



Northside ISD Council of PTAs

January 2016 Newsletter



Dear Presidents,

Happy New Year! We hope you all are having a wonderful break and were able to spend the holidays with family and friends.

The next few months will be very busy with Council events.

- Dr. Woods will be speaking at our January general meeting to be held January 7th. At that meeting we will also have our 2nd Annual School Supply Drive for Title 1 schools which have not been adopted.
- On February 4th Founders Day will be held at Taft High School. Founders Day celebrates the founding of PTA and all the great work done by our volunteers to support all children in our schools.
- Vendors' Fair will be on April 7th at NAC. **NOTE: Due to scheduling conflicts the Council general meeting will also be on April 7th. There is no meeting in March this year.**
- The Council Reflections Award Ceremony will be held on April 14th at the Marshall High School auditorium. Invitations will be sent to school Reflections Chairs and should be distributed promptly to those children so that parents can put it on their calendar.

January marks the start of the elections process for local and Council PTA. With this newsletter are the PTA Nominating Committee Guidelines from Texas PTA. Please note that the PTA President cannot be a member of this committee. In order for the Principal to be a member they must be elected, just as all other nominating committee members. Each year we receive many calls regarding this process. We encourage you to call us for any kind of clarification you may need no matter how small. There are very specific guidelines from Texas PTA which Council members can help you implement. Please also refer to the Nominating Committee article in this newsletter for the most frequently asked questions.

We look forward to working with you in 2016!

Northside ISD Council of PTAs

IMPORTANT DATES!

Council General Meeting and School Supply Drive
January 7th, 7:00pm

Purchase Founders Day Tickets
If we have additional tickets one final sale will be held 01/06 6:00pm – 7:00pm

Founders Day
February 4th
Taft High School

Please remember to have your general meeting dates posted where all members are able to see them.



Council dues of \$65 were due on October 15th. If you have not paid your dues please make payment immediately. Your check and invoice will serve as your receipt. Schools who have not paid Council Dues will not be able to participate in Council Events.

Thank you for your support!





Northside ISD Council of PTAs

January 2016 Newsletter

PTA Vision
Every child's potential is a reality.

PTA Mission
To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

The Purposes of PTA

- To promote the welfare of children and youth in home, school, community and place of worship
- To raise the standards of home life
- To secure adequate laws for the care and protection of children and youth
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education

2nd Annual Council PTA Title 1 School Supply Drive

The Northside ISD Council PTA will hold it's 2nd Annual Title 1 School Supply Drive on January 7, 2016 at the general assembly meeting held at NAC. Please bring donated school supplies to the meeting and drop them in the donation boxes located in the NAC lobby. Items are needed for elementary and secondary such as:

- | | | |
|------------------------------|-------------------------------|------------------|
| Red, blue or black pens | Pencils (no mechanical) | Markers |
| Regular ruled notebook paper | Pocket folders | Spirals |
| New or gently used backpacks | Glue (sticks or 8 oz. bottle) | 24 count crayons |

Items being collected will be distributed to selected Title 1 Schools who have not been adopted through the Title 1 program as of the date of collection. At this time of year many schools need to replenish supplies to carry them through the year.

Thank you for your support!





Northside ISD Council of PTAs

January 2016 Newsletter

PLEASE NOTE! Texas PTA is now located back in their newly renovated building at:

Texas PTA
408 West 11th Street
Austin, TX 78701

What is the Difference Between a PTA Program and a School Program?

We are often asked what the difference is between a PTA program and a school program. Because PTAs are a non-profit organization they are required to follow the 3-to-1 rule, 3 programs for every 1 fundraiser. If you hold 2 fundraisers at your school this requires 6 programs. Remember that not all programs have to be a large event. A PTA program follows the Mission and Purpose of PTA (see the blue box in the preceding page). If a program was done by the Art, Music or PE Department it is not a PTA program. This would include entertainment by children for a play, choir, or some other type "school" program.

A PTA program can be educational for the parents and/or children. The following are some ideas for programs which would fit the PTA program category:

Bike Rodeo (Only a PTA program if bike safety, helmet safety is discussed. It is not a program just because PTA volunteers help running the bike rodeo or PTA pays for refreshments, ribbons, trophies.)

PTA Sponsors a Title 1 School

Health Fair or other Healthy Lifestyles Event

Information on bullying, safe internet usage, parenting issues, or child development

One of the Texas PTA Ready, Set, Achieve programs (These were discussed at our last general meeting. Find out more information at www.txpta.org. These programs are free and will be presented by a PTA trainer, register 6 weeks prior to the program date.)

Information on distracted driving, texting, drug use, drinking and driving or tobacco use

The following are school programs and not PTA programs:

PTA meeting performances such as a choir concert, a play, history fair, science fair, band concert or art fair. If PTA provides refreshments, it does not make it a PTA program.

