The Communicator

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California State PTA

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THE COMMUNICATOR

Articles appearing in **The Communicator** may be reprinted for PTA use only, in PTA unit, council and district newsletters, as flyers or as handouts.

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The California Modified Assessment (CMA)

The **California Modified Assessment (CMA)** is an assessment designed for students who have previously taken the California Standards Tests (CSTs) with either accommodations and/or modifications.

Children who scored Below Basic or Far Below Basic on a previous CST are eligible to take the CMA instead of the CSTs.

Eligible students must have an IEP that designates the CMA and in which content area. When developing the assessment, several factors were taken into consideration: mode of delivery, use of graphics and answer choice options. In grades three–11, three content areas are assessed: English language arts, mathematics and science.

The criteria to take the CMA are as follows:

- The student must have taken the CST a previous year and scored Below Basic or Far Below Basic in English-language arts or mathematics and may have taken the CSTs with modifications;

- The student doesn't qualify for participation in the California Alternate Performance Assessment (CAPA).

Students are allowed to take the CMA or a combination of the CMA and the CSTs. Special needs children are allowed accommodations during the course of day-to-day instruction. However, these "instructional accommodations" may be considered a "modification" when taking state standardized assessments and therefore are not allowed on the CMA.

Students that need modifications to access an assessment based on the state content standards should take the CSTs with the appropriate modifications.

One important thing to keep in mind is that although children may take the CMA, they are not precluded from the diploma track and taking the California High School Exit Exam

Several trainings and webinars have been given throughout the state regarding the rollout of the CMA. The CMA rollout is as follows:

2009: grades three-eight, English-language arts, including grade four and seven, writing; grades three-seven, mathematics; and grades five and eight, science.

2010, Grades three-10 will be operational with the addition of grades nine-10, English-language arts and algebra; and grade 10, science.

The California Department of Education has prepared a comprehensive document that can answer parents' questions as to the criteria and format of the California Modified Assessment.

You can access this document at
http://www.cde.ca.gov/ta/tg/sr/cmastar.asp.

Why a California Modified Assessment?

In April 2007, the United States Department of Education enacted regulations for an alternate assessment based on modified achievement standards. The California Department of Education (CDE), in response to the federal regulations, is developing and will implement an alternate assessment of the California content standards based on modified achievement standards for children with disabilities who have an Individualized Education Program (IEP).

Be a Good President From the Start

- Start by acknowledging the good work that's already been done.
- Figure out how things work before you start implementing change.
- Ask other officers and volunteers what they think – the team is better if all members have been a part of the decision-making.
- Communicate your expectations by letting others know what you want from them and listening to what expectations they have.
- Motivate the other team members to do the best job possible.
- Be a leader and let the others on the board handle their own duties and responsibilities. If someone seems to be struggling with a position, meet and discuss what can be done to help.
- "Walk the Walk", Do what you say you'll do; respect the opinions of others; be honest; show gratitude; and recognize good work.
- Take responsibility – acknowledge if an error has been made. Make certain that responsibilities are clearly outlined and that each person is doing his or her share.
- Keep the communications channels open at all times and in all directions (among administrators, teachers and staff, parents and volunteers, and PTA officers). A strong team is an informed team.

Sample Meeting Agenda

- **Call to order** (Rap the gavel once. Stand while addressing the general body, but the chair may sit while minutes are being read and reports are being given.)
- **Pledge of Allegiance** (if held in a public facility)
- **Inspiration** (optional)
- **Approval of minutes** (either posted or read). Ask, "Are there any corrections?" No motion necessary.
- **Financial Reports:**
  Treasurer (No motion necessary, report filed for audit)
  Financial Secretary (No motion necessary, report filed for audit)
  Semi-Annual Audit (Motion needed to adopt the audit report)
  Bills to be paid or ratified (Motions needed to pay or ratify)
- **Report of Executive Board** (Secretary reads summary report, moves adoption of each recommendation)
- **Committee Reports** (Officers, chairmen, principal, faculty representative, student representative; motions needed for recommendations.)
- **Unfinished Business** (Items left on the agenda at the last meeting and any items postponed from the last meeting.)
- **New Business** (New items of business and items that have no action pending.)
- **Program** Say, "The program committee (or chair) will introduce the program."
- **Announcements** (Be prepared with next meeting date and programs or events.)
- **Adjournment** (Rap gavel once. No motion is necessary.)

