

THE



BELL

Volume 11, Issue 4

"Working Together for All Children"

June 2008

Reflections Reception

You are cordially invited to come see our student winners' artwork and meet the artists at Sixth District PTA's annual Reflections Reception

Tuesday, May 27, 2008
7:00 - 8:00 pm

Santa Clara County
Office of Education
East Side Room
1290 Ridder Park Drive
San José

Thank You & Welcome

The Sixth District PTA wishes to thank Assistant Superintendent Joe Fimiani for his leadership as Interim Superintendent.

We also extend a heartfelt welcome to incoming County Superintendent Dr. Charles Weis, who will be joining the Santa Clara County Office of Education on July 1, 2008.

We're looking forward to new and continued collaborations with both respected educators!

EVERYTHING YOU'VE ALWAYS WANTED TO KNOW

SPRING LEADERSHIP TRAINING IS COMING
AND will be held for all incoming and returning PTA Officers!

Saturday, May 31
8:00 am - 12:30 pm

Joaquin Miller Middle School
6151 Rainbow Drive
San Jose 95129

Agenda:

8:00 am - 8:15 am: Registration
8:15 - 9:45: Session 1
9:45 - 10:00 Break & Refuel
10:00 - 11:00 6th District Update & PTA Basics
11:00 - 12:30 Session 2

Double Session Courses (Session 1 and 2):

Leadership for New Presidents
Money Matter\$ (New Treasurers)
OMDR & Membership

Session 1 Courses:

Parliamentary Procedures
Communications & How to Increase Membership
Reflections

Session 2 Courses:

Advanced President's Training
Bring your Bylaws!
Secretary (40 minutes)
Advanced Treasurers

Let us know you're coming so we can make sure to have plenty of materials and refreshments! Have questions or to register: please email Katie Matice at kmatice@gmail.com

President's Letter

Barbara Spreng, 6th District President

Sixth District PTA hosted its annual luncheon in February, filling a banquet room with over 80 education leaders – PTA members, school administrators and trustees and local legislators.

The invitation read: *This annual event is a celebration of the many ways PTAs throughout Santa Clara County support and enrich the lives of children and families. While honoring our past, we look to the future, continually adapting to the changing environment. Are we your mother's PTA? Absolutely not!*

And here's what I had to say....

OK, so how are we different from "our mother's PTA?"

- For starters, I typically go by "Barbara Spreng," not "Mrs. Douglas Spreng"
- Many of you were invited to this event... and hounded to RSVP.... with e-mails, a technology unheard of not so long ago.
- Today, we don't talk about bake sales, but rather e-scrip, gift wrap and silent auctions.
- And you can bet that a keynote speaker was not talking about cyber-bullying, IM'ing, text-messaging and videogame addiction at my mom's PTA meetings.

Despite these and so many more differences that we could have a good laugh over, we and our PTA predecessors continue to share common concerns that span the generations. Steadfastly, for over 100 years, the PTA has promoted the education, health, and safety of children, youth, and families.

So, despite striking differences, many concerns of yesteryear are still relevant today:

- In 1967, the State PTA adopted a resolution promoting "Family Life Education in Public Schools;"

- in 1973, a resolution to endorse "Venereal Disease Education and Control" was approved
- In 1975, a topic of policy concern was "Immunization Awareness,"
- in 1977, "Violence in the Home" and "Child Pornography."
- In the 1980's, the California State PTA addressed issues from "Violence and Vandalism" to substance abuse, the juvenile justice system and suicide prevention.
- As the longer-term effects of Prop 13 pulled California funding for education below the national average in the mid-80's, a recurring theme in the PTA's legislative agenda during the 1990's was....you guessed it....state budgets, tax reform, class size, staffing ratios and facilities.

In the current decade, and unfortunately, this current year, the theme is becoming a deafening drone. Be assured, the California State PTA has not and will not sit idly by. Our message is clear: Governor and legislators, DO NOT SUSPEND PROP 98.