Keep in mind the following tips:

- For many of the above PTA programs you can have a 5 minute presentation at a PTA meeting, or you can leave flyers regarding information in the chairs prior to the meeting so that parents can read and take home information.



Northside ISD Council of PTAs

January 2016 Newsletter

- Each program does not have to be long or an event scheduled outside a PTA meeting.
- Balance your programs with some short informational pieces and others which are special events.
- The key questions to ask are: (1) Is it informational/educational? (2) Does it fit into the Mission and Purposes of PTA?



Why attend Family Engagement Conference?

Family Engagement is central to PTAs. If we are not engaged, we are not being proactive. Whether you are new or seasoned to PTA, this conference offers workshops and several learning opportunities for you!

Have your voice count in the 2016 [Annual Meeting](#), which will be held during the conference. The Annual Meeting is open to all registered attendees, while only eligible voting delegates will consider legislative positions and resolutions, proposed amendments to the Texas PTA bylaws, and participate in the election of the Texas PTA Board of Directors.

Join your PTA CommYOUity from February 26-28, 2016 at the Sheraton Dallas Hotel to back the future!

Registration – \$80

<http://www.txpta.org/fec/fec-registration/>





Northside ISD Council of PTAs

January 2016 Newsletter

Nominating Committee and Election Tips

1. How many people are on my nominating committee? Your bylaws will state how many people are elected for the committee, and how many alternates are elected.
2. How are they elected? The president will call for nominations. A person will nominate someone for the committee (you may nominate yourself). A vote is taken to approve that nomination.
3. When are the alternates used? A meeting date is set for the first meeting. If one of the elected members cannot come an alternate takes their place for that meeting and all other meetings. Therefore the person who could not attend the first meeting is no longer part of the committee. This is done so that there is consistency in the meetings.
4. Who is the chair of the committee? Immediately after the general meeting where the committee is elected they will gather and elect a chair (this takes just a few minutes) and the president will give a copy of the committee guidelines and a copy of the bylaws to the committee chair.
5. How many meetings are necessary? Usually only a couple of meetings. It depends on how quickly you can fill the slate and how many people are interested in the position.
6. What do you do at the meetings? At the first meeting each member must sign the confidentiality agreement. Anything and anyone discussed in the meeting is confidential. Members may not repeat anything outside of the meeting, including who is being discussed for nomination and what the qualifications are.
7. Can the principal be part of the committee? Only if she/he is one of the elected members. Information is not shared with the principal if she is not part of the elected committee.
8. Can the president be part of the committee? No, and they should not influence the decisions made by the committee.
9. What is a slate? The slate is the name of each ELECTED officer position and the person who the nominating committee "slates" for that position to be presented at the election meeting. For instance:
President – Mary Smith 3rd VP – Dan Brown
1st VP – Kate Jones Secretary – Anita Jackson
2nd VP – Allen White Treasurer – Miguel Trevino
10. Can you be on the nominating committee and run for an officer position? Yes, but you must leave the room when your position is discussed.
11. Which positions do you nominate for? Only the ELECTED officers (not the historian or parliamentarian). These would include the president, VPs (look in your bylaws for the number of VPs and what their responsibility includes), treasurer, and the secretary.
12. Are chairpersons the responsibility of the nominating committee? No, they are appointed by the NEW president. However, consideration should be given to those currently serving on the board who have been effective.



Northside ISD Council of PTAs

January 2016 Newsletter

13. What should be submitted when a candidate wants to run for a position? Ask all candidates to submit a Volunteer Resume which includes past volunteer experience, job experience and anything else that they believe will help to better know the candidate.
14. Where is the slate posted? The slate is posted on your website, newsletter, etc. It should be posted in all means of normal PTA communication and is posted at least 7 days prior to the election meeting.
15. What are the VP responsibilities? The responsibilities are in your bylaws and the person nominated should be fully aware of the expectations for the position. You must have their agreement to take the position before they can be slated. NOTE: The 1st VP steps in should the president not be able to fulfill the duties (i.e., move or be out due to illness) and should be made aware that at times they could be called upon to run a meeting, etc.
16. How many people can be slated for each office? Only one person. The president will call for other nominations at the election meeting and if desired someone could run from the floor.
17. What happens if there is no one slated for a position? The president calls for nominations from the floor at the election meeting. If no one is elected the position will be filled by board approval at a later date when someone is found to serve.
18. What if the committee does not agree on the nominated slate? Votes for each office should be by ballot during committee meetings. Majority of votes wins. Once the slate is final all agreeing members should sign the slate. If a member signs the slate they may not nominate anyone from the floor at the election meeting. If they choose not to sign the slate they may nominate from the floor.
19. What happens if someone is nominated from the floor? If a nomination is made from the floor for a position which has a candidate slated the nominating committee chair will read the slated candidate's resume which includes previous experience and why they should be considered for the position. The person nominated from the floor will then come up and give their information. The president will call for a ballot vote. The parliamentarian and one other board member will tally the votes.
20. Can more than one person run from the floor for a specific position? Yes, but they must be nominated and be able to read their qualifications.
21. If an officer has been in their position one year do they need to be nominated and elected for a second year? Yes, each term is one year and you must be re-elected to serve again.
22. What if we have more interested people than positions? The additional people who are not slated for an officer position can be looked at to serve in chair positions. The information for those people should be turned over to the new president after they are elected so that she/he may consider them for a chair position the next year.
23. Can the president of principal change the slate once the nominating committee has signed it? No, the official slate is posted and the president and principal should be notified as a courtesy so that they are aware of the slated individuals. The posting of the slate and the notification to the president and principal should be done at the same time.
24. When is the nominating committee dissolved? After the Nominating Committee Chair reads the report at the general meeting.



