:00 a.m.

Three sessions of training

Lunch: 12:30 p.m. – 1:30 p.m.

Exhibits open: 7:00-8:30 a.m. and 9:00a.m.-3:30 p.m.

Send registration and payment to Ninth District PTA by Friday, May 22, 2009 at noon.

www.ninthdistrictpta.org



Fiscal Round-up

Elana Levens-Craig

The end of the fiscal year is fast approaching. Whether your term is concluding or you are continuing next year as treasurer, here are a few tips to end the year right. According to the *Toolkit* financial calendar, the following events should take place in May or June: attend workshops for financial officers when offered, submit books and financial records for end-of-term audit as stipulated in the bylaws, give financial records and materials to the incoming financial officer (except those in audit), obtain new bank account signature cards to assist the incoming officers, prepare Annual Financial Report and tax reports (end of fiscal year).

The annual financial report form can be found on www.capta.org (Form 379). This form reports gross receipts and disbursements for the fiscal year. The report is distributed to the executive board, to the membership, and may be required by federal and state tax agencies. The council and district PTA also require reports.

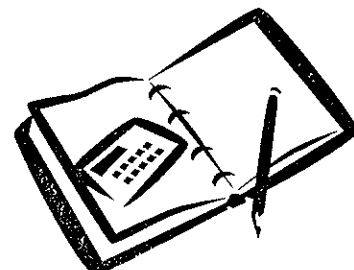
Before leaving office, financial records should be put in order for the auditing process (see note below for contents of the treasurer's file). The audit should be completed as quickly as possible. The outgoing treasurer cannot pay bills after the books are closed for audit or after the term of office ends. Upon assuming office, the incoming treasurer may deposit funds in the PTA bank account and pay authorized requests for reimbursement bills as needed.

A complete treasurer's file should contain the following:

- All auditors reports
- Budget
- Bylaws and standing rules
- Correspondence
- District-specific information
- Current employee records,
- Federal Employer Identification

Number (EIN)

- Corporate number and California State Franchise Tax Board number, if applicable
- Annual financial reports
- Monthly financial reports
- Remittance forms to council and/or district
- Workers' Compensation Annual Payroll Report
- National PTA Annual Resources for PTAs-Money Matters
- California State PTA *Toolkit* (Section 5, Finance, 215-254)
- Recommendations for successor



Summer Learning Tips from California State PTA

Carmen Myers

The summer months are a particularly great time for parents and families to reinforce bonds with their children by participating together in fun, learning activities.

Using Numbers for Fun

Map Reading

Give children a map and a marker to follow the route you are traveling. Watch for street or road signs. Using the mileage scale on the map, check approximately how far you have gone, and estimate how much farther you must go to the end of the trip.

Geography

Keep a list of car license plates by state and see who can spot the most states.

Addition

Add the numbers on each license plate and see who can find the one adding up to the largest number.

Weight

In wet sand, compare the depth of big and small footprints due to weight differences.

Time

Estimate how much time it will take to reach your destination by giving your children the mileage and the speed you are traveling.

Distance

Plan a special outing to the museum, the beach, or the park, and have your child show the way on the map. Estimate the distance, and then check to see how close you came.

Encourage Physical Fitness

Set a positive example.

Limit your own daily TV viewing,

aiming to exercise every day, making healthy food choices and encouraging your child to do the same.

Set reasonable rules for computer and TV use.

The American Academy of Pediatrics recommends that children under the age of two watch no television and children over the age of two limit television viewing to no more than two hours per day.

One hour of exercise a day.

Help your child choose an activity - any activity - such as walking, basketball, or bike riding, and encourage one hour of exercise per day.

Summer sports or camp

Consider registering your child for an organized summer sports league or active day camp.

Pedometer

Purchase a pedometer for your young teen to count steps throughout the day, aiming for 11,000 daily steps (ages 6 to 17).

Supporting Reading at Home

Encourage Literacy

Encourage children to help make shopping lists, draw and write thank-you notes, write grocery lists, and create menus for meals.

Visit libraries and bookstores

Check out materials such as toys, tapes, CDs, and books from libraries. Participate in activities held by libraries and bookstores, such as story time, writing contests, and summer reading programs.

