

## Carolyn Johnson

Loyal, Gardener, Motivator, Traveler,  
Loved Amanda, Fashionista, Mentor,  
Friend, Passionate, Vibrant, Opinionated,  
Feisty, Big Hearted, Stubborn, Texas



Whirlwind

***Our beloved Ninth District President Carolyn Sue Johnson died unexpectedly over the Labor Day weekend.***

Carolyn was born June 18, 1949 to T. O. and Allene Johnson in Dayton, Texas. After graduating from Dayton High School in 1967, she went to Southern Methodist University in Dallas and graduated with a BS in Arts in 1971. She worked for Mobil Oil Corporation for several years, but her most cherished work was being a devoted mother to her daughter Amanda. She wanted to share her love of children with the world and became a lifelong PTA volunteer.

Carolyn served as president of the Deer

Canyon Elementary PTA from 1998 to 2000. She then served as secretary for the Palomar Council of PTAs from 2000 to 2002. Carolyn was never completely satisfied just serving in a single role, so she also served as the Palomar Council of PTAs Convention Chairman from 2001 to 2003. In 2002-2003, she served as president of the Mesa Verde Middle School PTSA. She did such an amazing job that she received the award for *Outstanding Unit President* from the Palomar Council of PTAs.

Carolyn served as the Palomar Council of PTAs President from 2003 to 2005. Under her tutelage, the council adopted College Readiness as one of their goals and created "College Readiness Coordinator" as one of their council board position. The *Jessica Romag* Memorial Scholarship was also created during her term as Council President as a way to honor the memory of a former Poway High School student.

Never one to rest on her laurels, Carolyn then served as president of Westview High School PTSA from 2005 to 2007. Under Carolyn's leadership, the Westview PTSA made Student Services, Character Counts and the high school's WASC accreditation a priority during those years.

Carolyn's daughter Amanda, who is currently starting her senior year at UC Davis majoring in Engineering, was always the shining star in Carolyn's life. Carolyn,

however, always worked on behalf of all children – whether those children were at Deer Canyon, Mesa Verde, Westview, in San Diego and Imperial counties or in the state of California.

We will miss Carolyn's efforts for the welfare and education of children and her friendship and leadership to Ninth District PTA. Carolyn was passionate about advocating for children and youth in San Diego and Imperial Counties.

She is survived by her daughter, Amanda Margaret Epple, her sister Dolores Chapman and thousands of relatives and friends who will miss her contagious laugh, sharp wit and loving devotion to children and her community.

Next time you say helloooo to someone, put a little twang in the greeting in honor of our Carolyn Johnson. We will dearly miss our friend from the great State of Texas.

Donations in her memory may be made to Ninth District PTA, 6401 Linda Vista Road, Annex A, San Diego, CA 92111. A Carolyn Johnson Memorial fund will be established to benefit children and youth in our community.

On September 21, 2010, the Ninth District PTA District Board held an election to fill the vacancy in office of the president as stated in the bylaws. Karen Fleck was elected to fulfill the remainder of the 2009-2011 term of office.

### **Inside this issue:**

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## Tips for the Parliamentarian

A parliamentarian can assist the president when questions of procedure arise. If a parliamentarian is not appointed and ratified, the president should appoint one (pro tem) for each meeting to assist the president in conducting an orderly meeting.

Parliamentary law is an orderly set of rules for conducting meetings of organized groups for the purpose of accomplishing their goals fairly.

Principles of parliamentary law are:

- Justice and courtesy to all;
- Rights of the minority protected;
- Rule of the majority reflected;
- Partiality to none; and
- Consideration of one subject at a time.

*Robert's Rules of Order Newly Revised* is the parliamentary text that governs the PTA where the bylaws do not apply. *Bylaws for Local PTA/PTSA Units* always take precedence over *Robert's Rules of Order*.

### Eight Steps to Making a Motion

A motion to take action is introduced by a member, seconded, discussed, and is voted upon. Only persons who have been members for at least 30 days are legally qualified to make motions, discuss, and vote. The steps are:

1. Member stands (or raises hand) and waits to be recognized.
2. Chairman recognizes the member.

Meetings must be held to vote on issues. Voting by **proxy** is prohibited. This means no absentee voting or voting by mail, e-mail, or phone.