What every PTA president should know from the beginning……

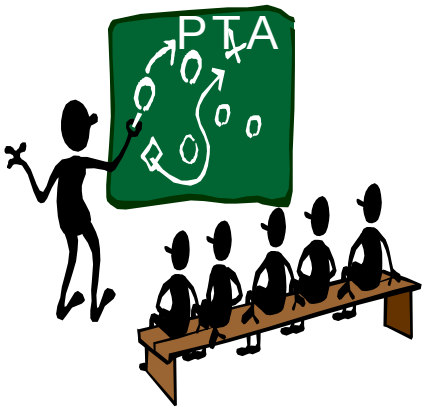
Team Building

YOU are not the TEAM

YOUR job is to empower the TEAM and to build future leaders:

Set goals and ground rules
Everyone must buy-in
Diversity
Delegate with authority
Have fun, and remember…

We are in it for the children!



Ground Rules (*examples)*

- ➔ No rank in room
- ➔ Respect everyone's comments
- ➔ Nothing goes out of the room
- ➔ Speak one at a time
- ➔ Discuss issues, not people
- ➔ Try not to repeat
- ➔ Stick to a time frame
- ➔ Stay on task
- ➔ Don't take anything personally
- ➔ There is no "turf" on the playing field
- ➔ Agree to disagree

Support Services

Councils and Districts

- ⇒ Training
- ⇒ Guidance and Assistance
- ⇒ Representation

State

- ⇒ Legislation Conference
- ⇒ Legislation alerts
- ⇒ Convention
- ⇒ Service Mailings
- ⇒ Representation

National

- ⇒ Power of the Organization
- ⇒ Customer Service for Members
- ⇒ Representation

Counterpart Workshops

Many councils and districts provide workshops for a variety of PTA positions. It is the president's responsibility to encourage board members to attend so they are well trained and are able to perform their duties to the fullest.

Resources

- California State PTA *Toolkit*
- Bylaws
- *PTA in California* newsletter
- Pocket Pals: Leadership, Financial, Education, Parent Involvement and Membership
- Procedure books
- Parents Empowering Parents (PEP) Guide
- Insurance and Loss Prevention Guide: www.pta.bbt-knight.com, username: *pta*; password: *member*
- www.capta.org and www.pta.org
- National PTA - Quick Reference Guides
- *Our Children* magazine
- Building Successful Partnerships (BSP)

Duties of Members

PRESIDENT'S DUTIES

- Coordinate work
- Preside at all meetings
- Make committee and chairmen appointments
- Sign all authorizations and contracts
- Understand financial procedures
- Authorized check signer
- Official representative of the association
- Responsible for annual report
- Official contact
- Meet with school/site administrator
- Perform other prescribed duties

EXECUTIVE BOARD DUTIES

- Transact business as directed by the association and conduct business between association meetings
- Pay bills
- Create committees
- Fill vacancies
- Present reports to association
- Receive financial reports
- Protect assets of the association

PTA ASSOCIATION

***Only* group with authority to**:

- Elect the nominating committee
- Elect officers
- Approve/ratify all PTA expenditures
- Approve all contracts for PTA programs, events, and projects
- Adopt the budget
- Adopt the audit reports
- Elect convention delegates

Remember … All PTA activities must be approved by the association to comply with insurance requirements.

Types of Meetings

➔ ASSOCIATION

Meetings are set in the bylaws
Attendees: Members and guests
Actions: Approves expenditures, adopts budget, and approves all other activities and programs. Elects nominating committee and officers.

➔ EXECUTIVE BOARD

Meets monthly
Attendees: Officers, principal, teacher representative, standing committee chairmen
Actions: Review committee recommendations; handle assigned duties, recommend action to the association

➔ COMMITTEE

Meetings as deemed necessary
Attendees: Chairman, members, president
Actions: Meets to handle preliminary work and recommends actions to the executive board

Effective PTA Meetings

Before meeting:

- Verify meeting location
- Review previous minutes
- Review upcoming (and past) calendar
- Prepare agenda
- Contact those who should be presenting a report

During meeting:

- Start on time
- Agree on ground rules
- Review agenda
- Stick to the agenda
- Use parliamentary procedures
- Summarize
- Give all a chance to participate
- Restate decisions/ assignments
- End on time

After the meeting:

- Distribute minutes promptly
- Follow up on assignments

BYLAWS: Before you begin anything else, read your PTA's bylaws! Go over them with the executive board so everyone understands responsibilities, quorums, meetings, elections, standing rules and basic policies of the organization. Review bylaws each year; submit updates for California State PTA approval at least every three years.