Set aside time every day for reading

Keep reading and writing materials

such as books, magazines, newspapers, paper, markers, crayons, scissors, glue, and stickers accessible to children.

Read with your child

Read books and rhymes and play language games such as tongue twisters and puzzles with your children. Practice the alphabet by pointing out letters wherever you see them and by reading alphabet books. Point out the letter-sound relationships your child is learning on labels, boxes, magazines, and signs.

Keep a notebook

Write down stories your children tell you so that the child may see the connection between oral language and text.

Be a reader

Children observe and learn from people around them. Let your child know you are proud of his/her reading.

Include the Arts

Extensive research indicates the arts help children learn. Visit the PTA **SMARTS Bring Back the Arts** web page for resources as well as on-line activities.

Source: *Summer Break - Tips For A Healthy Summer: A Guide for Parents of Young Teens* (National PTA website, www.pta.org).



“I am only one, but I am one. I cannot do everything, but I can do something. And I will not let what I cannot do interfere with what I can do.”

Edward E. Hale

Membership Development Calendar

Carmen Myers

June

- Review the results of previous year's membership plans.
- Meet with the Membership Committee and develop a plan of work.

July

- Attend any PTA training offered.
- Plan membership promotion, an incentive program and awards.
- Choose a membership theme.
- Order membership envelopes.
- Write letters of invitation to join PTA.
- Prepare budget request.
- Ask your local governing officials to proclaim September as "PTA Membership Month."

August

- Set up membership tables at registration and orientation sessions, such as Kindergarten Orientation and Back-to-School Night.

- Prepare a "Welcome Packet" for new members.
- Complete plans for September "PTA Membership Month" and arrange for publicity.
- Decide the process to ensure that each member gets a membership card.
- Plan now to apply for the PTA Spotlight Award.

September

- Celebrate Back-to-School month.
- Set up a booth at all events to display PTA materials and discuss the benefits of belonging to the PTA. Use this opportunity to build and demonstrate the school-PTA partnership.
- Send invitational letter to parents and teachers encouraging membership in PTA.
- Remind treasurer to send per capita through channels to qualify for **Early Bird** and **Chairman's Club** awards.

10 Tips for launching a successful membership campaign:

1. Develop a recruitment team and formulate a goal
2. Target potential members
3. Make *everyone* feel welcome
4. Model inclusiveness
5. Make use of key resources
6. Sell the value of PTA membership
7. Collaborate with and learn from others
8. Assist with service-learning initiatives
9. Implement your PTA's membership recruitment and retention plan
10. Evaluate and adjust as needed

2009 California State PTA Convention
Workshop # 111

Transition:

As we near the end of the 2008-2009 school years, we reflect upon our PTA accomplishments and memories of the past term. Some of us look forward to our future involvement at our unit, council, and district levels, while others, decide to take a break, to concentrate on work, family or other priorities for awhile. An important step for all of us, is the transition process. This not only includes the sharing of materials, but ideas and recommendations also. Current board members should update their procedure books, evaluate their positions, meet with their successors to review the duties and responsibilities of their positions and turn over all PTA materials that relate to those positions. Let go of the position gracefully at the end of the term and let the next board shine.

Don't Forget — Spring Service Project!

Ninth District PTA wants every child to have a great book to read this summer and you can help. We will be collecting new and used books for children all around San Diego County.

Spring is a great time to clean out your bookshelves, share a favorite book

with another child, help the environment by recycling and share the love of reading with everyone.

Bring your books to the Ninth District PTA office between now and June 5th. Books will also be collected at our Summer Leadership Conference on

June 6th.

We would like books for pre-school to high school students. Help us share the gift of summer reading with every child.

Bring the Arts to your School

Cathy Roth

This is a great time of the year, it is a time when you can look back and see what you have accomplished and how you can improve your PTA. It is also the time for your incoming board to start planning for their next year programs and budget. In your planning don't forget the arts!

There are many wonderful things you can do to promote arts in school. Here are some examples.

Launch the PTA Reflections Program.