**A voting member:** To be qualified to vote, a member must have paid annual per capita dues and been a member of the association for at least 30 days.

A **quorum** is specified in the bylaws and is the minimum number of qualified voting members that must be present at a meeting to legally conduct business.

3. The member presents the motion by stating, "I move..."
4. The motion is seconded by another member. This shows that more than one person is interested in bringing the business before the group for discussion.
5. The chairman restates the motion. This ensures all members understand what is to be discussed.
6. Discussion is held on the motion. During discussion, all members participate fully.
7. The chairman puts the motion to a vote by stating, "All those in favor say 'aye.'" (Pause for vote.) "Those opposed say 'no.'"
8. The chairman announces the result of the vote to assure all members know whether the motion carried or failed. And

what action will follow the motion.

### Amending a Motion

An amendment is a way to change a motion already on the floor before the vote is taken on a motion. It may be amended by:

- Inserting or adding words.
- Striking words.
- Striking words and inserting others.
- Substituting one paragraph or resolution for another.

### Amending Examples

*Main motion:* "I move we have a parenting program at the park."

*Inserting:* "I move we have a parenting program in October at the park."

*Striking:* "I move we have a parenting program in October." (striking "at the park.")

*Striking and inserting:* "I move that we have a parenting program in November on the school grounds." (striking "October" and inserting "November on the school grounds.")

*Substituting:* "I move we have an ice cream social."

### Shawna Straw

Parliamentarian



## Five Leadership Tips I Learned from my Friend and Mentor Carolyn Johnson

- **Take time to have fun.** Work hard yes, but have fun! Carolyn always said "If you're not having fun, you're doing it wrong!"
- **Take time for your own children and family.** "All children and families start with yours!" I know Carolyn worked hard. I have emails and received phone calls at all hours of the day and night, but she went on trips with her sister and daughter. And she encouraged all of us to do the same.
- **Get organized and stay organized.** I have not quite mastered this, but clean up, throw out, and organize before each new job and you will do it better and more efficiently.
- **Delegate--share the work--share the glory, share the fun!** I have hundreds of emails from Carolyn that say "Can you handle this?" She delegated and let us each do our job.
- **Say thank you.** The PTA pay scale is not high--a simple thanks--goes a

long way! Thank you all for all you do. This is important work and we are all glad to be on your team!

Have a great year. Please know that you are appreciated and that you are making a difference. If you need help Ninth District PTA is here to help.

### Carol Green

Leadership Vice President

## How is that membership campaign going?

**Fantastic! Not too bad? Need help?? Let's see if we can jumpstart your efforts!**

### **1. Make it Personal: ask Friends and Family.**

Their membership supports the voice for your child and all children nationwide.

### **2. It's a Year Long Event!**

Keep PTA envelopes in the front office in a convenient, accessible place and have them available at school events all year. New students enroll throughout the year.

### **3. It's a Group Effort.**

Form a committee that will carry your school's membership message so you have a broader opportunity for outreach in your school and community.

### **4. Distribute Cards.**

This is a requirement that can benefit your members and assist with accountability. Create awards and or discounts for card carriers on your campus and in your community.

### **5. Count Your Students In.**

Students are valuable resources as members and can take on an active role on your board.

### **6. Teachers are the "T" in PTA.**

Take the time to focus on bringing teachers on board as active members with input. Engage them as critical components of your school programs.

### **7. Community Supporters.**

Give local businesses a chance to show their support for children and education. Adopt a business, or simply reach out and invite them to join with a big *Thank You* that they can display in their business.

### **8. Kindergarten parents...the future leadership for an elementary school PTA.**

Attend the kindergarten round-up, ask for a minute on the agenda, and invite these new and enthusiastic parents to get involved! Be sure to suggest ways that they can help.

### **9. Invite school district leaders and school board members to trumpet the importance of PTA membership.**

Their affiliation with PTAs in your community is mutually beneficial. Encourage them to share in public meetings the many reasons why PTA and parent involvement contribute to student success.

