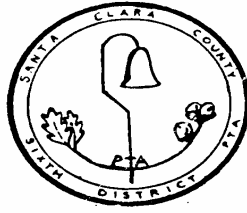


# THE



# BELL

Volume 12, Issue 5

“Working Together for All Children”

Summer 2009

*Save the Date*

### **Fall Leadership Training**

Saturday, September 26  
8:30 am—12:30 pm

Santa Clara County  
Office of Education  
1290 Ridder Park Dr.  
San Jose 95131

### **Attention Council and Unit Presidents**

Please work together with your Historian on collecting volunteer hours for the year. This is a critical year to tally up volunteer hours to prove how much is being done for our schools without pay.

Final tally for volunteer hours for the 2008-2009 are now due.

Please remit and include your school's name and council.

Please send the information to: [historian@capta6.org](mailto:historian@capta6.org)

Thanks,  
*Diane Straetker,*  
6th District Historian

### **Barbara Emerich Scholarships Awarded**

Twenty nine (29) young people applied for Sixth District PTA's Barbara Emerich Scholarship 2009. All of the applicants are unusually caring young people. The committee's decisions were not easily made but the recipients of this year scholarships are:

Patrice Lin, Monte Vista High School, Cupertino, in her sophomore year approached the Special Education Department staff to request "an opportunity to create a program that united my high school's special education students with the general education population." Thus began OHAMA, which means "family" in Hawaiian. Patrice spoke of the satisfaction she received in seeing the special education students benefit from the contact with a regular student (buddy). She stated that the "greatest reward came from being a volunteer buddy herself." Patrice plans to study nursing and healthcare management in college.

Erik Ramos came to the United States at the age of 12 and did not speak a word of English. By the time he was a sophomore at Los Altos High School, he was mainstream. He is proud of himself because he is the first person in his family to attend college and because he is an example to be followed by his siblings and younger family members. His community volunteer service has been at Lytton Gardens in Palo Alto, where he participated at the senior community center. Besides helping the seniors with their art work, he also "visited some of the folks that rarely had any visitors. I would go and talk to them so that they would not feel lonely while being at the center." Erik also volunteered at the high school as a peer tutor in a program created by the Latino Student Union Club. He will be going to Chico State University where he plans to study Computer Engineering.

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

### Career Technical Education Provides Pathways for the 21st Century



It's often said that if you're not on a path, you're wandering – and for many students, especially in middle and high school, that's an unfortunate truth.

While parents and educators want to prepare young people to live independently, doing work they love, our efforts to

acquaint them with rewarding career paths have been lacking. In fact, the age at which most youth become independent has been edging upward in part because our education system has emphasized academics apart from the world of work. Too many students graduate from college *still* unsure of how they want to earn a living. In a highly competitive global economy, that uncertainty puts our young people at risk.

Career technical education aims to remove that risk and put our students on a path to more focused study and a productive career. Unlike narrow vocational programs of the past, new career technical education (CTE) programs teach rigorous academic concepts in a context that better prepares students for college and a wide range of 21<sup>st</sup> century careers.

California has taken the lead in developing CTE curriculum standards for grades 7 – 12 that are organized into 15 industry sectors – including agriculture and natural resources, arts and entertainment, building trades and construction, education and family services, engineering and design, finance and business, health and medical technology, information technology, transportation, and more.

Each sector has several “career pathways,” providing 58 pathway options in total. The health sector, for example, has pathways to work in biotechnology research, diagnostic services, informatics, support and therapeutic services. An energy and utilities sector provides pathways to environmental technology, and public utilities, among other fields. Each pathway prepares students to meet state academic *and* technical standards and to pursue postsecondary coursework related to their career of choice.

Making wise, well-informed choices is a major benefit of career technical education. Another benefit comes from tapping into the career aspirations of students: when they connect *why* they are learning with *what* they are learning, they are more likely to work hard in school. Yet another benefit of CTE is that early exposure to careers clarifies and de-mystifies career options early-on. Students learn about the nature of the work, the skills

needed, the type of education or training preparation required, the salary to expect, and where and how employment can be found.

While students of the past were often familiar with only a handful of career options (teacher, doctor, lawyer, etc.), students today can get an early introduction to hundreds. While career academies and Regional Occupational Programs typically served only a small segment of students, CTE-based programs now can prepare *all* students for college and careers.