Northside ISD Council of PTAs

January 2016 Newsletter

Treasurer Tips!

At this time of year most schools have held a fundraiser which has resulted in funds needing to be allocated in your budget. Schools start the year with a “best guess” at what their income and expenditures will be by using actual expense information from the prior year and what your goals are for this year. Once you have received income from a fundraiser your budget needs to be revised. Remember the following when amending your budget.

- Reflect actual income from your fundraiser
- All events which have concluded by this time of year should have actual amounts reflected for any income and expenses (i.e., if you completed an event for Healthy Lifestyles, that event’s expenses should reflect the actual money spent rather than an estimate).
- Your budget must be balanced (i.e., the total income must equal the total expenses exactly)
- All expenses must be clear in relationship to what the money will be used to purchase (i.e., be specific)
- When revising the budget you should have the following columns:
 1. Item (event which generates income, or item being purchased for expenses)
 2. Approved budget (this is the dollar amount approved in the original budget for that item)
 3. Proposed budget (this is the amount you are changing it to, not all items will change)
 4. The difference in the approved and the proposed budget (the amount you are increasing or reducing that line item)
- All line items must be presented separately. The budget should be shown on an overhead while it is being presented. A chance for questions should be given after the budget is read. If a line item is disputed it can be voted on separately. If it does not pass it is removed from the budget at that time and the money reallocated to another item.
- **The general assembly must approved ALL budgets and any revisions before money is spent.**

Here is an example of the format for a revised budget. The first budget of the year would have only 2 columns (budget line item and an amount proposed). Future budgets for that year should have all of the following columns.

INCOME:			
Budget Line Item	Amount Approved	Amount Proposed	Change
List all budgeted income items line by line	List corresponding amount approved in last budget	For income list the actual amount you took in for each line item	If the amount approved and the proposed amount are not the same the difference goes in this column.
TOTAL INCOME:	Original income total	New total	Total of changes
EXPENSES:			
List all expenses line by line	List original amount approved	List new proposed amount	List difference in original and proposed amounts
TOTAL EXPENSES:	Original expenses total	New expenses total	Difference between original and proposed expense totals

TOTAL EXPENSES AND TOTAL INCOME MUST BE THE SAME NUMBER TO HAVE A BALANCED BUDGET (i.e., the two numbers in the green squares must be the same, the two numbers in the blue squares must be the same)



Northside ISD Council of PTAs

January 2016 Newsletter

Membership Chair Information

Please make sure that you are keeping accurate records of your members. A copy of the membership roster should be given to the Secretary and President every time the roster is updated. The Treasurer should also be given a copy and make an additional copy for their records. The second copy should be used as an invoice or receipt when a disbursement is done for the dues on that roster. This will help make your Financial Reconciliation Committee's job easier. The other copy should be sent with the check for dues of that roster's members. Accurate records will eliminate any questions in the future. Remember that these items will become part of your official bound records at the end of the year. The membership list should never be shared with anyone else.

UPDATE: As of January 2016 any spring memberships will be good until July 31st. ALL MEMBERSHIP will need to be renewed in the fall to be eligible for voting and benefits of the membership on your campus.

Don't forget!

If you missed our Council training classes you can still receive training on line with Texas PTA.

Foundations Training Online

You can now take FOUNDATIONS Leader Orientation course (required for all Board members) online! Texas PTA is in the process of adding more to the course catalog. They use Notebook, a web-based platform to allow PTA members and leaders to access on-demand training and education.

If you have immediate questions, please contact the Texas PTA Programs Department at 1-800-TALK-PTA or programs@txpta.org. If you need technical assistance with a specific course, you will be able to access an online help desk once you've registered for a course. You will need to create a unique username and password when registering for Notebook courses.

Beginning September 1, [click here](#) to access Notebook and register for online courses.

