

12th District PTA

POINSETTIA

Aug/Sept 2018

The mission of the Board of Managers of the 12th District PTA is to serve, train, strengthen and empower its councils and units.

You can check out our website at www.12thdistrictpta.org for more information.

Can you believe it's back to school time!



Welcome to the 2018-2019 PTA term!

Whether you are a returning president or new this year, don't forget to make a plan for the year. Sit with your principal and school calendar to plan events. Make plans with your new board on what you want to accomplish this year. Do you want to add a new program, increase membership or make changes to your fundraisers? What is needed to accomplish those goals?

I also want to take this time to remind past presidents to allow your new presidents to find their own way. Just because they do things differently doesn't mean you did them wrong or they are doing it wrong. Trust they can do the job your association voted them in to do. You are still a valuable asset on the board. New presidents will look to you for past experience if they don't feel you are running the board from the sidelines.

Lastly, make sure you don't miss deadlines getting your financial paperwork finished that all non-profit leaders must complete. However,

we hope you are able to commit most of your time supporting the students at your school. If you do run into any difficulty filling out those pesky documents, your council and 12th District PTA are here to provide you support.

Happy 2018-2019

Michelle Dearman
12th District PTA President

Auditor

Don't forget that the end of the year audit (January 1 - June 30) is due. You must present it to your executive board first and then adopt it at the first association meeting of the year. New treasurers should not be writing checks until the audit has been completed! You must upload a copy of the completed audits (if you have multiple accounts, each must be audited and then uploaded as a single PDF) into PTAEZ or sent directly to the 12th District PTA by October.

If you need assistance or have questions, please email [Laura Ann Hawk-Loya](#), our 12th District Auditor, and she will be happy to help you!

Birthdays



Let's wish everyone below a very happy birthday!

August

< 15 years

Juan Lagunas Soria PTA	8/12/2009
Mesa Verde Middle School PTSA	8/17/2005

15+ Years

The Environmental Academy of Research Technology and Earth Science PTA	8/19/2002
Driffill PTA	8/26/1999

25+ Years

Emilie Ritche Elementary PTA	8/18/1992
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35+ Years

Westlake High School PTSA	8/31/1982
Adolfo Camarillo High PTSA	8/12/1981
Sequoia Middle School PTA	8/28/1979

50+ Years

Buena High PTSA	8/22/1961
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September

15 Years

Thurgood Marshall Elementary PTA	9/30/2003
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15+ Years

Rio Del Norte PTA	9/26/2001
Citrus Glen PTA	9/07/1999
Richard B. Haydock Intermediate PTSA	9/22/1998
Norman R. Brekke Elementary School PTA	9/24/1998

25 Years

Santa Susana High School PTSA	9/09/1993
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30+ Years

Oak Hills Elementary PTA	9/09/1988
Ventura High PTSA	9/14/1988
E.P. Foster Elementary PTA	9/29/1987
Knolls Elementary PTA	9/23/1986

100+ Years!

ATLAS PTA	9/19/1917
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Health/Community Concerns

Visit [CAPTA's Community Concerns](#) page for information on topics like, suicide prevention, bullying prevention, foster youth, LGBTQIA+, cyber safety and much more! And don't miss out on [The Pulse: California State PTA's Health & Community Concerns Newsletter](#) for important information on these and other health and community concerns topics. You can also [sign up](#) on the mailing list to have it sent directly to you. Also check out the "Upcoming Events" section of this newsletter for information on the NAMIWalks happening this October.

Historian

If you haven't had a chance to start your binders for the upcoming year, now is the time! Throughout the year be sure to add copies of flyers, pictures of PTA events and occasions, and any other relevant activities of your PTA, in addition to the tracking of your unit's/council's volunteer hours.

Membership

Involving Students

Student involvement is the active inclusion and effective participation of students of all ages in the work of the PTA/PTSA association. California State PTA encourages and promotes full student participation in PTA/PTSA leadership, planning, events, and programs. The below ideas are being shared from the CAPTA website, [click here](#) for additional CAPTA membership recommendations and information.

Student Involvement Committee

The formation of a student involvement committee with student and adult members generates and sustains the active participation of student members. The work of the committee includes:

- Surveying students and the school community to determine what type of activities would encourage more student involvement, and to determine student needs and concerns.
- Developing a plan and calendar based on survey results for activities, events and programs that meet students' needs and foster more student involvement.
- Allowing students to have an active voice by seeking input and feedback from all students.
- Partnering with school clubs, PTAs or community organizations to co-sponsor events, programs or activities of interest and relevance to students.

Students Membership Rights and Responsibilities

Students, upon payment of full membership dues, have all membership privileges and responsibilities. A student may serve in any PTA/PTSA office. All officers, adults and students alike, must perform duties of the office as outlined in the bylaws.

Financial Procedures for Student Leaders

- **Checking Accounts** – Students may be signatories on the PTA/PTSA account as long as they have been approved as one of the signatures by the association and it has been noted in the minutes of the association.