In this day and age where "accountability" is the watch word, one has to ask, "Where is Sacramento's accountability?" California funds the public school system well below the national average, despite an economy that surpasses most other countries, a cost of living that is among the highest in the United States, and a student population whose diversity presents enormous educational challenges.

Our schools are asked to deliver rigorous standards-based curriculum, fulfill numerous mandates, and ensure that "No Child is Left Behind" amid crumbling facilities, out-dated technology and dwindling resources.

It's like feeding a star athlete a diet of bread and water, then demanding a gold medal winning performance. It makes no sense!

And now the Governor wants to further erode an already inadequate schools funding base. The

President's Letter
Barbara Spreng, 6th District President

PTA says, "This budget flunks the basic test of good government. It hurts our children." We call upon members of the Legislature to uphold Proposition 98.

Voters have spoken through poll after poll... education and children's welfare are top priorities. They have also spoken at the ballot box by adopting Proposition 98. The only responsible approach to this budget crisis is to make thoughtful and balanced budget adjustments that reflect the values of the voters.

Though it makes me a little sad that we are still fighting many of the same battles, I remain incredibly proud to be part of this thoughtful, dedicated, proactive and purposeful organization.

Alice McLellan Birney, one of PTA's founders, once said, "Let us have no more croaking as to what cannot be done; let us see what can be done, and above all see that it is done." That brisk philosophy still drives the PTA today. While the methods may change to make us more

responsive to the demands of an electronic era, the underlying principles do not.

Make no mistake: Today's PTA, just like that of our foremothers' and forefathers', is ready to marshal its million California members in a massive grassroots effort to protect our kids.

In Santa Clara County's Sixth District PTA, we are fortunate to have allied organizations and policy-makers who share our commitment to children and families. I appreciate you being here today, and look forward to your continued support and collaboration. Together, we will stand up, speak out, and do what's right for our kids.

In the coming months, parents, educators and policy-makers will be called upon to make tough decisions, grappling with the State budget crisis. Check the California State PTA web site www.capta.org regularly for up-to-date information and ways to join the grassroots effort to protect public school

Take Action Today

California State

PTA

everychild. one voice.

Flunk

The Budget

Not

Our Children

The California State PTA opposes any cuts to education and children's programs in the state budget.

Health and Community Concerns

Child Abuse Symposium

The 26th Annual Child Abuse Symposium, presented by Santa Clara County Child Abuse Council contained much new information. even for some of us old timers. The first presentations were by Dr. Reiser, Director and Dr. Macias, Assistant Director of the Kurt and Barbara Gronowski Clinic in Los Altos. Their special interest and commitment are to providing treatment to children with post traumatic stress disorder.

The inspiring luncheon speaker, Erin Runnion, is the Founding Director of The Joyful Child Foundation, established in memory of her daughter, Samrantha, who at age 6 was kidnaped, raped and murdered. She focused on what can be done to protect our children from sex crimes and abduction.

California has one-tenth of all substantiated cases of child abuse in the U.S. Mrs. Runnion's publication, "Be Brave, Be Safe--A Parents' Guide to Prevention", is copyright as of 2008. and published by The Joyful Child Foundation. It contains much information on how to assist parents in instructing their children and how to prepare children to protect themselves without frightening them. In the near future, I will find out where the publication may be obtained.

The workshops included Plain Talk About Spanking, Self Mutilation, Medical/Dental Neglect, Trauma and Loss Among Runaway and Homeless Youth, and National Immigration Reform and Its Effect on Children in the Child Welfare System. There is much for all of us to learn. I would be happy to provide copies of the handouts.

BACA Santa Cruz---Bikers Against Child Abuse---We are the Keepers of the Children

"Bikers Against Child Abuse (BACA) exists with the intent to create a safe environment for abused children. We exist as a body of bikers to empower children to not feel afraid of the world in which they live." BACA was founded in 1995 in Utah by a child therapist. It is a non-profit 501-C-3 tax exempt organization. There are over 100 chapters in the U.S. with several in Australia. Members must pass Department of Justice (DOJ) background check. They are supportive of the children and appear near the child's home---set up their physical presence. This group of Bikers does not condone violence.

