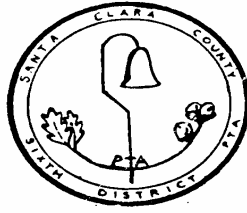


# THE



# BELL

Volume 11, Issue 5

“Working Together for All Children”

Summer 2008

*Save the Date*

## Fall Leadership Training



September 13  
Saturday Morning

Time and Location  
TBA

## Important Notice for ALL Units Concerning IRS Forms

Please note, this year all units must file IRS forms in November 2008 for the 2007-08 school year.

Please plan ahead.

## President's Letter

Barbara Spreng, 6th District President

### Oh, what a year it's been!

I know, I know....doesn't every year-end President's Message begin with an expression of amazement over how quickly the year has gone by? Well....never wanting to disappoint an audience... *Oh, my! I can't believe the first year of the two-year District PTA term has gone by!*

When a year passes by this quickly, I can often find myself focusing on the things that *didn't* get done. But as we look forward to the coming year, I find it much more motivating to focus on the things that *did* get done, to celebrate those accomplishments and to thank those who made it possible.

June, 2007 could be best described as a “reality check.” Incoming District Presidents received whirlwind training prior to the State PTA Convention, then returned to their home Districts to absorb what we had learned. As **Diane Foote**, Immediate Past 6<sup>th</sup> District President reassured me, “Don't worry. By your third year, you'll have the hang of it.” Problem is, it's a two-year term. At the end of my first year, I'm truly beginning to understand what she meant, and appreciate her wise counsel throughout the year.

Over the summer, Sixth District PTA Officers continued learning their new roles and planning for the future by establishing goals and planning Fall training workshops for PTA Unit Officers. Thanks to VP for Leadership **Katie Matice's** organizational skills, Training Days in September and May provided well over 200 local PTA leaders with important information and materials to better understand their roles and accomplish their goals.

In September, the Sixth District PTA partnered with the Santa Clara County Office of Education's annual Teacher Recognition event. In my remarks, I quoted author William Arthur Ward, who once said, “Feeling gratitude and not expressing it is like wrapping a present and not giving it.” It was my honor to give a “wrapped present” of parents' and students' gratitude for the Teachers of the Year...as well as their many wonderful colleagues... for their hard work, creativity and dedication.

The beginning of the school year is also the kick-off for year-round membership efforts. With slightly declining enrollment, Membership Chair **Richard Velasquez** provided training, encouragement and creative tips to assist local membership chairs throughout the county, working hard to

*(Continued on page 3)*

## **Letter from Charles Weis, Ph.D.** **Santa Clara County Superintendent of Schools**

I support PTA and will tell any parent/teacher organization that is not a PTA why they should convert. My main arguments are about financial/ insurance protections under the California State PTA umbrella, and unity of voice and consolidation of political power in Sacramento and Washington, D.C.

I suggest to all principals that they encourage their parents and teachers to join PTA, or start a PTA if one does not exist, at their school.

It is my belief that parent involvement in schools is essential to creating a great school. Organizations like PTA give the children a voice and the educators a partner in the success of the children. At the secondary level, PTSA gives the students a vehicle to exercise their voice. It is my belief that schools get better when they listen to students and parents. Parents get stronger when they belong to PTA and listen to their colleague parents and work closely with educators.

An added bonus to PTA is the relationships that can be formed between teachers and parents by working side-by-side in PTA. Often, teachers take on a different set of behaviors when they sit with PTA members to solve school problems. The all-too-common teachers' adversarial perspective does not seem as present when teachers and parents work

closely together.

I have been a member of PTA and the Tri-County Education Coalition (same member groups as the Education Coalition in Sacramento) for many years and served as president of that group at one time. PTA is a strong member of our group and we have built many positive relationships with PTA leaders at this coalition.

In addition, my office provides free office space and meeting rooms in our conference facility for the 12th District\* PTA leadership, meetings, and other events. I attend any meetings or events that I can and help give out awards when asked. I nominate educators for Honorary Service Awards and the like. We also provide any requested service that is within our areas of expertise.

As you can see none of these actions are unique nor special. But they are all part of strengthening parent involvement by supporting PTA.

*Dr. Charles Weis*  
Santa Clara County Superintendent of Schools

\*Dr. Weis wrote this article for the "PTA in California" March publication, while he was the Ventura County Superintendent. This article is reprinted with permission.