CO-OFFICERS: Co-officers are not recognized by the California State PTA. A committee may be appointed to assist the position if needed. Only one vote per position is permitted.

COMMITTEES: Committees are formed for a specific purpose; to plan, promote and implement the activities of the PTA. They function at the discretion of the membership and should be representative of the association. Individuals have the opportunity to learn about PTA, acquire leadership skills, discover resources and help develop creative solutions. Committees make recommendations; they do not make decisions. Programs must be presented to the executive board, with final approval given by the association. The president is an *ex-officio* member of every committee except the nominating committee.

PROCEDURE BOOK: Due to ongoing changes in leadership, PTA leaders need guidance. Each officer/chairman must have a procedure book to ensure continuity and progress. **A procedure book is NOT personal property and belongs to the office/chairman, not the individual.** A procedure book should contain: materials needed to carry out the work of the office, job description, bylaws/standing rules, agendas/minutes, finance, calendar, reports and a directory.

Who Runs Your PTA?

General Membership (the "association"):

- The most important component of your PTA is the general membership. The members are your organization.
- Members should approve the budget, all expenditures of funds, programs and activities.
- Executive board meetings do not replace the necessity of reporting and obtaining approval of PTA business.
- All general (association) meetings and proposed action items must be publicized at least 10 days in advance and provide members an opportunity to speak at meetings, no matter how many attend. General meetings are held in the months stated in your bylaws.

Executive Board:

- Must be members of the PTA.
- Meets monthly during the school year.
- Plans and carries out activities, programs and expenditures, with final approval from the membership.
- The president sets the agenda for each meeting, with input from the executive board members.
- All board members may make motions and suggestions, including the principal and teacher representative.
- Follows PTA protocol at all times.

Principal:

- Serves as an advisor to the nominating committee and the executive board.
- Has prior approval of PTA information sent home with students.
- Works with the president and board on unit programs and activities.
- Is a full voting member of the executive board.
- Has no control over the PTA's money.

Twelve Things

To Know or Do

1. **Have a membership drive.** Increasing parent participation is one of the primary goals of PTA. Keep an up-to-date membership list.

2. **Submit** dues, insurance payment, workers' comp form and annual report of volunteer hours to council PTA by the due dates.

3. **Have at least three officers** – president, treasurer and secretary.

4. **Have at least three general meetings per year:** September – approve the budget; January – elect nominating committee; March – elect officers.

5. **Have a budget approved** by the membership at the first meeting. Only spend money (any and all money) as approved by the membership at a general meeting and properly recorded in minutes of the PTA.

6. **Have two valid signatures** on all checks and have receipts for EVERY payment of any kind.

7. **Only undertake activities as approved** by the membership at a general meeting and properly recorded in minutes of the PTA.

8. **Follow PTA insurance guidelines** for appropriate PTA activities (summarized in the red/yellow/green light section of the Insurance Loss and Prevention Guide).

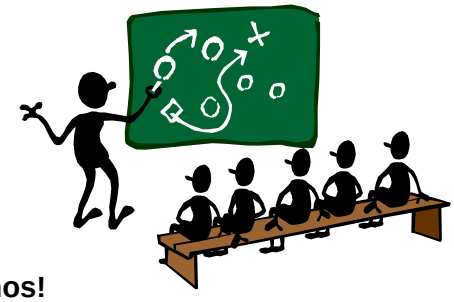
9. **Review the bylaws** at least once per year.

10. **Do audits twice a year,** January and July, or according to the bylaws.

11. **Attend Council PTA meetings** – the council is there to assist you.

12. **Work together** - Parents, principals, teachers, and staff are all one team!