The goal of BACA is to help children. The Bikers will speak to students in school and to adults to help them help their children. Get the word out that this group of bikers wants to help abused kids. I'll have a phone number in the near future...or call information and ask for BACA Santa Cruz.

LWV Juvenile Justice Study Group

The League of Women Voters Juvenile Justice study group is planning to visit the Dependency Courts and listen to the proceedings. This will be a new experience since older children are now permitted to be in the court rooms. We will also be interviewing a former member of the County Juvenile Justice Commission and Sparky Harlan, Executive Director of Bill Wilson Center. Anyone interested in joining us may contact Barbara Emerich at 650-948-3666 or by e-mail: careevol@aol.com

Barbara Emerich
V.P. Health and Community Concerns
Phone: 650/948-3666
e-mail: careevol @aol.com

Health and Community Concerns/News



Can You Help a Foster Child in Our Community?

Following the article in the October Bell in which the very important work of Child Advocates of Silicon Valley was profiled, I want to make you aware that training sessions to become an Advocate are starting on July 7. Please consider becoming an Advocate, and tell a friend who you know would make a wonderful Advocate to become a volunteer Advocate too! More than 370 local foster children are waiting for a friend like YOU.

As detailed in recent articles in the San Jose Mercury News, the Santa Clara County Dependency (foster care) System is overloaded and, as a result, many of these vulnerable children's voices are not being heard. Child Advocates of Silicon Valley trains adult volunteers (Advocates) to work one-on-one with foster children in our community. An Advocate is a consistent friend for a foster child and, at the same time, works with the court, foster parents, social workers, teachers and other people in the child's life to ensure that their social, emotional, and educational needs are being met.

You can make a big difference in a child's life by being an Advocate! To sign up for the training session beginning July 7 or for more information, please contact Megan Christian at 573-5611 or megan@cadvocates.org or visit Child Advocates' website at www.bemyadvocate.org

Thank you!

Kelly Takahashi
PTA President
Garden Gate Elementary

Incoming Board Rosters Needed

Thank you to all the Unit & Council Presidents (or their helpers) who have sent in their PTA rosters.

Please send in your incoming board's rosters today

At a minimum, we need someone designated as president from every unit ASAP in order to receive the summer mailing and provide the information needed for the Council and 6th District directories.

PTA units/schools have two ways to notify 6th District--

If you have internet access: go straight to the link at the 6th District website - all the directions are there: http://www.capta6.org/forms/unit_rosters/index.html

If you do not have access to the internet: Fax the names, addresses, e-mail addresses and phone numbers of your officers to Paula at the 6th District Office: 408-453-6768, and she will input your unit's information onto a spreadsheet.

Year End Transition

TRANSITION

In PTA, we often hear the word “transition” during this time of year. Transition is a process of turnover from an outgoing to an incoming board, officer or chairman. It is a time of change; the time to finish a job, prepare to hand over materials, receive materials and begin a new job. This process is important and should be undertaken seriously by all board members. Good transition from one board to another, or one officer to another can make a significant difference in the future of your PTA. The process of transition can be divided into two equally important phases: *Outgoing Transition* and *Incoming Transition*.

Outgoing Transition

Finish your current job!

As we prepare to take on a new position, let us not forget to complete our current duties. This should include a final report or thorough preparation for audit. Rather than “winding down” as our term ends, let’s finish with a flare!

Prepare your procedure book.

A complete procedure book is essential for a successful transition. This book provides a history of our office or position and tells us how to do our job. Write down job procedures and include all reports. Clear out useless or unimportant information. Consult the unit or council president if there is any doubt about how to prepare a proper procedure book.

Meet with your successor.

After a year on the job, much more is learned than what can be contained in a notebook or file box. Take your successor under your wing for the remainder of the term. Introduce your successor to those with whom you have worked during your term of office. Go over materials and position duties with your successor and discuss his/her new role.

Be a gracious and supportive past officer.