### **Barbara Emerich Scholarship Recipients**

Two very uniquely deserving young people were awarded the 6th District PTA 2008 Scholarships:

Amy Ramos will graduate from Milpitas High School and plans to study biological sciences at San Francisco State University. Her goal is to become a pediatrician. Amy had a traumatic childhood and that she states, is why most of her volunteer work has been directly helping small children. She spoke Spanish only until she was in second grade. Then she was taken away from her mother and put into foster care. She relates to students who have recently moved to the U.S. from Mexico. Amy writes, "When I was living in foster care, I not only had to learn English quickly, but I also learned the shame of being poor." Amy's attitude is "Giving time to other people is more valuable than even giving money."

Fremont High School senior, LaQuintin Cathey stated, "When I was a sophomore, I moved here from Tennessee to escape the path I was headed down." "Even though I had to leave my mother and my sister, I realized that in order to avoid becoming another statistic, I had to do it." Since his move, he has worked hard, with the result that he's received numerous awards and several other scholarships. For the past three years, LaQuintin has volunteered at Columbia Middle School's autistic preschool class assisting the teacher. He has tutored English Learning and AVIS students. This summer LaQuintin will be traveling to Nan, Thailand, to volunteer at an orphanage teaching orphans English. On his return he will study psychology at U.C. Santa Barbara

## President's Letter (cont)

Barbara Spreng, 6th District President

*(Continued from page 1)*

keep overall membership steady with enrollment. Half of our local units earned at least one membership award from the California State PTA. And in a true gesture of teamwork, Directory Editor **Wendy Akers-Ghose** stepped out of that role and repeated her role as *The Bell* Editor, ensuring this critical communication tool was produced, while VP of Communications **Lynn Magill** worked on the directory.

In October, Out-of-Council Coordinator **Chris Gray** and OC Team Members **Julia Rosenberg, Dinah Showman** and **Margot Harrigan** initiated contact with the 33 PTA units not affiliated with PTA Councils, and continued offering information, communication, guidance and support throughout the year. Their efforts were so appreciated by a former OC Unit President that **Monique Migdol** offered to join the team to ensure that other Out-of-Council units get the same great level of support.

November proved to be quite chaotic for Treasurer **Susan Canty**, who was swept up in a frenzy to ensure that all PTA units remained in good standing by submitting a minimum number of per capita dues. She was hard-working and dedicated to the task, always gracious.\* Auditor **Ernie Cortes** validated that, despite the occasional chaotic moments, the financial transactions were managed properly. Director of Legislation **Erwin Morton** arranged our annual Legislative Roundtable, facilitating a dialogue between local elected officials, their representatives and PTA leaders from Santa Clara County.

The PTA pace relaxed...a little... during the month of December, only to be jolted back into advocacy activities with the announcement of the Governor's proposed budget cuts to education. Since then, PTA has been resolute in its "**Flunk the Budget**" campaign, working to ensure that our

children, who did not create the financial crisis, should not have to pay for it.

We gladly welcomed past Executive Vice President **Joan Cooper** back to the board mid-year as she agreed to chair the Annual Luncheon held in February...and she's already thinking about how to make next year's luncheon even more fun!

In March, applications for the **Barbara Emerich** Scholarship started coming in. We're lucky to still have Barbara on board as VP Health/Community Concerns, but her contribution to selecting scholarship recipients, then visiting the schools to present the award, beautifully represents Sixth District's genuine commitment to youth and families.

Throughout the year, Secretary **Anne Westbrook** and Parliamentarian **Suzanne Montgomery** helped our meetings flow effectively and our records remain accurate and up-to-date. VP for Education **Laura Casas Frier** and Special Ed Chair **Stacey Ashlund** represented PTA at regional meetings and kept us informed of important issues, while **Catherine Vonnegut** made sure that the parent voice was heard on the county-wide School Emergency Preparedness Task Force. As President of the Santa Clara Valley PTA, **Marcie Brown** was a dynamic contributor at Sixth District PTA meetings and events.

When we faltered in recruiting a Reflections Program Chair, past Chair and VP Organizational Services **Suman Ganapathy** refused to let the Reflections program flounder. She reprised her role as Reflections Coordinator, with the help of **Roxane Mehta** and **Jessica Traynor**, and proudly presided at a May reception honoring over 100 students whose art entries earned them recognition at Sixth District; 22 of those entries were sent on to the State level.

Rounding out the Sixth District PTA team – and I do mean "team"-- were the wonderful Council Presidents who served as an important link between units and Sixth District: **Suman Ganapathy, Diane Straetker, Ernie Cortes, Michelle de la Ossa, Dan Bobay, Tom Gonzales, Diane Foote, Dan Dykwel, Andrea Wheeler and Anna Strauss**. They, and the rest of us, all benefited from Office Manager **Paula Traynor's** support and assistance.

