

The Contra Coaster

A publication of the 32nd District PTA,
serving Contra Costa County.

32nd District PTA

PTA[®]

everychild.one voice.

Wanda Waltman, President

Mona Ricard, Editor

Volume 53, Issue 7

June 2011

Special Edition

Congratulations to the 2011-2013 Board-elect for 32nd District PTA!
Officers assume duties on July 1st.

President	Denise Jennison	cmjenn@pacbell.net
Executive VP	-open-	
1st VP Leadership	Brenda Steffen	PTASteffen@aol.com
2nd VP General Meetings & Special Programs	Kathy Rabun	krabun@astound.net
3rd VP Communications	Rachel Hurd	rmsurd@sbcglobal.net
4th VP Education & Legislation	Janet Abelson	abeljanet@aol.com
5th VP Parent Education & Community Concerns	Linda Mayo	mayolk@aol.com
6th VP Membership	Rene Matsumoto	fkmo@comcast.net
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Treasurer	Annette Lewis	annettel@ecis.com
Auditor	-open-	
Council Presidents:		
Bayside Council	Laura Ramos	ramosla@aol.com
Delta Council	LaConnie Taylor-Jones	laconnie@comcast.net
Las Trampas Creek Council	Kathy Ranstrom	kranstrom@aol.com
Martinez Council	Suzy Hammond	sbhammond@sbcglobal.net
Mt. Diablo Council	Mona Ricard	ricard@silcon.com
San Ramon Valley Council	Bekki Livingston	vinbek@comcast.net

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Recibir Información de PTA en Español, clic [aquí](http://www.capta.org/sections/espanol/informacion-de-pta.cfm)

(<http://www.capta.org/sections/espanol/informacion-de-pta.cfm>)

**Contact List for 32nd District PTA and Council
 Treasurers/Financial Secretaries until June 30th!**

32nd District PTA (All of Contra Costa County)

Treasurer: **Elaine O’Hanlon** 925-648-2138 ohanlon@sbcglobal.net

Bayside Council (John Swett Unified, West Contra Costa Unified)

Treasurer: **Michele Fazio** 510-304-9321 michelefazio@sbcglobal.net

Delta Council (Antioch Unified, Brentwood Union, Byron Union, Knightsen, Liberty Union High School District, Oakley Union)

Treasurer: **Tracy Brown** 925-778-2439 tracy.l.brown@bankofamerica.com

Financial Secretary: **Annette Lewis** 925-625-2915 annettel@ecis.com

Las Trampas Creek Council (Acalanes Union High School District, Canyon, Lafayette, Moraga, Orinda Union, Walnut Creek)

Treasurer: **Mary Beth Moura** marybethmoura@yahoo.com

Martinez Council (Martinez Unified)

Treasurer: **Diane Beck** 925-372-8782 thebeckhome@sbcglobal.net

Mt. Diablo Council (Mt. Diablo Unified)

Treasurer: **Arnetta Jones** 925- 676-8356 arnetta1214@gmail.com

San Ramon Valley Council (San Ramon Valley Unified)

Treasurer: **Jenny Jensen** 925-828-6920 jennyjensen@hotmail.com

Financial Secretary: **Praful Patel** 925-968-1320 praful2nyc@yahoo.com

32nd District PTA 2010-2011 Calendar

Date	Time(s)	Location	Description
<u>2011</u>			
20-Jun	9:30 AM	CCCOE	32nd District PTA Executive Board
25-Jun	8:30 a.m.—3:00 p.m.	Willow Creek Center	Leadership Academy

* CCCOE - Contra Costa County Office of Education

Remember to get in your End of the Year Reports, Audits, and Officer’s Information.



7th-12th Grade Requirement

A [new school immunization law](#) requires all students entering 7th through 12th grades in the 2011-2012 school year in California to be immunized with a pertussis (whooping cough) vaccine booster called Tdap.