### **10. I joined PTA...did you?**

That old-fashioned button we used to wear still echoes a compelling question. Consider wearing it at Back to School night and other school events and functions!

Source: California State PTA *10 steps to Membership Success*

If you haven't tried the National PTA program *Just Between Friends* yet, you should! It is a FREE, user-friendly program that will help you to:  
**Manage your members** –Keep your membership roles, contact lists and directories fresh and accurate.

**Communicate effectively with your entire school** –You can create groups and select which groups should receive the emails. Deadlines and events are automatically posted on a calendar, which can be viewed by members *on a secure, private system!*

**Create directories** – You have the option of creating paper directories using the system's automated capabilities or secure on-line directories with powerful search capabilities.

**Recruit and retain volunteers** – You'll be able to recruit, manage and report your volunteer activities.

Simply visit

[www.justbetweenfriends.com](http://www.justbetweenfriends.com) today!

### **Ninth District PTA Bank of Best Practices**

Riverview Elementary from Lakeside Council reveals the secret to their exceptional membership campaign: "the most important element to the increase in our numbers was our presence and availability. We published our availability and stuck to it... ALL of our teachers were members. We followed the theme of the year "Building Community Unity"...we had so many student members we decided to recognize them by changing our by-laws to a PTSA!"

### **Great work Riverview PTA!**

*If you want your success story in the next addition of the Observer, send your successful methods, strategies & campaigns to [mhenry17@cox.net](mailto:mhenry17@cox.net)*

### **Michele A. Henry**

Member Services Vice President



## Think Convention Now!

California State PTA 2011 Convention will be held in Long Beach, April 28 – May 1, 2011. As it is being held in the south, our goal is to have every PTA have at least one delegate in attendance!

You should already have an association approved budget. Is there a line item for convention? If not, revise that budget now and add convention. Our children deserve our representation at the annual meeting of the California State PTA. The business

of the organization is imperative, especially in these challenging times.

**Make your voices heard.**

**Motivate and train your board well.**

**Attend convention.**

If I can be of any assistance in your planning or answer any questions, please contact me.

**Karen Fleck**



## National Standards for Family-School Partnerships

In the 2002 research review *A New Wave of Evidence: The Impact of School, Family, and Community Connections on Student Achievement*, Anne T. Henderson and Karen L. Mapp conclude that there is a positive and convincing relationship between family involvement and student success, regardless of race/ethnicity, class, or parents' level of education. To put it another way, when families are involved in their children's learning both at home and at school, their children do better in school. The report also points to specific types of involvement as being especially beneficial to children's academic success.

**Finding 1:** Involvement programs that link to learning improve student achievement.

It's simple: The more parent and community involvement activities focus on improving student learning, the more student learning improves. Learning-focused involvement activities may include:

- Family nights on math or literacy.
- Family-teacher conferences that involve students.
- Family workshops on planning for college.

**Finding 2:** Speaking up for children protects and promotes their success.

Children whose parents are advocates for them at school are more confident at school and take on and achieve more. The more families advocate for their children and support their children's progress, the longer their children stay in school and the better their children do. Families should:

- Become knowledgeable about the operations of schools and the laws that govern those operations.
- Be confident about their ability to work with schools.
- Expect only the best from their children and for their children.
- Join PTA.

**Finding 3:** All families can contribute to their children's success.

Family involvement improves student success, regardless of race/ethnicity, class, or parents' level of education. For involvement to happen, however, principals, teachers, and parents themselves

must believe that all parents can contribute to their children's success in school. Parents can promote their children's academic success by:

- Teaching their children the importance of education.
- Finding out what their children are expected to know and to be able to do and reinforcing lessons at home.
- Sending their children to school ready to learn every day.

Principals and teachers must support parent involvement by:

- Making parent involvement a priority.
- Recognizing and removing barriers to parent involvement.
- Sharing decision-making power with parents and community members.
- Working to understand class and cultural differences.