- **Contracts or Binding Procedures** – All contracts or binding commitments of the association must always be approved and voted on by the association in accordance with PTA policy. If a student under the age of 18 is a signer, the other signer must be an adult. (see [Contracts](#))

Parliamentarian

Bylaws

Your council will be contacting you if you need to update your bylaws this year. Even if you don't need to update them, you should still do an annual review to make sure they are still current, especially what you are charging for dues! If you have any questions about how to update them, please contact [Laura Ann Hawk-Loya](#). If you submitted bylaws over the summer, they will be coming back to you through your council at the end of August. If you need them earlier, let Laura know!

Reflections

Save the date!

Our annual Celebration of the Arts - Reflections Awards Ceremony will be held on Monday, January 7th at the Ventura County Office of Education. The Primary Grades, Kindergarten through Fifth grade will be held at 6:30pm, the Upper Grades, Sixth through Twelfth grade will be held at 7:30pm.

This year's theme is: "*Heroes Around Me*".

We look forward to seeing all the great artwork from our students throughout Ventura County. Please check with your individual councils for due dates.

Secretary



Secretaries: Do you have last year's bound minutes? If not, get them from the previous secretary, along with the Secretary Procedure Book and the location of all the previous minutes.

Treasurer

Summer is the perfect time for treasurers to take care of some business that is important to the health of your organization.

1) Budget: If you haven't done a budget for the 2018-19 school year, now is the time to take care of it. You need to have the budget done and posted for your parents to review 30 days before your General Association meeting. [Click here](#) for more details about budgets.

2) Final financial reports for the fiscal year should be completed. Make sure all money has been accounted for in the proper line items. If there are bills to pay from this fiscal year, put a line item in the new budget to account for that money.

3) Prepare your Annual Financial Report, The AFR (Annual Financial Report) is an IRS requirement for all non-profits. It basically is a summary of the financial transactions for your PTA, like a budget to actual. Once all the reporting has been done and your books audited, prepare this report. Don't forget to load it into PTAEZ under the Document Management System.

4) Figure out who is going to be responsible for getting the taxes filed or for getting the information to your accountant. Usually this would fall to the treasurer who was in charge of the books for the 2017-18 fiscal year. If that person is not going to handle the taxes, then the new treasurer needs to step up and handle the situation. The deadline for tax filing is November 15, 2018. [Click here](#) for full details about filing taxes for your unit.

5) Remember, no checks should be written until the financial records are audited. This gives the board that took over on July 1st a clean slate and everyone knows where the PTA stands money wise.

6) Don't forget to make sure your unit check signers are up to date on your bank's authorized signatures card. Check with your unit bylaws to see who can actually sign checks at your unit in addition to the President and Treasurer.

If you have any questions, remember, there is lots of support available, just reach out! You can always contact your council treasurer or contact our district treasurer at treasurer@12thdistrictpta.org.

Upcoming Events

Mark your calendars!

Fall Training & General Association Meeting

Monday, September 17, 2018

Bernice Curren School

1101 North F Street, Oxnard CA 93030

5:00-9:00pm

Schedule:

5:00pm – Registration and Dinner

6:00pm – General Association Meeting

6:25pm – Session one

7:30pm – Session two

Session One
President*
Treasurer*
Fundraising*
Auditor
Membership
Parliamentarian

Session Two
President*
Treasurer*
Programs/HSA*
Secretary/Historian
Bylaws

*For President, Treasurer, Fundraising and Programs/HSA classes you should take both sessions to receive all the information about these topics

\$10 per person, includes dinner and training materials

Please mail in the registration form with a check made payable to 12th District PTA, to Sherry Waldman, P.O Box 6771, Thousand Oaks, CA 91359. Must receive paid registration by September 13th or we can't guarantee a dinner ticket

[Click here](#) to download the registration form from our 12th District website

If you have any questions, please contact [Sherry Waldman](#) VP Leadership

We hope to see you there!

Tax Filing Workshop

Thursday, September 27, 2018
12th District PTA Office
560 Airport Way, Camarillo CA 93010
5:30-7:00pm

Every non-profit needs to file taxes with the IRS and the Franchise Tax Board.

Join the 12th District Leadership Team to file your 990N and 199N. Just bring your annual financial report or a full years-worth of audits showing how much you made for the fiscal year of July 1, 2017 - June 30, 2018.

If you have questions, please contact **Maria Steck** 12th District Treasurer.

CAPTA's Southern CA Regional Leadership Conference

October 6, 2018

Ventura County Office of Education – Conference and Education Center

5189 Verdugo Way, Camarillo CA 93012

Join California State PTA leaders, local officers and volunteers for a day of leadership training, workshops, table talks, and networking designed to help you succeed in your PTA leadership role. [Click here for additional information.](#)

National Alliance on Mental Illness NAMIWalks

Saturday, October 13, 2018

San Buenaventura State Beach Pier Parking Lot

901 San Pedro St, Ventura CA 93001

9:00am check-in begins

10:30am walk starts

Walk with us for mental health! The 12th District PTA Board is forming a team of walkers to participate in NAMI's largest and most successful mental health awareness and fundraising event in the country. The 12th District PTA team will be walking with the Ventura County Chapter of NAMI and all funds raised here stay in Ventura County. There is no registration fee however, participants are encouraged to collect donations from family members, friends and co-workers. Donations collected by walkers are used to fund NAMI's local programs, including support, education, and advocacy for people and families right here in our area. For more information visit the [NAMIWalks website](#) or contact **Vicki Leung** Chair, Health & Community Concerns.