Pertussis is a very contagious respiratory disease that can be severe and last for months. The immunity received from either early childhood immunization or pertussis disease wears off over time, leaving older students and adults susceptible again to pertussis. Immunization with Tdap can protect students, schools and communities against pertussis.

The new requirement affects all students – current, new, and transfers – in public and private schools. The law has two phases:

- For the 2011-2012 school year, all students entering into 7th, 8th, 9th, 10th, 11th or 12th grades will need proof of a Tdap shot before starting school.
- For 2012-2013 and future school years, all students entering into 7th grade will need proof of a Tdap shot before starting school.

FOR PARENTS:

Frequently Asked Questions (FAQs) For Parents

[English](#) | [Spanish](#) | [Other Languages](#)

**Thirty-second District PTA
Leadership Academy**

~Training for PTA Leaders~

Saturday, June 25th

8:30-3:00

Willow Creek Center

1026 Mohr Lane



Schedule for the Day

8:30-9:00 Registration/ Light Breakfast

9:00-9:25 Welcome and Introduction

9:30 – 10:45 Keynote Speaker

Kathy Steinberg,

California State PTA Leadership Team

“How to Run an Effective Meeting”

11:00 –12:30 Session I

12:00-1:00 Lunch/Drawing/Networking

1:30 – 3:00 Session II

Questions? Contact Kathy Rabun

krabun@astound.net 925-798-5331

**Get your new PTA Board
on board -
Go to Leadership Academy!**

April 1– June 15 \$10.00
On Site Registration \$15.00

*Si usted necesita los folletos en español, indi-
ca aquí .*

**All checks should be made payable to Thirty-
second District PTA.** Please detach this form and
mail by June 15th to: Chris Low, 4265 Spaulding Street,
Antioch, CA 94509

Envie el registro y el dinero a

Name:

Address:

Phone:

Email:

Position held/Unit/Council:

Session I Class Choice: _____

Session II Class Choice: _____

Amount Paid: \$ _____ Check No. _____

Thirty-second District PTA

Leadership Academy

Session I Class Choices

1. Especially for Presidents - Part 1

Presenter: Brenda Steffen, Parliamentarian,
Thirty-second District PTA

Get off to a great start! Discover techniques for team building, unit management, communicating effectively and using PT A resources to successfully lead your PTA.

2. Basic Financial and Insurance Information- Part I

Presenter: Diane Foote, Treasurer, CAPTA

This is a 2 part presentation. Learn the basic financial and insurance information every PT A officer needs to know. Topics will include accounting programs, audits, tax filings and proper management of funds, and insurance issues. Class will be continued in the second session.

3. PTA Basics- Everything You Need to Know About PTA

Presenter: Kathy Steinberg, Leadership Team, CAPTA

Develop a working knowledge of key PTA positions and responsibilities, including leadership, finance, secretary, membership, bylaws and advocacy. This class is designed for beginning PTA leaders. *This class will also be offered in Session II.*

4. Communication with Impact- Electronically

Presenter: Mona Ricard VP Communications,
Thirty-second District PTA

Newsletters are an important tool in spreading the PT A message. Learn effective ways to create interesting and professional newsletters-electronically.

Session II Class Choices

1. Especially for Presidents - Part 2

Presenter: Brenda Steffen, Parliamentarian,
Thirty-second District PT A

This class continues from Session 1- see *Session 1 class description*

2. Basic Financial and Insurance Information –Part 2

Presenter: Diane Foote, Treasurer, CAPT A

This class continues from Session 1-see *Session 1 class description.*

3. PTA Basics- Everything You Need to Know About PTA

Presenter: Kathy Steinberg, Leadership Team, CAPTA

Develop a working knowledge of key PTA positions and responsibilities, including leadership, finance, secretary, membership, bylaws and advocacy. This class is designed for beginning PT A leaders. *Repeat of class in Session 1.*

4. ABCs of Fundraising

Presenter: Sue Woodworth-Bennett,
VP Membership, Thirty-second District PT A

Learn step-by-step procedures for planning and presenting successful fundraisers to achieve your PT A's goals, while maximizing fun and profitability.