Qué debe saber cada presidente de PTA desde el principio…
Formación de equipos



USTED no es el EQUIPO
SU el trabajo es capacitar al EQUIPO y formar futuros líderes:
♦ Fije las metas y los principios de base
♦ Cada uno debe participar
♦ Diversidad
♦ Delegue con autoridad
♦ Diviértase y recuerde…
¡estamos en esto por los niños!

Principios de base (*ejemplos)*

- ➔ En la sala no hay rangos
- ➔ Respeto a los comentarios de todos
- ➔ Nada sale de la sala
- ➔ Hable uno a la vez
- ➔ Discuta sobre los temas, no sobre las personas
- ➔ Trate de no repetir
- ➔ Observe un marco temporal
- ➔ Manténgase en la tarea
- ➔ No tome nada personalmente
- ➔ No hay territorios en el campo de juego
- ➔ Acuerde discrepar

Servicios de apoyo

Consejos y distritos

⇒ Capacitación
⇒ Dirección y ayuda
⇒ Representación

Estado

⇒ Conferencia de legislación
⇒ Alertas legislativos
⇒ Convención
⇒ Envíos de correo
⇒ Representación

Nacional

⇒ El poder de la organización
⇒ Servicio al cliente para los miembros
⇒ Representación

Talleres de las contrapartes

Muchos consejos y distritos ofrecen talleres para una variedad de puestos en la PTA.
Es responsabilidad del presidente animar a los miembros de la junta a asistir, a fin de que estén bien capacitados y puedan desempeñar sus deberes al máximo.

Recursos

- ♦ *Herramientas* de la PTA de California
- ♦ Estatutos
- ♦ Carta informativa *PTA in California*
- ♦ Compañeros de bolsillo: Liderazgo, Finanzas, Educación, Participación de los padres y Afiliación
- ♦ Libros de procedimientos
- ♦ Guía *Parents Empowering Parents* (PEP)
- ♦ Guía de seguro y prevención de pérdidas; www.pta.bbt-knight.com, nombre de usuario: *pta*; contraseña: *member*
- ♦ www.capta.org y www.pta.org
- ♦ Guías de referencia rápida de la PTA Nacional
- ♦ Revista *Our Children*
- ♦ Formación de Asociaciones Exitosas (BSP

Deberes de los miembros

DEBERES DEL PRESIDENTE

- ♦ Coordinar el trabajo
- ♦ Presidir en todas las reuniones
- ♦ Hacer nombramientos a comités y jefes de comités
- ♦ Firmar todas las autorizaciones y contratos
- ♦ Entender los procedimientos financieros

- Autorizar al librador de cheques
- Es el representante oficial de la asociación
- Es responsable del reporte anual
- Es el contacto oficial
- Se reúne con el administrador de la escuela
- Realiza otros deberes prescritos

DEBERES DE LA JUNTA EJECUTIVA

- Realiza transacciones bajo la dirección de la asociación y realiza el trabajo entre las reuniones de la asociación
- Paga cuentas
- Crea comités
- Llena vacantes
- Presenta reportes a la asociación
- Recibe reportes financieros
- Protege los activos de la asociación

ASOCIACIÓN DE PTA
Es el *único* grupo con la autoridad para:

- Elegir al comité de nominaciones
- Elegir funcionarios
- Aprobar/ratificar todos los gastos de la PTA
- Aprobar todos los contratos para los programas, eventos y proyectos de la PTA
- Aprobar el presupuesto
- Aprobar los reportes de auditoría
- Elegir delegados a la convención

Recuerde… todas las actividades de la PTA deben ser aprobadas por la asociación para cumplir con los requisitos de seguro.

Tipos de reuniones

➔ ASOCIACIÓN

Las reuniones están establecidas en los estatutos
Asistentes: miembros e invitados
Acciones: aprueba gastos, presupuesto y todas las demás actividades y programas. Elige al comité de nombramientos y funcionarios.

