

Summer is over and a new school year has begun. Welcome to all new and returning officers and chairmen. As you turn your focus to this year's programs and events at your schools, do not forget that you are members of the largest child advocacy organization in the country. Experienced leaders and trainers from your council PTAs and Ninth District PTA are here to help you achieve the goals and objectives that you have for your PTAs.

In order to be successful, we cannot do this job alone. It takes a strong team to accomplish this work. **It takes ALL of us!**

Thank you for being part of our team and encouraging others to join us in making a difference in the lives of all children.

A BIG thank you to all of our Ninth District PTA volunteers who helped at the 112th Annual National PTA Convention, held in San Diego this summer. All of your time and dedication did not go unnoticed. We received many compliments and praise from California State and National PTAs for helping to make this such a successful convention.

Local San Diego groups and individuals, provided outstanding entertainment before each general meeting.

Congratulations and thank you to the following. they are wonderful examples of our talented youth:

Westview High School Naval Junior ROTC Color Guard

Keturah Bell, student at Flying Hills Elementary School, lead the Pledge of Alle-

giance

Omar Rodriguez, a student at Sage Canyon Elementary School, sang the National Anthem

San Diego Junior Theatre

Fulton Elementary School Step Team

Lakeside Middle School Show Choir



**Every PTA must file a tax return this year!
 There are NO exceptions!**

Elena Levens-Craig

PTAs with Gross Receipts of \$25,000 or less and PTAs with average gross receipts less than \$25,000 over the last three (3) years file a 990N. The 990N return is filed on line at www.IRS.gov/charities.

PTAs with Gross Receipts over \$25,000 and less than \$100,000 and with assets less than \$250,000 file a 990EZ.

PTAs with Gross Receipts over \$100,000 and/or with assets of more than \$250,000 file an IRS 990.

Most unit and council PTAs will not need to file a California 190 or an IRS 990T, unless they are separately incorporated. However, if the PTA has unrelated income in excess of \$1000, these forms are required. Schedule B must be completed if the PTA receives a donation of \$5,000 or more from a single donor.

THE CALIFORNIA STATE PTA

STRONGLY RECOMMENDS THE PTA USE A TAX PROFESSIONAL WITH NONPROFIT EXPERIENCE TO FILE THE 990 OR 990EZ.

The due date for all of these forms is the 15th day of the fifth month after the fiscal year end. For example, a PTA with a fiscal year end of June 30 must file these forms by November 15th. Extensions of time to file are available if properly requested using IRS Form 8868. NO extensions will be allowed for the 990N form.



Remember!

Copies of adopted audits, budgets and tax reports need to be sent through councils to Ninth District PTA

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PTA Votes

Lorene Joosten

To be effective child advocates, it is critical that all PTA members become educated about candidates for public office and their positions on legislative issues that are important to children and public schools. By exercising our democratic right to vote, we are able to give children a voice. This is especially critical in the upcoming elections on November 4, 2008.

In the 2008 federal elections, voters will determine our president, our vice-president, all 435 members of the U.S. House of Representatives and 35 U.S. Senators. In state elections, voters will elect 11 governors, more than 6,500 state house and senate members, and countless mayors, regents, city council members, boards of supervisors, county officials, and school board trustees. **Your vote can make a difference for our children and communities.**

PTA VOTER GUIDE

As you begin to learn more about the candidates, keep in mind that every candidate will say that he or she supports public education. The real question is, how far will that support go?

This guide will assist you in making selections based on which candidates you believe have the strongest public education agenda.

The National PTA guide (www.pta.org) provides:

- A list of questions that will help you learn about a candidate's position on the most pressing concerns and issues in public education today.
- Resources where you can find information on candidate positions.
- Information on how you can register to vote and where to go on Election Day.

PTA ELECTION ACTIVITY RESOURCES

- What PTAs May and May Not Do Around Elections
- PTA and Ballot Measures
- Planning Election Activities
- Hosting a Candidates Forum
- Questions for Candidates Forums and Questionnaires

- Legal Guidelines for PTA Voter Registration Drives and Get-Out-the-Vote Drives

NATIONAL STUDENT/PARENT MOCK ELECTION

PTA has partnered with the National Student/Parent Mock Election for the 2008 election cycle. Through the Mock Election, NSPME engages young people and their parents, facilitating a dialogue between them that is truly invaluable; by voting on both candidates and contemporary issues, this project initiates an important discussion on the responsibility and power we all have as citizens. For complete details see the National PTA's website, www.pta.org, Issues and Action tab: PTA Votes.