Integrating career technical education into the curriculum is a relatively new but essential component of school reform in California. At the County Office of Education, we are enthusiastically supporting the CTE efforts of our local schools, and we just received a state grant to develop a model CTE distance learning program.

To maximize the benefits of CTE, we need the help of parents and our business and community partners. We need people working in all industry sector professions to:

- visit classrooms as guest speakers;
- provide job shadow opportunities;
- host field trips to business and work sites;
- simply have career-focused conversations with students about their work and how their education prepared them for it.

We need to expose students to a full range of career options and the rewards and demands they can reap from the world of work. Then they can choose a path that's best suited to their interests, abilities and aspirations.

Most people change jobs a few times in their working life, but few change their field or career path. Thus few tasks are more important for parents and educators than introducing students to all career opportunities available to them. Studies show that young people who take CTE classes are more engaged in school, and more likely to stay in school, graduate, and obtain a postsecondary education than those who do not. In short, career technical education turns kids on to school and prepares them for the global economy of the 21<sup>st</sup> century.

For more information on career technical education, go to the County Office of Education Web site at [www.sccoe.org](http://www.sccoe.org). Click on Resources for Teachers – CTE. For activities that schools can pursue to support CTE, go to <http://www.khake.com/page94.html>.

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

## President's Letter

Barbara Spreng, Sixth District President

During my term as Sixth District PTA President, I didn't have a theme, per se, and I don't know if Richard will, either. But thanks to Julia Rosenberg's ingenuity, we definitely had an identity at the recent State PTA convention. With our colorful San Jose Sharks hockey team logo-covered shirts, Sixth District delegates made sure that visitors from around the state knew they were in Sharks Territory.

The convention experience was still fresh in my mind as I contemplated the installation of new officers, so I started to think about the traits and behaviors of SHARKS and how they might apply to this ceremony. With a little research, I learned that...

- Sharks come in a wide range of shapes, sizes, colors and personalities.
- They have no bones, only cartilage.
- Sharks normally don't attack people.
- They sometimes congregate in larger groups...but when frenzied, they attack everything, including each other.

So how does this apply to this esteemed group of new leaders? During your term, I hope you'll emulate sharks....in the best possible ways:

- Even though sharks are varied, each contributes to their eco-system in unique ways. I hope you value each other's uniqueness and what you have to contribute toward your joint efforts.
- Obviously, humans do have bones, but like sharks, may you be lean, tough and flexible.
- Sharks are usually not aggressive and don't attack unless provoked. Trust that others mean you no harm and be slow to assume ill-intent.
- Do congregate in larger groups, as often as possible, in order to support and learn from one another. Calm and soothe frenzied behavior to avoid killing each other.

What else do we know about sharks? They know what they want, they know where to find it, and they are focused, tenacious, and not nearly as scary as their reputation. Nonetheless, they don't stop until they get the job done.

I have some small tokens [two balls and a plastic shark figure] for you to keep on your desk, in your purse or briefcase or wherever you might see them regularly to remind you of your "inner shark." When you've got lots of balls in the air, in danger of being dropped...look at the little shark...breathe....and think to yourself, "What would a shark do?" Remind yourself....

- My colleagues and I all have something of value to contribute to our community of sharks.
- My bones will not break if I am flexible; toughness and flexibility can safely co-exist.
- We will do our best work if we trust one another and don't bite.
- We benefit by working together, as a team, and supporting each other in times of stress. Avoid the frenzy.
- We will accomplish our goals if we focus on what's important, utilize the resources at our disposal, and always move forward with clarity of purpose.

Because it is sometimes hard to know where you want to go if you don't know where you've been, I also present this gift to Richard: a book, *The PTA Story: A Century of Commitment to Children*. I have often drawn inspiration from the wisdom, courage and vision of PTA's founders, as well as the amazing accomplishments in the many years since the organization's founding. I hope the same for you.

To Richard and his school of sharks....I wish you great success in your term and pledge to help and support your efforts as best I can. Congratulations....and smooth waters ahead!

With my warmest regards,  
*Barbara Spreng*  
2007-2009 President  
Sixth District PTA

*Text from the  
Installation of 2009-2011 Sixth District PTA Officers  
May 30, 2009*

## Health and Community Concerns

Do you know that suicides are among the leading causes of deaths of teenagers? Communication with teenagers and awareness of troubled ones is vital. All young people need someone to whom they can confide. Be aware of changing behavior. It may be normal and then....again it may not be.