5. Reflections

Presenter: Wendy Hicks, Programs and
Member Services, CAPT A

Learn about National PTA's Reflections Art Program. Participants will explore ways to promote, implement and showcase Reflections at the unit PT A level.

32nd District PTA Legislative Advocacy News

Cut\$ Hurt Kids

By Nancy Vandell, vice president for education and legislation

PTA Members Advocate for School Funding

Thousands of PTA members throughout 32nd District (Contra Costa County) joined their nearly one million counterparts across the state in advocating for adequate funding of education and children's services over the past two months. Many thanks to each of you who took the time to let Sacramento know how important temporary revenues extension is for schools.

Activities have included:

- **Letter and email campaign:** we have delivered over 12,000 letters to the Governor and legislative leaders signed by PTA members around the county.
- **Rallies in San Francisco, Concord, Walnut Creek and San Ramon:** PTA members joined in rallies for education, and spoke out on behalf of children.
- **School Funding presentations:** Workshops on how schools are funded, current funding concerns and how to advocate were held in Pleasant Hill, Danville and San Ramon. Copies of the handouts are on our website, as is a new publication from EdSource on the impact of the budget deficit on schools.
- **Visits with legislators:** PTA leaders have met with our local legislators and staff of legislative leaders to encourage continued efforts to pass the tax extensions. All five of the state senators and assembly members representing areas in our county support the revenue extensions.

What's Next?

Parent voices calling for the legislature to extend temporary taxes must be continued, even as the school year closes. We need to keep up the pressure to ensure our schools will avoid even more devastating budget cuts. During June and throughout the summer, here are some things you can do:

- Call, send letters or email the Governor and legislative leaders. Updated letters are available on our website (<http://www.32ndpta.org/programs/advocacy.html>), along with instructions.
- Enlist friends and family around the state to contact their legislators. Go to www.capta.org for more information.
- Call or send postcards to the Governor and legislators while on vacation. Add their contact information to your cell phone before you go, and make a phone call while on route.

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- For ongoing and timely information, please sign up now for California State PTA Legislation Alerts at www.capta.org (click the button on the right).

What Else Can PTAs do?

- **Educate** your members and the public about budget concerns. District Legislation Committee members are available to speak on the subject at your meetings. Contact nmvandell@comcast.net to arrange a speaker.
- **Run a voter registration drive.** School registration is a great opportunity to provide voter registration forms and information. In many of our communities, voter turnout in November's election was lower than average. Does your high school have a program for sending voter registration forms to students as they turn 18? Visit the 32nd District website for detailed information on how to hold such a drive.
- **Establish a Legislative Advocacy chairman or vice president position in your PTA unit.** We can provide support and training.

PTA supports the Governor's May budget revision proposing a combination of cuts and new revenues, although we strongly encourage the revenue extensions to be decided upon by June 30, so that schools can adequate funding for the coming year. The legislature has already passed over \$11.5 billion in cuts, many affecting children's health and human services. The budget proposal strives to avoid the gimmicks, borrowing and unrealistic assumptions that have plagued budgets over the past many years. This proposal also seeks to somewhat protect education funding, which has taken the largest hit over the past three years of cuts (\$20 billion in cuts, or \$1,900 per student). However, it depends on extensions of taxes raised two years ago (and set to expire June 30) being approved. Much of the \$12.5 billion in revenue extensions are allocated for education funding.

Vote on June 7

PTA supports the *California Cancer Research Act*, which increases tax on cigarettes by \$1.00 per pack for use in smoking prevention and treatment.

Thanks to the Committee!

The two-year term of our new legislative advocacy committee expires June 30. Janet Abelson will take over as vice president for education and legislation. The committee has accomplished a great deal with a small group of dedicated volunteers, and I thank the following for their service: Sarah Butler, Kelly Kaplan, Nancy Kendzierski, Clara King, Denise Lambert, Gayle Larson, Kathy Rabun, and Kathy Ranstrom.