Refer to the California State PTA *Toolkit*, Advocacy Tab, 4.3 Election Campaigns and the Role of PTA.

Source: California State PTA *The Communicator* July 2008

Qualities of Leadership

Karen Fleck

- **Have a vision.** Believe that something must happen and it is worth your time to make it happen.
- **Keep a dream alive.** Feel passionate about what you are doing, remind people of the dream and the vision when things are not going well.
- **Focus attention on priorities.** Make sure projects aren't sidetracked. When you are diverted from important things by the trivial, refocus and redirect everyone to the ultimate goal.
- **Be positive and enthusiastic.** Expect temporary setbacks but continue to move forward; turn your challenges into new and better strategies.
- **Know when to let go.** Empower others rather than control them.
- **Urge yourself and others to reach goals.** Do not micromanage. Keep your eye on what needs to be achieved, and build the momentum that propels the cause forward.
- **Groom future leadership.** Give talented individuals opportunities to gain experience, acquire new skills and grow.
- **Share leadership.** Involve people/groups with similar goals to partner with you for the sake of the vision you share.
- **Listen to others.** Work hard to understand the individual needs and motivations of others.
- **Make decisions.** Understand that some things should change and some things shouldn't. Make the necessary decisions to move a project forward.
- **Understand change is constant.** Understand when change is unavoidable and don't waste time lamenting it. Help others get through the change.

~ Motivating, Managing, and Recognizing Volunteers – National PTA



Financial Information

Elana Levens-Craig

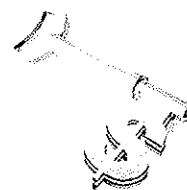
As a treasurer, auditor, or financial secretary, you are a financial officer of PTA. Financial officers are elected to manage the fiscal operations of the unit, council and district PTA.

Upon assuming office, the incoming treasurer obtains the following from the outgoing treasurer: supplies, ledger, checkbook, tax records, backup copy and the master copy of the accounting program, if the books are maintained on a computer, and all other treasurer materials including the procedure book from the previous office holder. Additional records may be obtained from the bank and supplies purchased from the Ninth District PTA office. The new treasurer must also contact the bank and file new signature cards for checking and savings

accounts.

The budget committee, which the treasurer chairs, has the responsibility of developing the annual budget (some schools may have done this at the end of the last term and some may do it shortly after returning to school). The budget estimates income and expenses for the fiscal year and must be presented to the association for approval and recorded in the minutes. After the budget is adopted by the association, it should be followed closely in all financial transactions. Adoption of the budget does not authorize the expenditure of the money. The bills must be presented for payment authorization. If adjustments are needed, the budget can be amended by a two-thirds vote of the association.

In August or September, depending on when your school year starts, be sure to do the following: Check to be sure that the year end audit has been completed, present budget to association for adoption at its first meeting, send approved audit and year end financial report and current year budget to council or district as directed (per the bylaws), and send the first remittance of per capita dues through channels and continue monthly thereafter.



ABCs of PTA Meetings

Sue King

Association Meetings

- Article VII, Section 1 of all PTA bylaws stipulates the months and day when PTA meetings are to be conducted. There may only be 3 or 4 meetings of the association annually.
- The privilege of making motions, debating and voting is limited to members who are present and have been members for 30 days.
- The membership is the only body with the power to approve expenditures, adopt audits, adopt the budget, approve plans of programs and work, elect the nominating committee and elect officers for the ensuing year.

Board Meetings

- The executive board meets monthly as outlined in Article VIII, Section 5 of the bylaws.
- These meetings are open to officers, standing committee chairmen, the principal and teacher representative(s) and others ONLY as stated in the bylaws.
- This body reviews committee recommendations, handles assigned duties, and recommends action to the association.

Committee Meetings

- This is where the day-to-day work of the association occurs.
- Committee chairman and members are appointed by the president and ratified by the executive board.

- These meetings are open to chairmen, committee members and president, ex-officio member for all committees except the nominating committee where the president may not serve.
- The chairman of the committee presents the plans of work to the executive board for approval. No work should be undertaken without the consent of the executive board.

For more details on meetings, review Bylaws for Local PTA/PTSA Units. One copy of the June 2008 bylaws will be included for all PTA/PTSAs in the mailing from the California State PTA to be mailed in late summer.