SAFE KIDS, (Santa Clara County, San Mateo County) is a group that alerts people to hazards for children and has done a fine job of working with hospitals and child care groups regarding car seats. As summer activities occur, emphasis is on Water Safety. Two-thirds of drowning occur in home pools. Insufficient barriers and lack of barriers to doors leading to the outside can cause problems. But the greatest cause is LACK OF ADEQUATE SUPERVISION. Fountains, fishponds and buckets outside can be problem areas. If a child likes water, know he'll play in the toilet. SUPERVISION is the key to preventing drowning.

Your auto undoubtedly has seat belts. But do you wait to start your car until you know that each person has the seat belt where it belongs? Sometimes we are in too much of a hurry to check. Take your time and check.

*Barbara Emerich*  
Sixth District Health and Community Concerns  
650-948-3666  
Careevol@aol.com

## Checklist for a Healthy PTA Unit

### CHECKLIST FOR A HEALTHY PTA UNIT

#### Membership Enrollment

- Is an initial membership campaign held toward the beginning of the school year?
- Are continuing opportunities provided for parents and staff to join? (Membership is year-round.)
- Is membership per capita sent through channels at least monthly and by deadlines?

#### Minutes

- Is an attendance record kept for all meetings?
- Are minutes kept for all meetings?
- Are all action items recorded, including approval of budget, all expenses and all fundraising activities?

#### Bylaws

- Are bylaws reviewed yearly and updated (sent through channels for approval) every two years?

#### Financial Procedures

- Are financial procedures in accordance with recommended PTA policies and procedures?
- Is the budget approved and actual revenues and expenditures compared at least quarterly?
- Is the insurance premium and the workers comp form/remittance sent in by deadline?
- Are all checks signed by two authorized officers? And are all expenditures properly authorized?

#### Treasurer's Reports

- Are written reports presented/filed monthly? Are balances, receipts and disbursements recorded in the minutes each month?
- Is each check approved/ratified and listed?
- Are reports presented at both executive board and association meetings?

#### Audits

- Are audits prepared and adopted in accordance with the bylaws and PTA financial procedures?
- Are audits conducted at least twice a year? And whenever there is a change in check signers?

#### Annual Reports

- Are volunteer hours being recorded?
- Are annual reports filed by the deadline?

#### Leadership

- Do members of the executive board work well together?
- Does the PTA attract and retain new leadership?
- Are new, qualified candidates nominated for office each year?
- Do leaders attend council/district PTA meetings and take advantage of training opportunities?
- Do leaders communicate effectively with members?

*Leadership Commission*  
California State PTA [www.capta.org](http://www.capta.org)  
*The Communicator* January 2008

## President's Checklist

- \_\_\_\_\_ Goals for the year
- \_\_\_\_\_ Theme for the year
- \_\_\_\_\_ Budget
  - \_\_\_\_\_ Create 2009-10 Budget
  - \_\_\_\_\_ Post 30 Days in advance of first General Meeting of Year
  - \_\_\_\_\_ Budget approved by membership Date \_\_\_\_\_
- \_\_\_\_\_ Audit for 2008-09 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.

## Get Organized – Try This ‘To Do’ List

### Upon Election/Summer

- Preliminary budget prepared, get authorization for summer expenditures
- Distribute current PTA materials to the appropriate officer/chairman
- Be sure officers/chairmen receive procedure books
- Prepare for back to school activities
- Check with council/district for meeting schedules and training opportunities; add all due dates to your unit calendar
- Make sure that outgoing treasurer files appropriate 990 tax return

### August/September

- Prepare for the first association meeting; remind officers of their roles in the meeting. Secretary needs minutes from prior association meeting for approval, treasurer needs to present budget and treasurer report, auditor needs to present year-end audit report for the preceding fiscal year.
- Remind treasurer to remit per capita monthly with proper paperwork

### October-December

- Forward proposed resolutions in time for action by council/district
- Remind treasurer to remit per capita, insurance premium and Workers Compensation Annual Payroll Report
- Financial officers should be preparing for the mid-year audit

### January/February

- Conduct election of nominating committee at an association meeting
- Prepare for Founders Day program; may include Honorary Service Award presentations
- Remind treasurer to remit final per capita through channels to meet the final membership dues deadline
- Begin planning for convention representation