➔ JUNTA EJECUTIVA

Se reúne mensualmente
Asistentes: funcionarios, director, representante de maestros, jefes de comités en funciones
Acciones: revisan las recomendaciones de los comités; manejan las tareas asignadas, recomiendan acciones a la asociación

➔ COMITÉ

Se reúnen según sea necesario
Asistentes: jefe, miembros, prez
Acciones: se reúne para manejar el trabajo preliminar y recomienda a acciones a la junta ejecutiva

Reuniones de la PTA efectivas

Antes de la reunión:

- Verifique el lugar de la reunión
- Revise las minutas anteriores
- Revise el calendario siguiente (y el anterior)
- Prepare agenda
- Contacte a los que deben presentar reportes

Durante la reunión:

- Empiece a tiempo
- Acuerde las reglas de base
- Revise agenda
- Siga la agenda
- Use procedimientos parlamentarios
- Resuma
- Dé a todos la oportunidad de participar
- Repita las decisiones/ asignaciones
- Termine a tiempo

- **Después de la reunión:**
- Distribuya las minutas prontamente
- Dé seguimiento a las asignaciones

ESTATUTOS: antes de empezar con cualquier otra cosa, ¡lea los estatutos de su PTA! Revíselos con la junta ejecutiva para que todos entiendan las responsabilidades, quórum, reuniones, elecciones, normas vigentes y políticas básicas de la organización. Revise los estatutos cada año, presente actualizaciones para la aprobación de la PTA de California al menos cada tres años.

COFUNCIONARIOS: la PTA de California no reconoce cofuncionarios. Se puede nombrar un comité para ayudar en el puesto si es necesario. Solamente se permite un voto por puesto.

COMITÉS: los comités se forman para un propósito específico: planificar, promover e implementar las actividades de la PTA. Funcionan a discreción de los afiliados y deben ser representativos de la asociación. Las personas tienen la oportunidad de aprender acerca de la PTA, adquirir destrezas de liderazgo, descubrir recursos y ayudar a desarrollar soluciones creativas. Los comités hacen recomendaciones, no toman decisiones. Los programas deben presentarse a la junta ejecutiva y la aprobación final la da la asociación. El presidente es miembro *ex oficio* de cada comité, excepto el de nominaciones.

LIBRO DE PROCEDIMIENTOS: Debido a los cambios continuos en el liderazgo, los líderes de la PTA necesitan guías. Cada funcionario/jefe debe tener un libro de procedimientos para asegurar la continuidad y el avance. **Un libro de procedimientos NO es propiedad personal y pertenece al funcionario/jefe como tal, no a la persona.** Un libro de procedimientos debe contener: materiales necesarios para realizar la tarea del cargo, descripción de atribuciones, estatutos/normas vigentes, agendas/minutas, finanzas, calendario, reportes y un directorio.

¿Quién maneja su PTA?

Afiliados (la asociación):

- El componente más importante de su PTA son los afiliados en general. Los miembros son su organización.
- Los miembros deben aprobar el presupuesto, todos los gastos de fondos, programas y actividades.
- Las reuniones de la junta ejecutiva no reemplazan la necesidad de reportar y obtener aprobación para los asuntos de la PTA.
- Todas las reuniones generales (de asociación) y renglones de acciones propuestas deben publicarse con al menos diez (10) días de anticipación y se debe dar a los afiliados la oportunidad de hablar en las reuniones, sin importar cuántos asistan. Las reuniones generales se realizan en los meses establecidos en sus estatutos.

Junta Ejecutiva :

- Deben ser afiliados de la PTA.
- Se reúnen cada mes durante el año escolar.
- Planifican y llevan a cabo actividades, programas y gastos con la aprobación final de los afiliados.
- El presidente establece la agenda de cada reunión con la colaboración de los miembros de la junta ejecutiva.
- Todos los miembros de la junta ejecutiva proponen mociones y hacen sugerencias, incluyendo el director y el representante de los maestros.
- Siguen el protocolo de la PTA en todo momento.

Director:

- Sirve como consejero al comité de nominaciones y la junta ejecutiva.
- Tiene la aprobación previa de la información de la PTA enviada a casa con los estudiantes.
- Trabaja con el presidente y la junta sobre los programas y actividades de la unidad.
- Es miembro de la junta ejecutiva, con todos los derechos y voto.
- No tiene control sobre el dinero de la PTA.

12 Cosas que Conocer o Hacer

1. **Conducir nuestros esfuerzos hacia la membresía**, como meta primaria de la PTA. Aumentar la participación de los padres y mantener actualizada la lista de miembros.