ABC

The Historian

The historian assembles and prepares the record of activities and achievements of the PTA and assists the PTA President in preparing the Annual Historian Report. Historian records, like minutes, should be kept permanently.

Duties of the Historian

Historians are responsible for collecting volunteer hours, completing the Annual Historian Report (historian or president, as designated in your bylaws) and forwarding this through channels, creating a PTA Historian Record Book, and updating the procedure book. Historians may also choose to create a scrapbook to present to the PTA president at the end of the term, or keep it with other historian materials.

The Importance of Volunteer Hours

Collecting volunteer hours raises member awareness of the needs of your school and its children. It demonstrates how extremely valuable PTA volunteer time is, and also helps PTA maintain its 501(c)(3) non-profit status. This information is forwarded through channels and used for advocacy purposes at the state and national levels. The infor-

mation can also be used to illustrate to school districts the enormous benefits and cost-savings that volunteer hours provide.

Example of Hours to Report

- Attendance at meetings, workshops, and other events related to PTA work.
- Time spent writing PTA agendas, minutes, correspondence, reports, and newsletter articles.
- Telephone time regarding PTA business.
- Time spent on activities at school and within the community that are PTA-related.
- Travel time to and from PTA events /activities.
- Time spent attending PTA convention (do not count time spent eating and sleeping).

The PTA History Record Book

This permanent book is used to keep an account of the year's events and activities and key personnel. Its contents should include:

- A list of officers and chairmen with their titles and addresses.
- California State PTA conven-

tion delegate list.

- PTA membership and school student enrollment numbers.
- Programs and areas of special focus, including the names of speakers and leaders.
- Activities and projects carried out by the PTA at school and/or in the community.
- Changes in the bylaws.
- Changes in the school administration, name of the school, or the status of your PTA (changing from a PTA to a PTSA, etc.).
- A list of Honorary Service, Continuing Service, Very Special Person, or Golden Oak Award recipients, and other special awards or recognition presented to or received by the PTA.
- A record of volunteer hours for the year (tally sheet) and the Annual Historian Report.



Auditor

An audit is an examination of the financial books and records of the financial officers of the PTA. It serves to certify that receipts and expenditures, as authorized in the minutes, guided by the bylaws, standing rules, and budget limitations. All audits are forwarded through councils and district after they have been adopted by each association. Treasurers should not accept and use books that have not been audited.

Auditor Duties

- Audit the books and financial records of the association semi-

annually.

- Prepare a mid-year and year-end audit in the months stipulated in the bylaws.
- Prepare and present written reports to the executive board in the months stipulated in the bylaws.
- Prepare and present written reports for adoption by the association in the months stipulated in the bylaws.
- The outgoing auditor is responsible for conducting the audit at close of term.

Bertha Medina

The California State PTA recommends that if the audit is not completed within two (2) weeks after the completion of the term of office, the president may appoint a committee to immediately audit the books. The same time frame must be followed for the semi-annual audit.

- Audit the books upon resignation of the treasurer, financial secretary or any check signer, or at any time deemed necessary by the executive board.

For more information please go to the California State PTA *Toolkit*, finance section 5.4.

Youth and Mental Health

Rebecca Hernandez

A national survey on drug use and health estimates one in every 12 adolescents experienced major depression in the Past Year.

About 2.1 million teens aged 12 to 17 experienced a major depressive episode in the past year, according to a new nationwide report by the Substance and Mental Health Services Administration, (SAMHSA). For almost half of the teens, depression drastically reduced their abilities to deal with aspects of their daily lives, the report said.

"Fortunately, depression responds very well to early intervention and treatment," said SAMHSA Administrator Terry Cline, Ph.D. "Parents concerned about their child's mental health should seek help with the same urgency as with any other medical condition. Appropriate mental health care can help their child recover and thrive."