Bylaws Play an Essential Role in Your PTA

People tend to think of several things when they hear the term “bylaws.” These include “restrictive,” “rules,” and, “Who needs them?” to name a few. But the more familiar you are with unit, council or district bylaws, the more you’ll appreciate their ability to assist in running an organization smoothly. First, look at the bylaws and find the *issue date*. This is easily found on the cover of the bylaws. The most current unit bylaws are cover-dated “June 2011.” If the bylaws do not have this

Article I of the bylaws states the *name of the organization* as it was chartered. This is the legal PTA name and must appear on all legal documents such as minutes, tax filings, any communication to state PTA, etc.

Article II states the *purpose of the organization*. The board should review its PTA’s goals to ensure alignment with the purposes.

Article III outlines the *basic policies* of PTA, including noncommercial, nonsectarian and nonpartisan policies. It states PTA cannot enter into memberships with other organizations – with exceptions. Study the *Toolkit* to learn what the exceptions are. Article III also details what to do should the unit, council or district be dissolved.

Article IV details *membership*: per capita dues and how much goes where, remittance deadlines and other pertinent membership information. This is especially important as membership campaigns begin.

Article V lists *required officers, nominating committee requirements, term restrictions and dates of elections*. This invaluable information is right at hand.

Article VI gives *details of officers and duties as stated in the bylaws*. This covers president, vice presidents, secretary, treasurer, etc. Delve into the information contained in the bylaws.

Article VII could be retitled *Everything You Always Wanted To Know About Association Meetings but Didn’t Know Where To Look*. Literally everything to know about an association or general meeting is contained here: day of the week and months of meetings; which meeting is the election meeting; the budgets, programs and projects which must be approved by the membership; the requirements for calling a special meeting – and there are a few; the quorum required for the meetings; who can make motions, debate and vote; and how often to meet. Finally, this article discusses proxy voting, which is never allowed.

Article VIII is full of information about the *executive board*: who is included on the board, what the board does, how the board authorizes payments, what committees it can create, and how to fill board vacancies. Members of the executive board may not

serve as paid employees of or under contract to the association (conflict of interest). If a special meeting of the executive board is needed, you will find how to do this in Article VIII. Finally, you will find how to legally remove from office a non-attending executive board member or one whose conduct is deemed to be injurious to the organization. “Due process” is fully outlined and must be followed in such cases.

Article IX covers *committees*. Some of the vital knowledge to be gleaned from this section includes how to form committees, how long the committees serve, how to make and file committee reports, and due process for committee chairmen.

Article X covers *council PTA membership*. It states the council to which you belong (if in council), the amount of council per capita dues, and who will represent the PTA at meetings of the council.

Article XI details the *charter procedure* for all local PTAs organized under the authority of the California State PTA, conformity to rules and regulations, and the relationship to National PTA. *The requirements of a “unit in good standing”* are found in this article.

Article XII explains PTA’s *relationship with National PTA and California State PTA* and that the bylaws must not conflict with either National PTA or California State PTA.

Article XIII contains the *Articles of Organization*.

Article XIV states the start and end of the *fiscal year and the identification numbers* for both California State PTA and National PTA. These numbers are essential for filing taxes and other purposes.

Article XV states the *parliamentary authority* that is Robert’s Rules of Order Newly Revised. Parliamentary authority empowers PTAs in achieving proper meeting procedures and respecting every member’s opinion.

Article XVI outlines the amendment procedure for bylaws. The *California State PTA Bylaws for Local PTA/PTSA Units* play an essential role in the PTA organization. Open your copy and start learning!

e-Bylaws – PTA’s 21st Century Bylaws Tool



Are you tired of handwriting bylaw amendments and using your ruler to line out unnecessary information? The California State PTA is excited to offer a 21st century approach to bylaws. While still in the software pilot phase, most PTAs find the new e-Bylaws brilliant.

First steps

Requesting a password and creating a username are the first steps.