### March/April

- Conduct the election of officers at the annual meeting; forward new officer information through channels
- Work with the historian on the Annual Report; be sure treasurer prepares Annual Financial Report
- Begin transition with president-elect
- COMPLETE THE JOB

### May/June

- Prepare for the final association meeting; include motions to approve preliminary budget and authorize executive board to pay summer bills; appoint committee to read and approve minutes of last meeting
- Be sure treasurer prepares annual financial report after close of fiscal year
- Financial officers gather records for the year-end audit to be conducted after the close of the fiscal year
- Finish procedure book and present to president-elect; follow up with officers/chairmen for same
- Work with the president-elect to plan an installation
- Be available for advice—**when asked**.

## Sixth District PTA Board of Directors 2009-2011

<b>President</b>		Richard Velasquez
<b>Executive VP</b>		Suman Ganapathy
	OOO Team	Diane Foote
	OOO Team	Cory San Filippo
	OOO Team	Melissa Baten-Caswell
	OOO Team	Ernie Cortes
	OOO Team	<i>Open</i>
<b>Recording Secretary</b>		Anna Strauss
<b>Treasurer</b>		Tami Borba
<b>Auditor</b>		Peggy Switchchenko
<b>1st VP - Membership (Conv)</b>		<i>Open</i>
	Membership Team	Martha Argandar-Rosales
	Membership Team	<i>Open</i>
	Membership Team	<i>Open</i>
<b>2nd VP - Leadership</b>		Susan Canty
	Leadership Team	Marcie Brown
	Leadership Team	<i>Open</i>
	Leadership Team	<i>Open</i>
<b>3rd VP - Commo</b>		Michelle McIntyre
<b>Comms Team</b>	The Bell	<i>Open</i>
	Directory	<i>Open</i>
	Webmaster	Erwin Morton
<b>4th VP - Org Services</b>		Farah Galvan Theissen
	Reflections Team	<i>Open</i>
	Reflections Team	<i>Open</i>
	Reflections Team	<i>Open</i>
	Convention Chair	<i>Open</i>
	Com Svc Scholar	<i>Open</i>
	Annual Luncheon	Diane Straetker
<b>5th VP - Ed &amp; Parent Ed</b>		Erwin Morton
	Special Ed	<i>Open</i>
<b>6th VP - Health &amp; Com Concerns</b>		Linda Lenior
<b>H&amp;W Team</b>	Community Concerns	<i>Open</i>
	Fit for Learning	<i>Open</i>
	Children's Shelter	<i>Open</i>
	Emergency Prep	Catherine Vonnegut
<b>Historian</b>		Diane Straetker (temp)
<b>Director of Legislative Action</b>		Mary Eicher
<b>Parliamentarian</b>		<i>Open</i>

<b>Event Chair</b>	<i>Open</i>
<b>SCV PTA President</b>	Diane Foote
<b>Immediate Past President</b>	Barbara Spreng
<b>Office Manager</b>	Paula Traynor
<b>6th District Council Presidents</b>	
<b>Cupertino/Fremont/Sunnyvale</b>	Julie Darwish
<b>Evergreen</b>	Laura Quisenberry
<b>Fremont McKinley</b>	<i>Open</i>
<b>Los Altos/Mountain View</b>	Lesli Downey
<b>Milpitas</b>	Sally Minor
<b>Mt Pleasant</b>	Monica Perez
<b>North Valley</b>	Farah Galvez Theissen
<b>Out of Council</b>	<i>Open</i>
<b>Palo Alto</b>	Terry Godfrey
<b>San Jose Unified</b>	Lynne Wach
<b>Santa Clara Unified</b>	Anna Thompson