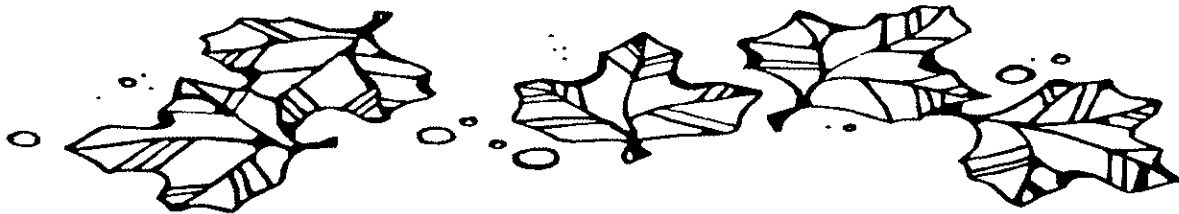
A major depressive episode is de-

finied as a period of two weeks or longer of depressed mood or loss of interest or pleasure, and at least four other symptoms reflecting a change in functioning (for example, problems with sleep, energy, concentration and self-image). This is the definition established by the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV) of the American Psychiatric Association. Major depressive episodes among youths Aged 12 to 17 in the United States of America: 2004-2006 also reveals the often devastating effect these major depressive episodes can have on adolescents. Nearly half of adolescents experiencing major depression (48.3 percent) report that it severely impaired their ability to function in at least one of four major areas of their everyday lives (home life, school/work, family relationships, and social life). Adolescents reporting the most severe impairment reported that they were

unable to carry out normal activities on an average of 58.4 days in the past year.

The report is based on combined data from the 2004 to 2006 National Surveys on Drug Use and Health (NSDUH) involving responses from 67,706 people aged 12 to 17 throughout the United States. The survey is based on a scientific random sample of households throughout the United States, and professional field representatives personally visit each household to conduct the survey.

The full report is available on the Web at <http://oas.samhsa.gov/2k8/youthdepress/youthdepress.cfm>. For related publications and information, visit <http://www.samhsa.gov/>.



To Promote Effective Parent-School Communication

Work with the school administration and staff to ensure that each classroom adopts techniques to implement consistent, two-way communication between home and the classroom.

At secondary levels, work with the school administration to develop creative ways to communicate between parents and teachers.

Campaign to have families make personal contacts with their child's teacher during the first days of school. Share how important this is through newsletter articles or in a letter from the PTA to parents. Conduct a workshop on effective communication to teachers; use information from the

Parent Empowering Parents Guide and sample letters.

Encourage the school to schedule Back-to-School Night soon after the start of school and help make it an enjoyable, informative event for everyone. Hold an informal event before Back-to-School Night so parents and teachers can meet each other. Publicize the event through the newsletter, posters, phone calls and personal contacts.

At a PTA program, feature a short segment on "How Parents and Teachers Can Work Together." Have teachers or the principal share how communication from the home helps

them work with each child, or request a Building Successful Partnership presentation from your PTA district. Use handouts and follow through with parents who are interested in participating.

Make the newsletter a top priority for PTA, working with school staff to increase its effectiveness in covering school, student, and parent news.

Invite school counselors to present a program at a PTA meeting telling about the many ways they can help students and parents.

Source: California State PTA *The Communicator* July 2008

Reflections

By now your Reflections program is in full swing and your excitement over the "Wow" experience is overflowing to the students. Great work!

So, while the students are getting ready to "wow" us, it's time to secure your judges. It is highly recommended that the judges have some experience in the category they are judging. Remember, the judges don't have to have a degree in the arts. Utilize your local community people and businesses.

Ask the local librarian or newspaper editor to judge the literature. Ask

your local art gallery for the visual arts. Think creatively – it's the arts and the lists can be endless.

Make sure that whomever you get for judging, they are judging based on theme, originality, uniqueness of the piece, expressiveness and that the piece is age appropriate skill level.

Remember – it's your job to make sure the proper paperwork is complete and the pieces are the proper size. Ensure all entries meet the established criteria before sending to the judges. The Ninth District PTA due date is November 13, 2008.

Don't forget the Theme Search. Include, with your school-wide notice, the form for the 2010-2011 theme search. Entries must be received into the California PTA office before November 1, 2008.

"No heirloom of humankind captures the past as do art and language."
Theodore Bikel



You should join PTA because PTA membership . . .

Benefits your child and benefits our schools. More than 85 rigorous academic research studies conducted over 30 years of research proves that kids do better when parents are involved. Grades are higher. Test scores improve. Attendance increases.

Connects you to a Network. Parenting is not easy - it helps to share ideas, concerns and experiences with other parents and educators in the community. PTA functions are opportunities to meet other parents and teachers, building rapport and discussing issues that are on your mind.