I just returned from the National PTA Convention, where I was "elevated to tears" by the words of Maya Angelou, informed on the dangers of childhood obesity and the importance of fitness by CNN's medical correspondent Dr. Sanjay Gupta, and inspired by the energy and passion of Michael Geisen, 2008 National Teacher of the Year. As the convention closed, National PTA's newly-appointed CEO Byron Garrett movingly reminded us of why we spend countless hours in our many PTA roles....***Being a man or a woman is a matter of birth. Being a man or a woman who makes a difference is a matter of choice.***

I am exceedingly proud of and grateful for the opportunity to work side-by-side with my Sixth District colleagues who, by choice, have made a difference in the lives of children and families. Thank you for your service and support...have a wonderful summer!

*Barbara Spreng*

*Let's save Susan the stress next year by adhering to the deadlines: The first dues remittances of the year are due into Sixth District by October 1 and monthly thereafter; the insurance premium amount for 2009 will be announced in November and due to Sixth District by December 15. Additional deadlines are listed through this newsletter.*

## President's Checklist

- \_\_\_\_\_ Goals for the year
- \_\_\_\_\_ Theme for the year
- \_\_\_\_\_ Budget
  - \_\_\_\_\_ Create 2008-09 Budget
  - \_\_\_\_\_ Post 30 Days in advance of first General Meeting of Year
  - \_\_\_\_\_ Budget approved by membership    Date \_\_\_\_\_
- \_\_\_\_\_ Audit for 2007-08 completed
- \_\_\_\_\_ Bylaws
  - \_\_\_\_\_ Every member of the executive board should have a copy of the bylaws
  - \_\_\_\_\_ Bylaws renewed in last two years
- \_\_\_\_\_ Delegate duties of Officers and Committee Chairpersons
- \_\_\_\_\_ Provide PTA Council/District with roster of new board.
- \_\_\_\_\_ Publications...State/National
- \_\_\_\_\_ Calendar of Events for the Year
  - \_\_\_\_\_ Create
  - \_\_\_\_\_ Approved at a General Meeting    Date \_\_\_\_\_
- \_\_\_\_\_ Monthly Program Schedule
- \_\_\_\_\_ Membership Drives
- \_\_\_\_\_ Fundraising Plans
- \_\_\_\_\_ Read and Know State/National PTA Handbooks
  - \_\_\_\_\_ Toolkit
- \_\_\_\_\_ Monthly PTA Council Program Schedule (in-council units)
- \_\_\_\_\_ Newsletter
- \_\_\_\_\_ Awards
- \_\_\_\_\_ Apply for Grants
  - \_\_\_\_\_ November 15— Deadline for CA State grants
  - \_\_\_\_\_ Outreach Translation Grants for Units, Councils and District PTAs
- \_\_\_\_\_ Distribute phone number and email list
- \_\_\_\_\_ Special Projects
- \_\_\_\_\_ Update or start Procedure Book
- \_\_\_\_\_ Request any additional information needed
- \_\_\_\_\_ Give each officer/chairperson a copy of the Toolkit section that covers their office/job.)
- \_\_\_\_\_ READ, read, read... all the information available (and share it!)

*Adapted from Mississippi PTA form*

## Treasurer Checklist

### Treasurer Beginning-of-the-Year Checklist

The following checklist will help facilitate the 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 2007-08 school year (if required). ***Please note, this 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.

### Tips for Local Units

#### Checks

- The PTA's checking account should require TWO signatures on all checks. Why? It limits the potential for honest errors, fraud or abuse by providing a system of checks and balances. After both people have signed a check, if possible copy the check before sending it.
- THREE board members should have signature rights, usually the president, the treasurer and one more person. Why? Say the PTA needs to reimburse the president, but only the president and the treasurer may sign the checks. How may the president sign a check made payable to herself?

#### Counting Money

- At least TWO people should count money. Again this is a procedure to protect against honest mistakes, fraud or abuse. This means at least two people should count every piece of money. For instance, persons A & B might count the "paper money" and persons C & D count the change or persons A & B might count all the money.

#### Audit Books Yearly

- This should be done at the end of the school year before the books are handed over to the new treasurer.