We encourage every PTA to participate in the PTA Reflections program!

The Reflections Program provides opportunities for students to express themselves creatively and to receive positive recognition for original works of art inspired by a pre-selected theme. You can find more information on the California State PTA web site, including flyers,

forms, and applications.

PTA Arts Week: During the second week of October you can invite students, teachers, families, schools, and communities to celebrate the importance of the arts in education. You can provide students with arts experiences, share the benefits of art education and you support the arts in your communities by inviting local artists to visit your school. To learn more visit the National PTA website: www.pta.org and click on PTA Arts Week.

Celebrate Art Education in March: Teach parents the importance of arts education, advocacy and why it is important for their students.

Provide Art Programs: Each August the San Diego County Office of Education -Visual and Performance Arts department distributes their VAPA ARTS PACK to every school. Ask your principal share the document with you. It's filled with information, resources and programs you can bring

to your school: i.e. Young Audiences, ArtsBusXpress, Lamb's Players Theatre and many more.

To learn more see:

California State PTA:
<http://www.capta.org/smarts>

California Alliance for Arts Education: <http://www.artsed411.org>

Keep Arts in School:
http://www.KeepArtsInSchools.org/Advocacy_Day

Americans for the Arts:
<http://www.americansforthearts.org>

PTA: <http://www.pta.org>

California Arts Council:
<http://www.cac.ca.gov/>

And finally, remember that you have the privilege to help, educate and provide parents the tools to be a *Voice for the Arts*.

Children Can and Do Make Decisions California State PTA *Parents Empowering Parents (PEP)* Guide

It is important that parents learn to let their child learn how to make decisions. Allowing a child to make decisions works best if parents set limits for such decision making. The limits set must be appropriate to the child's age and his/her ability to handle a decision. Once a decision is made, the child should be expected and allowed to deal with the consequences.

Initially, decisions may be as simple as what to have for dinner, what to wear to school, or how to spend an allowance. With young children, it is often wise to limit the choices to a few options, i.e., "Would you prefer hamburgers, burritos, or lasagna for dinner?" Children later may make choices about family outings, vacations, when completing homework will be scheduled, or about their educational programs. It is essential that children be given many opportunities to develop decision-making skills. It

is critical to their wellbeing and important to their futures.

Making good decisions takes practice—and it isn't always easy to do. However, before you start, be certain this is an appropriate decision for your child's level of maturity, and that you can live with whatever decision your child will make.

Parent Tips

Coaching Your Child on Decision Making One way to help your child become better at making decisions is to become the "coach" and help him/her understand how to begin doing this. A child who helps make a decision will be more willing to make that decision work. Work with him/her in learning how to think through these steps to reach his/her own decisions:

- Discuss the issue of concern. Try to be thorough and objec-

tive.

- Decide what the problem is, and have him/her state it clearly.
- Find out if more information is needed in order to make the decision.
- List the choices available, making sure nothing is overlooked.
- Discuss the possible results of each choice. If necessary, have him/her make a list of good and bad points for each choice, keeping in mind both long-term and short-term results.
- Discuss how he/she will feel about each decision in terms of his/her own values and expectations for himself/herself and the values of the family.
- Reach the decision together, keeping in mind that younger children need more assistance and teenagers demand more independence.