Means More Informed Parents. Parents involved in PTA understand the challenges schools face and become part of the solution. They support improving education, both locally and legislatively. By developing a closer relationship with parents, student achievement improves, and the school develops a positive reputation in the community.

Boosts Children's Well-being. PTAs focus on what students need to be successful in learning, including nutrition, health, and wellbeing. Whether it is school safety, physical fitness, or healthy breakfasts, PTA

works with school administrators to ensure that children are prepared to succeed.

Gets you Connected and Adds Your Voice to Others. There's no better way to know what's happening in your school. Regularly scheduled meetings are an opportunity for you to share information with other members. Because PTA is a forum for exchanging ideas, you are encouraged to make suggestions. PTA can be a way for you to more effectively suggest change at your child's school.

Leverages Volunteer Power. PTA organizes hard-working and dedicated volunteers. Parents are ready and willing to help implement school improvement programs.

Provides Great Resources. The PTA offers a variety of programs designed for parents as well as students. Resource materials and training opportunities are plentiful in PTA.

Improves your skills. By volunteering with your PTA, you gain valuable experiences. It's an opportunity to put your skills and hobbies to good use for a good cause – for

your child and all children in the community.

Results in School Improvement. By getting involved at your child's school you'll be part of the solution, helping make positive changes. Local PTAs play an important role in fundraising to provide building improvements, curriculum-based programs and social events – all vital to a school's success.

Makes You a Good Role Model. By becoming a PTA member, you'll be demonstrating to your child the importance you place on education.

Source: California State PTA, *The Communicator*, July 2008



SecretaryMindy Thomason

Minutes are PERMANENT LEGAL RECORDS of all proceedings of the association. They should be accurate and complete. Corrections to the minutes should be made in the margin after circling the incorrect words. Never erase or strike out words when correcting minutes. Minutes must be kept forever.

SAMPLE ASSOCIATION/GENERAL MEETING MINUTES

SHOULD CONTAIN

Name of association, kind of meeting, date, time, place, name and title of presiding officer.

Opening ceremonies: When the meeting is held in a public building, the Pledge of Allegiance should be recited. Other ceremonies are optional.

Disposition of minutes of the previous meeting: minutes are read or distributed and approved or approved as corrected.

Treasurer's report: Should contain the balance on hand, receipts and disbursements.

Presentation of bills: Since approval of the budget does not authorize the expenditure of funds, bills must be presented and payment must be voted upon by the association. Bills should be itemized as to the amount, the payee, and the purpose of the payment.

Reports of officers and/or chairmen should be summarized. Written detailed reports should be filed in the chairman's procedure book and attached to the master copy of the minutes.

Motions: Record the name of the maker and whether the motion was adopted or defeated. The name of the person seconding the motion and any discussion in not included.

Program: Kind, who participated, name and title of speaker.

Announcements: These are detailed in the minutes, but not read.

Time of Adjournment

Secretary's signature

EXAMPLE

The Association meeting of the XYZ Middle School PTSA was called to order by Sue Nelson, president, at 7:00 P.M. in the school library, on Wednesday, February 6, 2008.

The Pledge of Allegiance was led by Girl Scout Troop 122. Phoebe Hearst, vice president of programs, shared an inspirational message. A courtesy seat was granted to Mr. John Black, Assistant Superintendent of Secondary Education.

Minutes of the January 9, 2008 meeting were approved as presented. OR Minutes of the January 9, 2008 meeting were approved as corrected. (Include corrections in the minutes.)

John Jones, treasurer, reported a balance on hand of \$25,654.73, with receipts of \$2,492.75 and disbursements of \$2,222.65. (Entire report should be written in or attached to the minutes.)

MOTION: John Jones, treasurer, moved to pay bills in the amount of \$1,272.07. (An itemized list of bills should be written into the minutes.)

Adopted

Community Concerns chairman, Betty White, reported that the Internet Safety presentation held on January 25, 2008 had a total of 67 attendees.

MOTION: Evelyn Brown moved that the PTA conduct a survey of the parents and students on programs they'd like the PTA to provide.

Adopted

Louis Gray, program chairman, introduced the speaker, Sgt. Ed Collins, from the Sheriff's Department. He presented information about Internet Safety for children.

Announcements were made.

The meeting was adjourned at 8:30 P.M.

Sign name and title. "Respectfully submitted" is no longer used.