#### Are the bylaws for your PTA unit up-to-date?

- Bylaws are the guidelines for how your PTA operates. Bylaws should be formally reviewed every year and updated to the newest format every two years. They need to be current so you're following the most up to date PTA and IRS guidelines and they need to reflect how your PTA really operates. For example: if your bylaws call for 3 vice-presidents and you only have one – your bylaws need to be updated; if you've changed your dues or meeting dates – your bylaws need to be updated. This applies to councils as well as units.
- Every member of the executive board should have a copy of your bylaws.

# Membership

## Your Back-to-School Membership Drive Checklist

- Develop a team specifically to recruit new members.
- Develop a plan for the entire year for attracting new members and retaining current members.
- Establish goals that are ambitious, but attainable.
- Assign specific tasks to team members and dates for their completion.
- Make everyone feel welcome and provide ongoing training.
- Model inclusiveness, particularly on your membership committee. Your PTA should mirror the demographics of your community.
- Make use of key resources, membership brochures, and information on PTA websites ([www.capta.org](http://www.capta.org) and [www.pta.org](http://www.pta.org) which includes National PTA's Great Idea Bank).
- Develop a membership brochure that provides local, state, and national benefit information. Include contact information so interested individuals can contact your PTA about joining.
- Take advantage of back to school enthusiasm. Draft a letter or invitation from your president for use in direct mail campaigns, newsletters or to be handed out at school/community events inviting attendees to become members (see the "Guidelines for an Invitation Letter"). Prepare a "why you should join PTA" presentation and sell the value of PTA membership.
- Use every PTA or appropriate school event to recruit members. Have a membership table and materials at every school and PTA event.
- Make it easy for new people to join by **asking** them to become members.
- Design a visual representation of your growing membership for display at your school, and publish or announce your membership count in newsletters.
- Include articles about membership and a clip-out membership form in every issue of your newsletter or the school newsletter throughout the year.
- Collaborate with other PTAs that have been successful in their membership efforts to identify best practices you can use in your PTA.
- Evaluate and update your plan by seeking feedback from members about their reasons for belonging (or thinking about leaving).
- Celebrate your membership growth!

*Membership Committee  
California State PTA  
The Communicator July 2007*

## Why Join PTA?



### The top 3 reasons that members join PTA.. .

1. "I join PTA to be involved in my child's education."
2. "I join to work with teachers."
3. "I join to be a positive role model for kids."

## Why PTA?

### The top 3 things parents say that PTA does best ...

1. "PTA is effective in improving my child's education."
2. "PTA works to make schools safer for children."
3. "PTA has a positive impact for all children, not just my own."

*Reprinted from  
the Communicator-  
October 2004*

## Membership/Historian

### Membership Deadlines

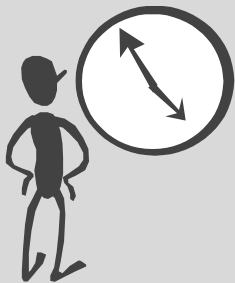
**Membership remittances need to be submitted through "channels" on a regular and timely basis.**

- Oct 1**      **Early Bird**              15 Members (minimum)
- Oct 17**     **Chairman's Club**    50 Members (minimum)
- Nov 3**      **First required remittance**    15 Members (minimum)  
*Per capita should be remitted at least monthly and continue to extend invitations for members throughout the year!*
- Jan 5**      **My PTA/PTSA Award application**  
for Creative Membership (*must be member of Chairman's Club*)
- Mar 2**      **Final remittance** – all remaining Memberships  
All memberships received on or after April 1 count in determining membership totals for the following year.

*Richard Velasquez  
6th District Membership Chair*

### **Membership Remittances** \*: Award Certificates awarded to units who qualify

- **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.
- **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 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.
- **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 members of Chairman's Club. (Get the application at the state PTA web site [www.capta.org](http://www.capta.org))
- All memberships received in the California State PTA office on or after April 1, 2009 will be counted in determining membership total and awards for 2009-2010



### Historians Make Every Minute Count

The historian assembles and preserves the record of activities and achievements of the PTA and assists the president in preparing the annual report. Start collecting information and volunteer hours every month.