**Finding 4:** Community organizing gets results.

Engaging community members, businesses, and organizations as partners in children's education can improve the learning community in many ways. For example, community partners may be able to:

- Provide expanded learning opportunities.
- Build broad-based support for increased school funding.
- Provide quality after-school programs.

The findings presented by Henderson and Mapp provide a framework for strengthening parent/family involvement programs. PTA, working with leading experts on parent involvement and school-community partnerships, has updated its National Standards for Parent/Family Involvement Programs to reflect recent research and improve parent and community involvement practices. The updated National Standards shift the focus from what schools should do to involve parents to what parents, schools, and communities can do together to support student success. To reflect this change, the standards have been renamed the National Standards for Family-School Partnerships.

### PTA's National Standards for Family-School Partnerships

**Standard 1:** Welcoming all families into the school community—Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.

**Standard 2:** Communicating effectively—Families and school staff engage in regular, two-way, meaningful communication about student learning.

**Standard 3:** Supporting student success—Families and school staff continuously collaborate to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

**Standard 4:** Speaking up for every child—Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

**Standard 5:** Sharing power—Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.

**Standard 6:** Collaborating with community—Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

### Jennifer Zaheer

Education/Parent Involvement  
Vice President

reprinted from <http://www.pta.org/1216.htm>



## FINANCIAL REMINDERS

- Treasurers: File appropriate 990 form. File NOW! Do not wait until the last minute to file the unit's or council's taxes. Units or councils that need to file 990-EZ or 990, contact a preparer who is familiar with the 990 and exempt organizations.
- Council Treasurers: Be sure to file the annual RRF-1, which is the Annual Registration Renewal for California's Attorney General's Registry of Charitable Trusts. You may access this form by typing this link: [http://www.ag.ca.gov/charities/forms/charitable/rrf1\\_form.pdf](http://www.ag.ca.gov/charities/forms/charitable/rrf1_form.pdf). Contact either the district treasurer or district auditor if you have any questions.
- Auditors: Audits for the year-end period should have been completed already. Please have the president include the adoption of the audit as part of the next association meeting agenda. Each audit report should include three (3) items: the audit reports with the numerical reconciliation, the Audit Checklist and the list of recommendations. Each unit or council must forward all three to council/district; this may be done electronically.
- Insurance premium and Workers Compensation form are due:
  - ◇ Obtain an invoice form on the [www.ninthdistrictpta.org](http://www.ninthdistrictpta.org) website to pay the appropriate insurance premium (unit - \$196; council - \$120). Go to the *PTA Observer* box. Click on the "online" link. On the next screen, click on the "Insert" link underneath "August/September 2010."
  - ◇ The Workers Compensation form is available in your Toolkit or online at [www.capta.org](http://www.capta.org). Click on the "Forms" link found on the left-hand side towards the bottom of the page. The Workers Compensation form is the 28th page of the Forms file.
- Remit your membership dues (per capita) *monthly*. The treasurer and membership VP or chairman should regularly review the membership numbers to ensure that the membership dues they receive are forwarded to council/district.
- Don't reinvent the wheel. The forms link at [www.capta.org](http://www.capta.org) and the Toolkit have the necessary forms that you need. Remember to use Cash Verification Forms for deposits and Payment Authorization Forms for disbursements.

### QUESTIONS??

Contact: A-Quan Watso, Treasurer, [thequeen@san.rr.com](mailto:thequeen@san.rr.com)  
Mary Anne Tang, Auditor, [m.a.tang@att.net](mailto:m.a.tang@att.net)

## Legislation News

PTA is informed and votes! --- A Special Election Edition of *PTA in California* is now available! This issue features California State PTA's positions on propositions that will appear on the November 2, 2010 state-wide ballot, responses from Superintendent for Public Instruction (SPI) candidates, and suggestions and guidelines for PTAs for participating in election-related activities. It is a must-read for you and your PTA members! Please be sure to share it with other PTA leaders.