Helpful Homework Tips

Carmen Myers

If the word "homework" brings on a dizzy fainting feeling you are not alone. There are so many questions to be answered where homework is concerned. How much is enough? How do I know what my child's homework is? What are the consequences for not getting it completed on time? How do I make homework easier for my child to accomplish? Let's face it; these questions barely scratch the surface of homework.

Homework reviews and practices what has been learned in class. It helps to prepare for the next day's lessons. Homework may give a child the opportunity to investigate a topic more thoroughly than time allows in the classroom. Homework also teaches consequences that directly affect your child in the classroom.

As I began my homework in gathering information for this article I realized that there isn't a cookie cutter answer. Reason one; we don't have cookie cutter children the very first step is to understand your child's individual needs. Next would be to set in motion rules and

guidelines. Always make it clear what the expectations are.

- Provide a healthy snack before getting started with homework, low or high blood sugar levels may impair short-term memory retention.
- Provide an appropriate area that is well stocked with supplies needed for their assignments. Eliminate distractions such as television and phone calls during study time.
- Is your child a morning or evening person? Perhaps your child would do better to finish homework in the morning as apposed to after school or dinner.
- Set up a routine. Children need boundaries and rules to develop positive study habits.
- Monitor your child's progress without hovering over them. Check their work, don't do it for them.
- Help teach your child how to stay organized.

- Praise your child for a job well done.

These are all helpful tips; however, maintaining communication with your child's teachers may be one of the very best tools. Having an open line of communication with your child's teacher will help with homework on so many levels. Many school districts have in place a direct information line via e-mail that will apprise you daily of what has been assigned in class. Many schools have the tried and true homework folder that travels back and forth to school in your child's back pack each day.

How ever the information comes to you about homework assignments, make it a point to ask your child, "Do you have homework today?", "May I see your homework?", "Are you struggling with any subjects in school?" Be an active participant in the daily homework dance. Your child will build good, positive study habits that will last a lifetime with your participation.

As always the PTA has an abundance of resources at your disposal to help your child succeed with homework.



Nutrition News

Rebecca Hernandez

"The California Food Guide (CFG): Fulfilling the Dietary Guidelines for Americans" (2008) provides new information for health professionals on nutrition and physical activity. CFG is primarily designed as a nutrition or training manual. It can be used by health professionals such as public health nutritionists, registered dietitians, physicians, nursing staff, health educators, and other community based health professionals. Since CFG is available on the web it can also be accessed by the general public. Academic organizations may also find the guide helpful as an educational tool.

Who Wrote the CFG?

Nutrition experts from across the state of California participated in the development of the California Food Guide including; the Office of Clinical Preventive Medicine, California Department of Health Care Services (DHCS), the California Department of Public Health (CDPH), and the Inter-Agency Nutrition Coordinating Council (IANCC), California Departments of Education, Aging, Corrections and Rehabilitation; the Universities of California at Berkeley and Davis; the University of California Cooperative Extension; and Califor-

nia Dairy Council.

The CFG can only be accessed by web interface at

<http://www.cafoodguide.ca.gov>.

Information in this article has been adapted from: California Food Guide. Sacramento, California: California Department of Health Care Services and California Department of Public Health;2008. Available at

<http://www.cafoodguide.ca.gov>.

How to make the Most of Your Association Meetings

Karen Fleck

Written notice of the meeting must be given not less than 10 days nor more than 90 days before the date of the meeting to all those who are entitled to vote at such meetings. It must include the date, time, location and proposed business to be considered at the meeting. Proposed by-law amendments and elections of officers must be given at least thirty days in advance. If you don't advertise, people will not come.

How to raise attendance? Well of course PTA members should attend because they should, and because they care. Including a program will always increase attendance. Your goal is to have as many parents and staff in attendance as you can. In September, Back to School Night is a great partner for an association meeting. Ask your principal to introduce your meeting to show solidarity between the school and your PTA. Ask for the PTA meeting to be part of the agenda. Perhaps have a speaker address "how to help your child with homework" or "teaching children to be responsible." Include food – an inexpensive dinner prepared by students, volunteers or a local community group. Simplify food by having light snacks and drinks instead. Hang up a sign or signs around your school announcing your meeting. Invite the staff and recognize them for their PTA contributions.

What usually takes place at the first Association Meeting? For a school on a traditional schedule, this will be the first association meeting of the year.