Texas PTA Leader Resources and Webinars Online

If you are looking for Treasurer or any other type of form you can find them on the Texas PTA website in the Resources section. This area also includes the Quick Start Guides and Resource Guides for officer and chair positions.

The following **BASIC Webinars** are available online at the link below:

Arts in Education (Reflections), Communications, Fundraising, Health Lifestyles, Legislative Action, Membership, Parliamentarian, President, Programs, Secretary and Treasurer

<https://www.formsite.com/txpta/BASICSrequest/index.html>



Northside ISD Council of PTAs

January 2016 Newsletter

Texas PTA Newsletters

Just the Right Fit

This newsletter is from Texas PTA's Healthy Lifestyle Liaison, featuring stories, calendar dates, tips and ideas for keeping your PTA active and aware of healthy opportunities. What can having a Healthy Lifestyle Committee on your PTA do? Sign up for The Leaflet to find out!

The Review

This newsletter is for all of the creative minded, and people who support arts in education. Sherri Doss, Texas PTA's Secretary and Arts in Education Liaison, updates you on how to bring arts into your child's education and your PTA.

Under the Dome

Under the Dome is our advocacy newsletter that is most frequently sent out during the legislative session. Subscribe to stay up to date with what's happening at the Capitol that effects your child, your school, and your PTA.

Sign up at using this link: <http://www.txpta.org/press-room-categories/newsletters/>

PTA Membership Card Information

If your PTA has already received membership cards for the year, but needs more, please fill out the [Membership Card Request form](#).

What is the Title 1 Project?

The Title 1 Project was started several years ago by the Council PTA to help the families in Title 1 Schools by pairing them with a sister school. The sister school PTA provides donated items to the Title 1 school which are in line with their current needs. Each year our goal is to have all Title 1 schools adopted and we need your help. For more information regarding this project please contact Victoria Trevino at Victoria.trevino@nisdpta.org. If you are a school currently participating as a sister school for a Title 1 school please let Victoria know so that we can acknowledge your contributions. A few things to remember about the project are that:

- It does not require a budget line item since items can be donated
- The counselors or administrators at the receiving school will be in charge of getting items to the needed individuals
- Some of the project collected in the past have been: backpacks, school supplies, warm jackets and coats, warm shoes, socks and new underwear, a book for each child to take home as their own
- Participation in the project is counted as a program for your 3 to 1 (3 programs for each 1 fundraiser)

Thank you to all our sister schools! You make this project possible each year.



Northside ISD Council of PTAs

January 2016 Newsletter

Council PTA

Our job is to support you help your PTA be successful!

Please contact the Vice President assigned to your school or any member of our board with questions *before* contacting State or National PTA. This enables us to give you not only information on State and National PTA information, but we can also answer questions specific to our Council. You can also find information at our website at www.nisdpta.org

Our Council Board Members are:

President –	Michelle Mont mayor	833-7997	michelle.m@nisdpta.org
1 st VP	Elissa Mobley	254-760-2322	emobley@nisdpta.org
2 nd VP	Evelyn Zinda	781-7842	eazinda@nisdpta.org
3 rd VP	Larry Rowe	681-5995	lrowe@nisdpta.org
4 th VP	Carli Gross	410-490-6879	cgross@nisdpta.org
Secretary	Liz Reichman	240-4268	lreichman@nisdpta.org
Treasurer	Susan Doll	789-9075	sdoll@nisdpta.org
Historian	Oscar Garcia	260-8770	oscar.garcia@nisdpta.org
Parliamentarian	Elizabeth Ariola	663-8642	eariola@nisdpta.org
Arts in Education (Reflections)	Maricela Arias-Cantu	393-7763	maricela@nisdpta.org
Founders Day	Brenda Reyes-Garcia	309-4496	brenda@nisdpta.org
Healthy Lifestyles	Nancy Cuellar	367-8430	ncuellar@nisdpta.org
Hospitality	OPEN		michelle.m@nisdpta.org
Jack C. Jordan Scholarship	Steve Montemayor	410-4597	steven.m@nisdpta.org
Legislation	Sandra Contreras	762-1669	scontreras@nisdpta.org
Membership	OPEN		michelle.m@nisdpta.org
Publications	Donna Smith	422-0949	donna.smith@nisdpta.org
Title 1 Project	Victoria Trevino	459-5295	victoria.trevino@nisdpta.org
Training	Jill Alexander	710-4795	jalexander@nisdpta.org
Way and Means (Vendor Fair)	Tisha Unger	705-1898	tisha.unger@nisdpta.org
Elementary NISD Representative	Levinia Lara	397-8500	levinia.lara@nisd.net
Secondary NISD Representative	Stephen Daniel	397-8500	stephen.daniel@nisd.net

There is still time to submit your application for Outstanding PTA of the Year Award!