2. **Presentar** a tiempo, las cuotas, pagos de seguro, formulario de compensación laboral y reporte anual de las horas trabajadas del personal voluntario.

3. **Tener al menos tres oficiales** – presidente, tesorero y secretario.

4. **Tener al menos, tres reuniones generales de la asociación por año:** Septiembre – aprobar el presupuesto; Enero – elegir comité de nominación; Marzo – elegir oficiales.

5. **Lograr la aprobación del presupuesto** durante la reunión general de la asociación. Solo gastar dinero (cualquier dinero o todo dinero) de acuerdo a la aprobación de los miembros en la reunión general y registrar lo aprobado en el acta de la PTA.

6. **Tener dos firmas autorizadas** en todos los cheques y mantener recibos para TODO pago de cualquier tipo.

7. **Solo ejecutar las actividades aprobadas** por los miembros en la reunión general y registrarla en el acta de la PTA.

8. **Seguir las normas de la PTA en actividades** adecuadas de acuerdo a la sección roja/amarilla/verde de la Guía de Seguro de Prevención y Perdida.

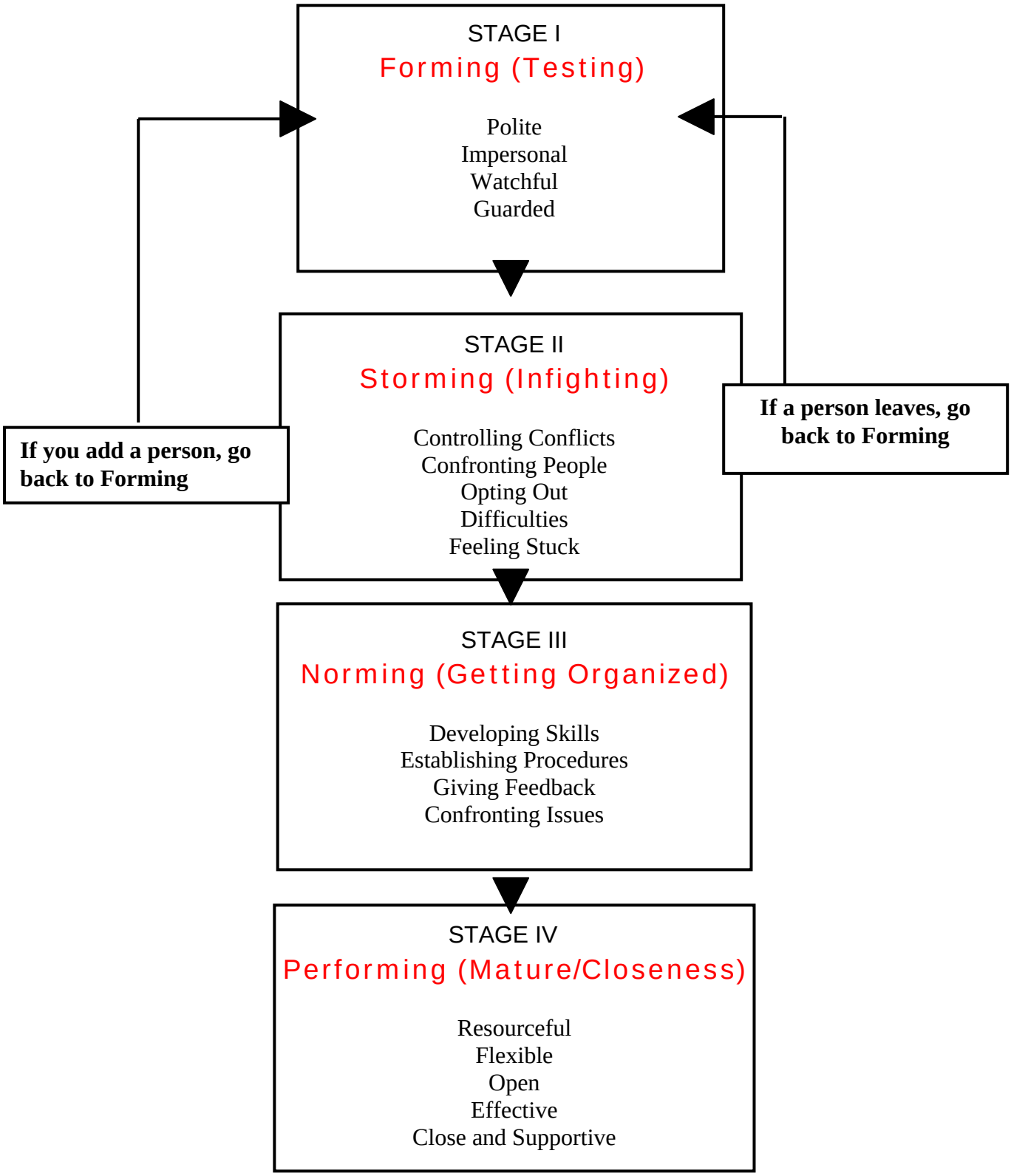
9. **Revisar los estatutos** una vez al año.