- Introduce the new PTA board
- Present minutes from the last association meeting – often the election meeting – duplicate

and distribute or post

- Present financial reports from the last association meeting – duplicate and distribute or post
- Adopt the unit's goals for the 2008-2009 year
- Adopt the budget for the 2008-2009 fiscal year
- Approve/ratify all PTA expenditures since the last unit meeting
- Adopt the audit reports (done over the summer usually for a May 31 or June 30th fiscal year end)
- Approve all upcoming PTA programs, events and projects
- Authorize a position to be taken on an issue after a study (for the November 2008 ballot if applicable)
- Announce the date of the next association meeting

How to conduct the meeting:

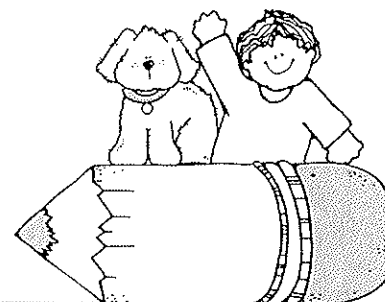
- The president and executive board should plan the meeting ahead of time. See Section 2.1 in the *Toolkit* for a sample agenda.
- Executive board members should plan to BE THERE or other parents will wonder why they came when the executive board didn't.
- Keep the meeting moving along by providing photocopies of necessary reports..
- Make sure meetings are informative and inspirational. Take a minute to brag about the PTA: What are you going to do this year or what did you do spectacular last year? What is

coming up soon that your audience will want to know about. Ask for volunteers for these events from the audience. Be excited about PTA and how members are helping to make your school a better place.

- Thank members for joining, and ask those who have not yet joined, to join. Have a display of spirit wear sales or photos from last year's events that you can direct parents to see at the membership table.
- If possible get members involved by previewing an upcoming event. Ask members to brainstorming for school needs or programs.

Can I just skip the association meeting? NO. It's a requirement in your PTA bylaws because California corporate law for all non-profits requires it. Check your bylaws, too, for the quorum needed meeting. The association must vote on business items, even if your executive board voted YES on them. PTA events are insured only if the association has adopted the events and the actions are recorded in the minutes.

This is not a meeting you can skip! It is a great chance to inform your parents, recruit new volunteers, and follow the law – so have fun with it and best of luck for holding the best one your unit has ever had.



Welcome!

Innovation Middle School PTSA, San Diego Unified Council of PTAs

Celebrate Family Day on Monday, September 22, 2008!

Celebrate Family Day on Monday, September 22, 2008! Family Day - A Day to Eat Dinner with Your Children -- is a national movement to inform parents that the parental engagement fostered during frequent family dinners is an effective tool to help keep America's kids substance free. Family Day reminds parents that Dinner Makes A Difference! California State PTA and National PTA are pleased to be partners in promoting this day. **Maria**

Shriver, California's First Lady, is the Honorable Chair for this event in California. For further information or to receive a free Family Day kit, go to Family Day at <http://casafamilyday.org/familyday/>



The Facts About Arts Education and Student Achievement

Cathy Roth

The arts are much more than just fun "extra" activities for kids. Participation in the arts opens up children's worlds and minds, and offers children the skills they need for a bright future. Young people who participate in the arts for at least three hours on three days each week through at least one full year are:

- Four times more likely to be recognized for academic achievement.
- Three times more likely to be elected to class office within their schools.
- Four times more likely to participate in a math and science fair.
- Three times more likely to win an award for school attendance.
- Four times more likely to win an award for writing an essay or poem.

Young artists, as compared with their peers, are likely to

- Attend music, art, and dance classes nearly three times as frequently.
- Participate in youth groups nearly four times as frequently.
- Read for pleasure nearly twice as often.
- Perform community service more than four times as often.

Further, arts education:

- Makes a tremendous impact on the developmental growth of every child and has proven to help level the "learning field" across socio-economic boundaries.
- Has a measurable impact on youth at risk in deterring delinquent behavior and truancy problems, while also increasing overall academic performance among those youth engaged in

after-school and summer arts programs targeted toward delinquency prevention.

Simply put,

- The arts teach kids to be more tolerant and open.
- The arts allow kids to express themselves creatively.
- The arts promote individuality, bolster self-confidence, and improve overall academic performance.
- The arts can help troubled youth, providing an alternative to delinquent behavior and truancy.