[http://www.capta.org/assets/managed/whatsnew-pdf/PTAinCA\\_SpecialEdition\\_Sep2010.pdf](http://www.capta.org/assets/managed/whatsnew-pdf/PTAinCA_SpecialEdition_Sep2010.pdf)

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## Grant Application

### Ninth District PTA Grant Application

**All applications must be in the Ninth District PTA office by noon  
November 16, 2010**

The following items must be included in the application packet:

- End of the year audit (2010) *and* end of the year financial report (09-10)
- Last two treasurer's reports
- 2010-2011 PTA/PTSA budget
- Copy of the minutes in which the program/project was adopted
- Completed Grant Application including:
  - Responses to questions 1-7 no more than three pages

Unit Name \_\_\_\_\_

Council Name \_\_\_\_\_

School Address \_\_\_\_\_

PTA/PTSA President's Name \_\_\_\_\_

Contact Person \_\_\_\_\_  
Name PTA position

Telephone Number \_\_\_\_\_

Grant Amount Requested \$ \_\_\_\_\_ (\$800. maximum)

- Has your unit/council forwarded membership dues for 2010 - 2011?  YES  NO  
Has your unit/council paid PTA Insurance for 2010 - 2011?  YES  NO  
Has your unit/council attended State Convention or Summer Leadership?  YES  NO  
Is this a new program?  YES  NO

PTA/PTSA executive board approved this project/program on \_\_\_\_\_  
date

PTA/PTSA unit/council approved this project/program on \_\_\_\_\_  
date

Program Title: \_\_\_\_\_ Date Program Scheduled \_\_\_\_\_

Unit **OR** Council President's signature: \_\_\_\_\_

Please respond to the following questions on separate pages:

1. Describe the program or project and its purpose. Include planned activities.
2. How will this program benefit children and the school community?
3. How will PTA/PTSA members be involved in the program?
4. How will the school staff be involved in the program?
5. If Ninth District PTA is unable to grant full funding, how will you implement this program?
6. Describe other funding for the program.
7. Estimated expenses – list specific costs to implement the program.

## Ninth District PTA 2010-2011 Grants

Ninth District PTA will offer grants to unit and council PTAs in good standing. Grant funds are available from Ninth District PTA to develop and implement programs and projects that support the PTA mission statement and goals. Grants are available for programs in areas including health and welfare, parent and student education and parent and student involvement at the unit and council levels. Individual grant awards will not exceed \$800. The PTA applying for the grant must sponsor the programs and projects.

Ninth District PTA grants are a *onetime funding source*.

- ◇ All requested paperwork must be completed and included for an application to be considered. All applications must be signed by the unit or council president.
- ◇ Applications must be received in the Ninth District PTA office by noon on Tuesday, November 16, 2010. Postmarks will not be accepted. Applications may be hand delivered or mailed to the Ninth District PTA office; facsimiles will not be accepted.
- ◇ Applications will not be considered if received after the deadline.
- ◇ Grant funds must be expended by June 1, 2011. A report detailing the project's goals and objectives, an evaluation of the outcomes and a budget of actual expenditures must be submitted to Ninth District PTA no later than June 1, 2011.
- ◇ Any funds not used for the purposes stated on the original grant application must accompany the report to the

## Vaccinations

It is time for flu shots. The health department is urging everyone (except infants younger than 6 months and those with severe egg allergies) to get this seasons flu shot.

Whooping cough in the county has become a major health issue. Nine deaths state wide (one in San Diego) have occurred. All deaths were infants younger than 2 months of age. The epidemic of cases is the highest in 52 years.

Everyone age 10 years and older are urged to get a Tdap booster. If you are around a

Ninth District PTA.

- ◇ The Ninth District PTA Grant Committee selects grant recipients. The decisions of the committee are final. All applicants will be notified of their standing by letter and a check will be sent to each grant award recipient. Grant recipients will be introduced at the Ninth District PTA Annual Meeting/ Founder's Day celebration in February.

### Criteria

- Your PTA/PTSA must be in good standing with your council and district; membership dues and insurance must be paid by the grant application deadline;
- The PTA applying for the grant must sponsor the programs and projects;
- Only one *completed* application will be accepted from each unit;
- No payment of salaries or purchase of equipment will be considered;
- No grants will be funded for Grad Night or Disaster Preparedness materials;
- Honorariums for program speakers may be listed as grant expenses;
- Financial need will be given strong consideration by the committee;
- New and innovative programs will be given special consideration;
- Expanding and Improving programs will be considered.