### Sixth District Proposed Meeting Schedule for 2009-2010

<b>DATE</b>	<b>START</b>	<b>END</b>	<b>PLACE</b>
7/13/2009	11:30 am	1:30 pm	SCCOE
8/17/2009	6:30 pm	8 pm	SCCOE
8/20/2009	8/23/2009	3 Day—PTAU	UC Davis
9/21/2009	11:30 am	1:30 pm	SCCOE
9/26/2009	8:30 am	12:30 pm - Fall Training	SCCOE
10/19/2009	6:30 pm	8 pm	SCCOE
11/16/2009	11:30 am	1:30 pm	SCCOE
12/14/2009	6:30 pm	8 pm	SCCOE
1/18/2010	11:30 am	1:30 pm	SCCOE
2/22/2010	6:30 pm	8 pm	SCCOE
2/24/2010	11:30 am	1:30 pm—Annual Luncheon	TBD
3/15/2010	11:30 am	1:30 pm	SCCOE
3/20/2010			
4/29/2010	5/2/2010	4 Day—CA State Convention	SAC
4/19/2010	6:30 pm	8 pm	SCCOE
5/17/2010	11:30 am	1:30 pm	SCCOE
5/TBD/2010	8:30 am	1:00 pm—Spring Training	SCCOE
6/7/2010	6:30 pm	8 pm	SCCOE

## Treasurer's Calendar for 2009-2010

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, Treasurer, outgoing  
Tami Borba, Treasurer, incoming  
Sixth District PTA

### Membership Per Capita Deadlines

#### Early Bird Award

Due Date to 6th District Office: October 16

Recommend Unit to Council Deadline: **October 1**

#### Chairman Award (minimum of 50 members):

Due Date to 6th District Office: November 4

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 23:

2009/10 Budget

2008/9 Annual Report

Audit report for period ending 6/30/09

Tax return: 990/990EZ (no later than 11/15)

### 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    January 20 (no later than)

Workers Comp        January 20 (no later than)

Recommend Unit to Council Deadline:

General Liability    January 8

Workers Comp        January 8

## Information

### FINANCIAL RED FLAGS

- No treasurer's reports at executive board or association meetings.
- Reports are given orally with written information to be provided "later."
- Treasurer's reports list only general categories without sufficient detail.
- Treasurer misses meetings and reports are not provided in his or her absence.
- Bank statements sent to treasurer's or president's house rather than the school.
- Only one person counting money; no cash verification sheets.
- Only one person signing checks; only one person on bank signature card.
- Signing blank checks.
- Receipts not attached to Payment Authorization Form(s)
- Inability of treasurer or chairman to say how much money the fundraiser made.
- Unapproved budgets or yearly calendars.
- Audits not performed as scheduled.
- Bank statements not reviewed by a non-check signer.
- Inquiry calls by concerned parents, teachers, or principal.
- Board unfamiliar with unit bylaws payment authorization procedure.
- Failure to provide a year-end audit on request.

### Financial Situations to Avoid

- School staff member as treasurer or president.
- Principal who wants projects funded without going through the approval process required by PTA.
- Fundraising projects that will benefit a board member financially are strictly forbidden.
- Encumbering future boards by paying for salaries for on-going staff positions.
- President writes the checks because the treasurer has no experience, is unavailable, etc.
- Consistently paying per capita/insurance late or not at all.
- Lack of/incomplete minutes, particularly in matters involving use of funds; no motions releasing funds or approving expenses
- Banks that do not return processed checks (or copies of such.)

*Leadership Commission  
California State PTA www.capta.org  
The Communicator January 2008*

### 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 will close for the summer on June 26 and  
reopen on August 5, 2009.**

During the school year the office is open Wednesday,  
Thursday and Friday from 10:00 am to 4:00 pm.

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 Michelle McIntyre.

#### 2009-2010 Bell Deadline Dates

<u>Issue</u>	<u>Deadline</u>
August	tba

Please send article submissions to:  
Michelle McIntyre at  
michellemcintyre2000@yahoo.com

THE BELL  
Summer 2009  
Published Sept-June  
SIXTH DISTRICT PTA  
California Congress of Parents and Teachers

SIXTH DISTRICT PTA/S.C.O.E.  
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San Jose, CA 95131-2304  
(408) 453-6536  
VOLUME 12 ISSUE #5

**THE BELL**  
Sixth District  
PTA newsletter

**President Barbara Spreng**  
**Editor Wendy Akers-Ghose**

**SC COUNTY OFFICE OF  
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1290 Ridder Park Drive  
San Jose, CA 95131-2304

Phone: (408) 453-6536



"Anyone who stops  
learning is old,  
whether at 20 or 80.  
Anyone who keeps  
learning stays  
young."

*Henry Ford*

**The Mission of  
the PTA**

- To support and speak on behalf of children and youth in the school, in the community, and before governmental bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect children;
- To encourage parent and public involvement in the public schools of our nation.