- Visit the capta.org website and click on the e-Bylaws banner.
- After the e-Bylaws web page opens, click on the *Request a Password* button.
- On the *New e-Bylaws User Request* page enter your first and last name, e-mail address to receive the password, telephone number and user type. **If you are not a parliamentarian, enter the user type: *unit assistant*.** Click the *Next* button to proceed to the Unit Level Parliamentarian’s page.
- Select your PTA district number/name and your PTA council name. Type in your school name, city, and your California State PTA Unit ID Number. **If you don’t know your California State PTA Unit ID Number, contact your council or district PTA for the information.** Finally, create and enter a username, all in lower case, and write it down. Click *Next*, then *Done* to submit your request. Your e-Bylaws password will appear in your e-mail inbox in three to five days.

Next steps

Password received!

- Return to the capta.org website and click on the e-Bylaws banner.
- After the e-Bylaws page opens, click on the *Build e-Bylaws* button.
- When the *login* page opens, type your username and password.
- This step loads your unit information into the program.
 - Page one is *Unit Information*. This information can only be entered or changed by California State PTA office staff. If the information is complete and correct, click *Next*. If the information is incorrect, contact your PTA district for assistance.
 - Proceed through the web pages and complete each blank by entering information or clicking on the “radio buttons.”
 - **Remember to save often so your data is not lost.**
 - When finished, click on *Bylaws*.
 - A PDF will be generated. Review your entries at this time. If you see a *DRAFT* watermark across the pages, an error or missing information must be corrected. Work your way through each page, looking for a red outline on the information boxes. Move your cursor over each red box to receive directions for correcting the problem.

Final steps

- Print a two-sided document and submit through channels – from your association to the council, if in council, or directly to the district PTA. The district will forward your bylaws to the California State PTA office for review. Bylaws return on a similar reverse path with the parliamentarian’s signature.
- Complete the process by presenting the bylaws to the association for adoption.

For more information about PTA bylaws refer to the California State PTA Toolkit and the webpage: <http://www.capta.org/sections/management/bylaws.cfm>

PTA’s ultimate goal is to enable users to submit the association’s electronic bylaws directly to the state parliamentarian. When the software program is complete, PTA’s throughout California will be notified.



National PTA Reflections Results



32nd District has a National PTA Award of Excellence!

Zevin Acuna

2nd grade

Film/Video Production

Burton Valley Elementary

32nd District PTA Executive Board Contact Information

Until June 30th!

President	Wanda Waltman	925-685-3483	wandawalt@astound.net
1st VP Leadership	Kathy Rabun	925-798-5331	krabun@astound.net
2nd VP General Meetings & Special Programs	Chris Low	925-778-0446	poochcfl@aol.com
3rd VP Communications	Mona Ricard	925-586-3446	ricard@silcon.com
4th VP Education & Legislation	Nancy Vandell	925-829-2355	nmvandell@comcast.net
5th VP Parent Education & Community Concerns	-open-		
6th VP Membership	Sue Woodworth-Bennett	925-964-0491	bennettela@aol.com
Secretary	Linda Mayo	925-935-6938	mayolk@aol.com
Treasurer	Elaine O'Hanlon	925-648-2138	ohanlon@sbcglobal.net
Auditor	Janet Abelson	510-525-7709	abeljanet@aol.com
Historian	-open-		
Parliamentarian	Brenda Steffen	925-779-9718	PTASteffen@aol.com
Reflections	Sara Hall-Cottrell	925- 522-9836	sarahallcottrell@antioch.k12.ca.us
Founder's Day	Maureen Chang	925-743-0464	chnngng@aol.com
Council Presidents:			
Bayside Council	Laura Ramos	510-724-3341	ramosla@aol.com
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Las Trampas Creek Council	Kathy Ranstrom	925-376-2929	kranstrom@gmail.com
Martinez Council	Carolyn Griffith	925-228-2895	griffdoggs@aol.com
Mt. Diablo Council	Michele Miller	925-376-0194	millermtdpta@yahoo.com
San Ramon Valley Council	Anaite Letona	925-829-2456	letona4188@sbcglobal.net