### Rebecca Hernandez

Community Concerns Vice President

newborn or going to be around one it is vital you receive the vaccination. Adults can carry the virus and be ill with-out being aware of it and infect others.

It is very important to update your own immunization boosters and get a flu shot. Contact your doctor or go to the San Diego County Health Department to check on the time and place for upcoming vaccination clinics.

### Debra Fraser

Health Vice President

## Ninth District PTA Executive Committee

**President**

**Karen Fleck**

**Executive Vice President**

**Leadership Vice President**

**Carol Green**

**Communication Vice President**

**Mindy Thomason**

**Community Concerns**

**Vice President**

**Rebecca Hernandez**

**Education/Parent Involvement**

**Vice President**

**Jenifer Zaheer**

**Health Vice President**

**Debra Fraser**

**Legislation Vice President**

**Jon Nalbandian**

**Member Services Vice President**

**Michele Henry**

**Secretary**

**Karen Keene**

**Treasurer**

**A-Quan Watso**

**Auditor**

**Mary Anne Tang**

**Parliamentarian**

**Shawna Straw**

**Chairman of Council Presidents**

**Christina Hicks**

### Important Numbers

#### **Ninth District PTA**

Phone.....858-268-8077

Fax.....858-268-8017

Email.....[phoebe@sdcoe.net](mailto:phoebe@sdcoe.net)

Website . . . . . [www.ninthdistrictpta.org](http://www.ninthdistrictpta.org)

Facebook. . . . . Ninth District PTA

Twitter. . . . . NinthDPTA

#### **California State PTA**

Phone.....916-440-1985

Fax.....916-440-1986

Email.....[info@capta.org](mailto:info@capta.org)

Website.....[www.capta.org](http://www.capta.org)

#### **National PTA**

Phone.....703-518-1200

Fax.....

Email.....[info@pta.org](mailto:info@pta.org)

Website.....[www.pta.org](http://www.pta.org)

Ninth District PTA  
California Congress of PTA,  
Inc.  
National PTA  
6401 Linda Vista Road,  
Annex A  
San Diego,  
California 92111-7399

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**Return Services Requested**

President Karen Fleck  
Comm. VP Mindy Thomason  
Editor Judy Williams

- The Purposes of the PTA**
- ◇ To promote the welfare of children and youth in home, school, community, and place of worship.
  - ◇ To raise the standards of home life.
  - ◇ To secure adequate laws for the care and protection of children and youth.
  - ◇ To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
  - ◇ To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

The Ninth District PTA does not control and cannot guarantee the relevance, timeliness, or accuracy of the material provided by other agencies or organizations, nor does the Ninth District PTA endorse other agencies or organizations, their views, products or services.

**Calendar Meetings**

October 19 Ninth District PTA Board Meeting, 9:30 am, Mission Federal Credit Union  
5785 Oberlin Drive  
Meeting Room  
San Diego, 92121

**Due Dates**

October 19 First remittance of per capita dues to Ninth District PTA PTA units in council must forward through council, council PTAs and out of council PTA units send to Ninth District PTA

**Save the Dates**

February 9 Ninth District PTA Annual Meeting and Founders Day

**Plan Ahead**

April 28-May 1 California State PTA 2011 Convention, Long Beach, CA

June 4 Ninth District PTA Summer Leadership Conference, USD

**Past Due Rosters**

**List of 2010-2011 unit and council PTA officers and chairman are due immediately**

The preferred and primary distribution method for the Ninth District PTA newsletter the **Observer** is an email notification with an embedded link to the Ninth District website [www.ninthdistrictpta.org](http://www.ninthdistrictpta.org) . If you require an English hard copy or a Spanish translation hard copy, please contact the office manager at 858-268-8077 and request one copy per unit. Additional copies are available by subscription, contact the office manager for the subscription price.