Self-Esteem: 15 Ways to Help Your Children Like Themselves

1. Reward children. Give praise, recognition, a special privilege, or increased responsibility for a job well done. Emphasize the good things they do, not the bad.
2. Take their ideas, emotions, and feelings seriously. Don't belittle them by saying, "You'll grow out of it," or, "It's not as bad as you think."
3. Define limits and rules clearly and enforce them, but do allow leeway for your children within these limits.
4. Be a good role model. Let your children know that you feel good about yourself. Also, let them see that you, too, can make mistakes and can learn from them.
5. Teach your children how to deal with time and money. Help them spend time wisely and budget their money carefully.
6. Have reasonable expectations for your children. Help them set reasonable goals so they can achieve success.
7. Help your children develop tolerance toward those with different values, backgrounds, and norms. Point out other people's strengths.
8. Give your children responsibility. They will feel useful and valued.
9. Be reasonable. Give support when children need it.
10. Show them that what they do is important to you. Talk with them about their activities and interests. Go to their games, parents' day at school, drama presentations, and awards ceremonies.
11. Express your values, but go beyond, "Do this," or, "I want you to do that." Describe the experiences that determined your values, the decisions you made to accept certain beliefs, and the reasons behind your feelings.
12. Spend time together. Share favorite activities.
13. Discuss problems without placing blame or commenting on a child's character. If children know that there is a problem but don't feel attacked, they are more likely to help look for a solution.
14. Use phrases that build self-esteem, such as, "Thank you for helping" or, "That was an excellent idea!" Avoid phrases that hurt self-esteem: "Why are you so stupid?" or, "How many times have I told you?"
15. Show how much you care about your children. Hug them. Tell them they are terrific and that you love them.

Source: California State PTA, *The Communicator*, May 2009

Summer Fun Has its Limits

Carmen Myers

Children do need a break from the routine of school. They need time for relaxation, rejuvenation, and enjoyment—just like adults. Children need time to play, but they also need structure.

Parents can provide the necessary structure by taking time to plan daily responsibilities with their children.

Children need the security of knowing what is expected of them and what they can expect from others. Planning daily chores gives children the direction they need during unstructured times, like after school and summer vacations. Free, unstructured time should be part of every day, but children also need a set time for work. Children need responsibilities and limits even during the summer. If children think someone owes them a holiday, they can soon become impossible to live with. Children need to continue basic responsibilities, even during their summer "vacation." The vacation is from school, not from life. Children need to know that each day will include the necessary re-

sponsibilities for their own upkeep. Summer is a perfect time to teach new skills that will enable a child to be independent of adult intervention. Without the pressure of the school routine, summer offers a time for training in specific skills and methods that enable children to take care of themselves.

Besides a sense of accountability, self-reliance is the greatest gift a parent can give a child.

Whether it is basic grooming, tying shoes, washing clothes, or preparing meals, children enjoy learning how to do for themselves. They need the sense of accomplishment and pride that comes from self-reliance. Parents will do themselves and their children a great service if they plan such training time as part of every day. Children need to be responsible for more than just their own upkeep. Every child, from the age of two on up, needs to participate in the maintenance of the home. If a child is contributing to the household, that child feels a greater sense of belonging. Parents can provide necessary structure by giving the child a job to do and a time in which

to do it. Every child has a tremendous need to belong. We are not forcing our children to work, we are offering them an opportunity to contribute directly to the well-being of the family. If their contribution is necessary, they will feel like a necessary part of the family. In addition, home chores are a perfect training ground in lessons of accountability. Age and ability will of course determine which chores are assigned to which children. For the most part, we tend to underestimate our children's ability to contribute to the family. Every child should have one household chore that is his or her sole responsibility in addition to the personal chores. These should be included in the daily plans. Parents can sit down with their children and work out the daily chores. The whole family will benefit from a little structure, even during vacation.

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www.elainegibson.net/parenting/links.html

Parent Involvement Commission
California State PTA

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Important Numbers

Ninth District PTA

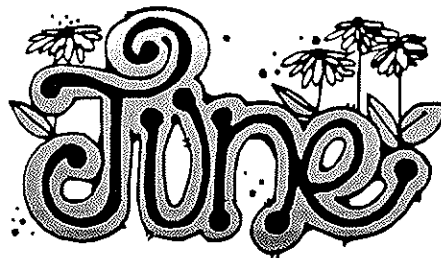
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Calendar of Meetings

June 16 District Board, 9:30 am, SDCOE

Past Due

May 19 2009-2010 officer rosters due to Ninth District PTA office.
 We will accept rosters as soon as elections are held. Use
 the roster form on our website <http://www.ninthdistrictpta.org/>
 May 19 Historian's report due with volunteer hours

Save the Dates

**June 6 Ninth District PTA Summer Leadership Conference,
 University of San Diego**
 June 26-29 National PTA Convention, Ft. Lauderdale, FL

Plan Ahead

September 2009-2010 Membership Campaign and Reflections Program