Source: PTA Art Week, Embrace the Arts! www.pta.org

Calendars

Carolyn Epple

Council PTA Due Date	Ninth District PTA Due Date	California State PTA Due Date	Remittance Calendar All Due Date Times are 12:00 noon
	October 3		Unit/Council End of Year Audits
	October 15	November 1	2007 Model Bylaws
	October 20	November 1	Early Bird/Chairman's Club Awards Per Capita Dues
	November 13	January 23	Reflections Entries
	November 15	December 1	First Remittance of Per Capita Dues
		November 15	California State PTA Grant Application for Cultural Arts, Outreach Translation and/or Parent Education*
		November 15	California State PTA Continuing Education Scholarship for Credentialed Classroom Teachers and Counselors, PTA Volunteers and School Nurses Healthy Lifestyles Grant
	November 19		Ninth District PTA Grant Applications**
	December 1		Council RRF Filing Copies
	December 1	January 31	Insurance Payment Workers' Compensation Annual Payroll Report Form
	January 15		Copy of Tax Filings \$
	January 20	February 1	California State PTA My PTA/PTSA Award Applications
	January 30		Emerging Leader Grant Applications***
		January 31	Not in Good Standing List generated by California State PTA for non-payment of membership and/or insurance
		February 1	Graduating Senior High School Scholarship
	February 2		Annual Meeting/Founders Day Reservations
	February 6		Ninth District PTA Founders Day Reservations
	March 20	March 31	Final Remittance of Per Capita Dues
	March 31		Newsletter, Program Book, Website Award Entries Honorary Service Award Entries Not in Good Standing Deadline for Membership and Insurance
	April 1	June 1	Unit/Council Mid-Year Audits
	May 15		Awards Event Reservations
	May 19	June 1	Unit and Council Officer Rosters Annual Reports
	May 22	June 15	Emerging Leader Grant Reports*** Summer Leadership Conference Reservations
		June 30	California State PTA Grant Report for Unit/Council/District*
	June 30		Ninth District PTA Grant Reports**

Date	Event Calendar	Time
September 18	Legislation Meeting	10:30 a.m.
October 16	Legislation Meeting - SDCOE	7:00 p.m.
November TBD	Critical Issues Conference	
November 20	Legislation Meeting	10:30 a.m.
January 15	Legislation Meeting - SDCOE	7:00 p.m.
February 11	Annual Meeting/Founders Day – Scottish Rite Event Center	8:00 a.m.
February 12	Legislation Meeting	10:30 a.m.
February 22-24	California State PTA Legislation Conference	
February 23-24	Sacramento Safari	
March 19	Legislation Meeting - SDCOE	7:00 p.m.
April 16	Legislation Meeting	10:30 a.m.
April 21	Convention Orientation – SDCOE	7:00 p.m.
April 30-May 3	California State PTA Convention	
May 21	A Salute to Excellence – Balboa Park Club Ballroom Reflections Gala Awards Event	5:00 – 7:00 p.m. 7:00 p.m.
June 6	Summer Leadership Conference – University of San Diego	All Day!

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Ninth District PTA

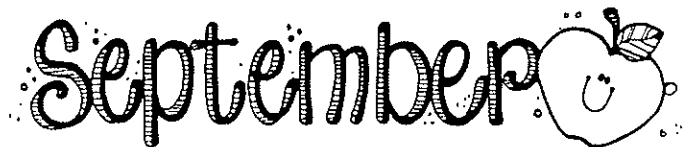
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IMPORTANT MEETINGS AND DUE DATES

Calendar of Meetings

September 16 District Board, 9:30 am, Terra Santa Library
4985 LaCuenta Dr., SD, 92124
September 18 Legislation Meeting 10:30 am, TBA

Due Dates

November 13 Reflections entries due to Ninth District PTA, through councils if in council, check your council's due date.
November 19 Grant applications due to the Ninth District Office by noon, no postmarks or facsimiles accepted.

Save the Dates

May 1-3, 2009 California State PTA Convention, San Jose—plan and budget now.
June 6, 2009 Ninth District PTA Summer Leadership Conference
University of San Diego
June 26-29, 2009 National PTA Convention, Ft. Lauderdale, FL

Plan Ahead

September PTA Membership Month
SDCOE “Salute to Teachers”, September 20, 2008, Balboa Theater
October Red Ribbon Week
Child Health Month
November PTA Healthy Lifestyles Month
December World AIDs Awareness Day, December 1