# Secretary

## Tips for Recording the Minutes

- Use a bound book for permanent storage. As an alternative for computer-generated minutes, a printed copy, with corrections noted, may be bound at the end of the year for storage.
- Write minutes directly into the bound book or paste typewritten or computer generated minutes into the book.
- Number pages in consecutive order.
- Keep minutes from all meetings of the executive board, executive committee, and association in the same minute book.
- Record minutes that are brief, yet contain all important information needed to check past proceedings.
- Record what is done, not what is said.
- Do not reflect the secretary's personal opinion about anything that is said or done.
- Record the business in the order it happened.
- Record minutes in paragraph form or by department/subject headings.
- Write minutes immediately following the meeting.
- Leave a wide margin in the book to allow space for corrections.
- Send an advance copy of the minutes to the president as soon as they are completed.
- Use motion forms to ensure accurate wording of all motions. Motion forms may be numbered to keep track of actions. While taking notes, simply write motion # 5, carried or failed. Amendments can be lettered, e.g. # 5a. Refer to the motion form for specific wording when completing the minutes.
- Record all motions except those withdrawn, all points of order, and appeals.
- Record the name of the member who introduced the motion and the results of the vote (carried or lost).
- Do not record the name of a person who offered the second.
- Record a ballot vote as follows: number of eligible votes, number of affirmative votes (ayes), and number of negative votes (nos). For an election, include the name of the nominees and the number of votes each nominee received. A motion to destroy the ballots is in order.
- Visit the California State PTA website ([www.capta.org](http://www.capta.org)) for more helpful hints for secretaries.

# How is the Secretary Involved in Financial Transactions?

## Information That Can Be Used Immediately For Smooth Financial Transactions: The Authorization Procedure

As PTA Units/Councils sail through the year, financial issues may present some choppy waters.  
Read below to clarify what you need to do and how & when you need to do it!

**The standard Unit bylaws require that the Expense Authorization Form be signed by the association president and secretary.** Unless the bylaws have been amended, the Secretary prepares the authorization form. A separate authorization form may be found in the Toolkit in the Forms Section.

As a practical procedure, most units have added the president and secretary signature lines to the bottom of the expense reimbursement form (see sample on the side or at [www.capta6.org/forms/6thReimbursementForm.doc](http://www.capta6.org/forms/6thReimbursementForm.doc) ). In addition, at [www.capta.org](http://www.capta.org), in the Toolkit (under Forms) is another version.

Many units have also added a standing rule to their bylaws that allows the person requesting reimbursement to initiate the Reimbursement/Authorization Form.

**After approval by the association, the Payment Authorization Form permits the treasurer to write checks.** A payment authorization, with bill, receipt, invoice, or expense statement attached, must be prepared for EACH CHECK WRITTEN. The Authorization may be signed by the president and secretary, once the funds have been released by the association. When the treasurer is presented with expense reimbursement form, the secretary and president sign the authorization form and a check may be written immediately.

**If the association voted to authorize an expenditure in advance, it is not necessary to wait until the next association meeting to reimburse monies.** Make sure to have the president and secretary sign the authorization form once the checks have been ratified.

**The secretary's signature is necessary because it shows that the expense has been authorized or ratified in the minutes.** Given that the president usually signs most checks it may be more practical to sign the check and the authorization form at the same time.



**Remember do not sign blank checks** and everyone signing a check should review the supporting documents for a check. And, of course all other requirements of check signers (like not being related) must also be followed.

### Request for Reimbursement SAMPLE

Make Payable To: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, Zip Code: \_\_\_\_\_

Phone # \_\_\_\_\_

**Total Requested \$** \_\_\_\_\_

\$ Amount	Account Credited	Reason
_____	_____	_____

**Comments:** \_\_\_\_\_

**Mail to:** Treasurer

President's Approval: _____	Check Date _____
_____	Check # _____
Secretary's Approval: _____	Check \$ _____
_____	

## 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**

*Per capita should be remitted at least monthly  
and continue to extend invitations for members throughout the year!*

### 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

## Information

### 6th District PTA Board 2007-2009

#### Elected Positions

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

#### Appointed Positions

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

If you'd like to volunteer for an open position, please contact Barbara Spreng at [president@capta6.org](mailto: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](mailto: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 6<sup>th</sup> District PTA newsletter, full of valuable information on what is happening in 6<sup>th</sup> 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>
September	tba

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

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SIXTH DISTRICT PTA  
California Congress of Parents and Teachers

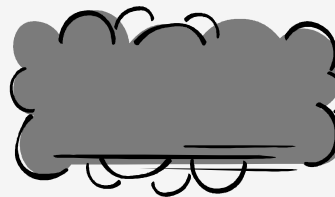
SIXTH DISTRICT PTA/S.C.C.O.E.  
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PTA newsletter

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Rest is not idleness,  
and to lie sometimes  
on the grass on a  
summer day listening  
to the murmur of  
water, or watching the  
clouds float across the  
sky, is hardly  
a waste of time.

- John Lubbock

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