Back away, but support your successor by being available for advice when asked. Being available as a resource provides practical guidance and continuity. Backing away lets the new officer gain confidence, try new ideas, improve on good work and become stronger. There is more than one way to do a job. Encourage your successor. Don’t be afraid or insulted if he/she has great new ideas. Remember we are volunteering for all children. We want what is best for them. Change and new ideas bring vitality to the board. A vital board brings support to our children.

Year End Transition

HELP YOUR SUCCESSOR SUCCEED: THINGS TO TURN OVER DURING TRANSITION

Resources

- **Procedure book** which should include the items in the categories below, job descriptions from both the Toolkit and bylaws/standing rules, and *Communicator* or newsletter articles pertaining to the position.
- **California State PTA Toolkit** (hard copy)
- **Parents Empowering Parents (PEP) Guide**
- **National PTA's Quick Reference Guides**
- **Our Children** magazine (past issues)
- **PTA in California** (past issues)
- **Communicator** (past issues)
- **CD of Convention Handouts**
- **Insurance and Loss Prevention Guide**
- **List of "where things are"** (storage facility, mailbox, etc.)

Contact Information

- **Current, outgoing board list** (and previous year's lists)
- **Copy of Nominating Committee Report**
- **Contact Information for Incoming Board** (email and phone numbers)
- **Contact information for the district PTA and council PTA** (if in council)
- **Names and contact information for school districts, county office of education, and allied agencies in the area**
- **List of relevant websites**

Data and Reports

- **Calendar of due dates for current year**
- **Membership totals** for current year and several previous years
- **Annual Historian Reports** (with supporting pictures, etc.)
- **Reports and samples/flyers of invites/programs from any events or programs**

Financial

- **Budget** for (at least) current year (and last 3 years)
- **Audits** for at least one year (and finalized arrangements for summer audit)
- **Year End Financial Report** (arranged for)
- **990s and other legal filings** (as part of the permanent records)

Communications

- **Copies of all newsletters** from at least one year
- **Agendas** from meetings for past year
- **Copies of minutes from past years** (as part of the permanent records)
- **Bylaws**
- **Copy of current adopted bylaws and standing rules**

Incoming Board Transition

Incoming Transition

The Board-Elect

Congratulations on your election! Now get busy. The board-elect should begin work as soon as possible after election. The board-elect may set goals and prepare a master calendar. With the help of current officers, review evaluations of current term activities and prepare the proposed budget for the following term. Propose programs and fundraisers, fill any board vacancies and ratify the president-elect's appointments, including the parliamentarian, corresponding secretary and chairmen. *The board-elect cannot write checks or call meetings of the association.*

As the board-elect plans and prepares, each member must keep in mind that he/she has not yet taken office. Other than making plans, members of the board-elect should not assume their new duties until the date outlined in the bylaws and should be respectful of those still holding office. Refer all matters and questions regarding your future position to the current officer or chairman.

Take on your new job.

Let's hope that you have had a meaningful transition with your predecessor. He/she can be a great resource as you begin your new position. Study your new materials and resources. Adapt newly received materials to your own style of organization. Consider what will work best for you and your new job. Notebooks lend themselves well for some jobs, while file boxes work best for others.

Every new board will embark on an early process of development. As we begin our new positions with eagerness and enthusiasm, we are also part of a team. Be welcoming. Learn to understand others' strengths and weaknesses. Be respectful. Ask questions. Know what is expected. Have confidence. Remember that each of us is unique and serves a purpose, yet we are bound together to be one voice for all children. We must use our resources for the good of everyone – unite our skills to build a successful team. Only then can we truly make a difference in the life a child.

Incoming Board Checklists

PTA Board-Elect Activities

PTA bylaws provide that following an election, the board-elect may meet to begin making plans for the next term. Activities of the board-elect may include:

- Fill any vacancies in office.
- Determine PTA materials needed for officers/chairmen. Consider ordering extra subscriptions and publications.
- Distribute copies of bylaws and job descriptions.
- Ratify appointments and begin goal setting and planning.
- Set goals and plan activities to implement those goals.
- Prepare a master calendar for PTA events and programs. Be aware of school district calendar and special holidays.
- Appoint budget committee.
- Set appointments to meet with current board members to review evaluations of current term activities.
- Set time to meet with site administrator.
- Schedule an installation of officers.
- Order membership envelopes.
- Provide assistance, if needed, to have audit conducted.
- Provide PTA council/district with roster of new board.

*From the California State PTA The Communicator
March 2005*

President and Treasurer Beginning-of-the-Year Checklist

The following checklist will help facilitate the president's and treasurer's job for the beginning of the year.

- Audit completed** for past school year.
Date _____
Auditor(s) _____
- Face-to-face**, turn-over meeting with outgoing treasurer held.
Date _____
- Signature Cards** on file with bank. Should have been changed immediately after school year ended.
Date _____
- Cash Verification/Check Request Forms** copied for distribution to Executive Board, Chairpersons, etc.
- Budget Process**
Proposed budget presented to Executive Board and approved.
Date _____
Proposed budget presented to general membership and approved.
Date _____
- All checks signed by two signers.**
- Filed IRS Forms** due in November for the 2006-07 school year (if required). *Please note, next year all units must file in November 2008 for the 2007-08 school year.*
- Please see Treasurer's Calendar** on page 10 for 2008-09 due dates.
- Unit roster updated** at <http://www.capta6.org/forms/unitrosters/>

Treasurer's Calendar for 2008-2009

For Councils and Out-of-Council Units

Council Presidents and Treasurers:

Please note the following due dates for next fall, 2008. It is critical that each unit remit membership by the dates noted below; insurance to follow no later than mid January. I would highly recommend you forward this info to your membership chair and your parent organization. It would be terrific if all units submit 50 members (the minimum is 15) by October 1.

Thanks so much,
 Susan Canty
 sscanty@aol.com
 Treasurer, Sixth District PTA.

Membership Per Capita Deadlines

Early Bird Award

Due Date to 6th District Office: October 15
 Recommend Unit to Council Deadline: October 1

Chairman Award (minimum of 50 members):

Due Date to 6th District Office: November 3
 Recommend Unit to Council Deadline: October 17

Minimum/General Membership due dates (15 members):

Due Date to 6th District Office: November 19
 Recommend Unit to Council Deadline: November 3

Financial Forms:

The following documents are due from Councils and Out-of-Council units by October 24:

- 2008/9 Budget
- 2007/8 Annual Report
- Audit report for period ending 6/30/08
- Tax return (if filed by early summer)

Insurance:

The CA State PTA insurance premium review takes place in late October. Unit and Council premiums will be communicated in early November.

Please recognize, and budget accordingly, for an insurance premium approximately \$200.

Please do not remit your premium until you have received notification of the appropriate amount.

In addition, all units must submit **workers' comp insurance forms**, including additional premiums, by early January.

- Due Date to 6th District Office:
- General Liability December 22
 - Workers Comp December 31
- Recommend Unit to Council Deadline:
- General Liability December 15
 - Workers Comp December 22

Membership Remittances *: Award Certificates awarded to units who qualify

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> • Early Bird - Certificates from California State PTA will be awarded to each unit that remits at least 15 members via PTA channels (unit to council, to district, to state) to the State PTA. No application is required. | <p>PTA. To be eligible for Creative Membership Awards a unit must be a member of Chairman's Club in the year that they apply for the award. No application is required.</p> <ul style="list-style-type: none"> • Creative Membership - Applications due February 1. Awards will be presented by the California State PTA to up to 10 units at the annual convention. An application must be completed and submitted to State PTA office by February 1. Units must be | <p>members of Chairman's Club. (Get the application at the state PTA web site www.capta.org)</p> <ul style="list-style-type: none"> • All memberships received in the California State PTA office on or after April 1, 2008 will be counted in determining membership total and awards for 2008-2009 |
| <ul style="list-style-type: none"> • Chairman's Club - Certificates from California State PTA will be distributed to each unit that remits for 50 or more members through PTA channels (unit to council, to district, to state) to the State | | |

Information

6th District PTA Board 2007-2009

Elected Positions

President	Barbara Spreng
Executive VP	open
Recording Secretary	Anne Westbrook
Treasurer	Susan Canty
Auditor	Ernie Cortes
VP Convention	open
VP Leadership	Katie Matice
VP Communications	Lynn Magill
VP Organizational Services	Suman Ganapathy
VP Education	Laura Casas Frier
VP Health/Community Concerns	Barbara Emerich
Historian	Diane Straetker

Appointed Positions

Out of Council Team	Julia Rosenberg Dinah Showman Chris Gray Monique Migdol open
Leadership Team	Diane Foote Margot Harrigan
Directory Newsletter Editor (<i>The Bell</i>) Webmaster	Wendy Akers-Ghose open Erwin Morton
Membership Reflections Reflections Team Annual Luncheon	Richard Velasquez Suman Ganapathy open Joan Cooper
Special Ed Community Concerns Fit for Learning Emergency Preparedness	Stacey Ashlund Barbara Emerich Andrea Wheeler Catherine Vonnegut
Director of Legislative Action	Erwin Morton
Parliamentarian	Suzanne Montgomery
Community Svc Scholarship	Barbara Emerich

If you'd like to volunteer for an open position, please contact Barbara Spreng at president@capta6.org

SIXTH DISTRICT OFFICE

All local PTAs and councils of PTAs in Santa Clara County are served by the Sixth District PTA office. The office is here for your benefit, whether it be for materials, video loans or inquiries on PTA matters, such as obtaining information about past Honorary Service recipients. Many of the California State PTA publications are available in the office. These items may be requested over the phone, or you can stop by to see what materials are on hand.

If you are planning to come down to the office, please call first to make sure that our office manager, Paula Traynor, will be there to assist you.

For information on ordering supplies or obtaining videos please contact Paula Traynor at the Sixth District PTA Office number listed below.

The **Sixth District PTA office** is located in the
Santa Clara County Office of Education,
1290 Ridder Park Dr.,
San Jose 95131-2304.

The phone number is **(408) 453-6536.**

Email for Paula is paula_traynor@scooe.org

**The office is open Wednesday, Thursday and Friday
from 9:00 AM to 3:00 PM.**

The office will close for the summer on June 27 and
reopen on August 1.

The office is closed on all school and county holidays.

BELL Information

The "Bell" is the 6th District PTA newsletter, full of valuable information on what is happening in 6th District/Santa Clara County. However, it does not take the place of attending District Meetings. We welcome your feedback about the "Bell" and look forward to receiving some. Please take time to read the entire "Bell".

Article authors: please keep the deadline dates below in mind and submit your articles (by email, please) and other information on time. If time sensitive, special information must get out, arrangements will be made to do that. If problems arise regarding deadlines, please contact Wendy Akers-Ghose.

2007-2008 Bell Deadline Dates

<u>Issue</u>	<u>Deadline</u>
Summer	tba

Please send article submissions to:
Wendy Akers-Ghose at
wendyghose@yahoo.com,
phone 650-813-0192

THE BELL
June 2008
Published Sept-June
SIXTH DISTRICT PTA
California Congress of Parents and Teachers

SIXTH DISTRICT PTA/S.C.C.O.E.
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San Jose, CA 95131-2304
(408) 453-6536
VOLUME 11 ISSUE #4

THE BELL
Sixth District
PTA newsletter

President Barbara Spreng
Editor Wendy Akers-Ghose

**SC COUNTY OFFICE OF
EDUCATION PRINTING**

Official publication of
Sixth District PTA
Santa Clara Office
of Education
M/C 214,
1290 Ridder Park Drive
San Jose, CA 95131-2304

Phone: (408) 453-6536



That is what
learning is.
You suddenly
understand
something you've
understood all your
life, but in
a new way.

-Doris Lessing

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