10. **Hacer auditorias dos veces al año;** Enero y Julio o de acuerdo con los estatutos.

11. **Asistir a las reuniones del Consejo de Gabinete de la PTA** – El Consejo esta allí para asistirle.

12. **Trabajar juntos** – Padres, directores, maestros y personal laboral, somos un equipo!

Team Development Chart



How To Get the Best From Volunteers

An increasing number of organizations recognize the added value of volunteer involvement. Prospective volunteers are also customers who can choose from a multitude of alternatives in the volunteer marketplace. Once you've successfully secured a volunteer's support, it is important to ensure that the benefits of volunteering continue to outweigh the costs. Satisfied volunteers can be strong advocates for an organization's mission and persuasive partners on a volunteer recruitment team.
Once you "lose" volunteers, it's hard to get then back.

VOLUNTEERS

➤ Provide Meaningful Work

- Make their work meaningful and never waste their time.
- Provide orientations that link volunteer assignments to the broader mission of the organization.
- Create positions that are diverse in tasks.

➤ Show Them Respect

- Never require anything from them that you can't enforce.
- Provide them with clear instructions and the necessary tools to perform the work expected.
- Accept their recommendations and take their advice.

➤ Support Career Enhancement

- Help volunteers acquire new skills and relate these skills to the marketplace.
- Provide opportunities for leadership advancement.
- Offer classes on resume writing and job interviewing.

➤ Offer Personal Growth

- Let them grow with the program.
- Give them opportunities that they might not get in the marketplace.

➤ Show Recognition

- Show your appreciation often and in ways that are specific to the individual being recognized.

~ From National PTA

Councils Are the Key

Councils Do:

- ✓ Inform, instruct and inspire local units and are responsive to their needs;
- ✓ Unify PTA activities in a community or school district with the consent of a majority of the member units; and
- ✓ Provide a way for local units to act together on projects that a single PTA could not accomplish alone.

Councils Don't:

- Dictate to the local units;
- Legislate for the local units, including settling up rules for local units and taking action involving member units without their consent;
- Change council dues or amend council bylaws unless the local units, having been empowered to act for the members of their units, vote to do so;
- Duplicate the work or programs of the local units;
- Compete with local units;
- Compel local units to enter into council projects; and
- Assess local units for funds without their consent.

COUNCILS IN GOOD STANDING:

- ✓ Have current bylaws;
- ✓ Have a minimum of three local associations as council members;
- ✓ Have at least three elected officers: president, secretary and treasurer;
- ✓ Forward per capita dues to the district PTA by the deadline date;
- ✓ Pay insurance premiums for the council to the California State PTA (remitted through channels);
- ✓ Forward insurance premiums for member units by the district deadline date;
- ✓ File all required state and federal tax forms; and
- ✓ Submit the names and addresses of unit and council officers to the district PTA by the deadline date.

How Adequate Are Your Council Services?

Strengthening Local PTAs

- What can your council do that will help local PTAs deepen their appreciation of the state and national PTAs?
- What can the council do that would encourage local PTAs to develop programs that truly appeal to members (parents, teachers, administrators, students)?
- What have you done to help local PTAs develop action programs and build successful partnerships?
- What opportunities could council provide local PTAs to learn new techniques of group work and group leadership?
- How can local PTAs be encouraged to participate in local, council and district PTA meetings, convention and special workshops?
- How can you encourage council and local PTA leaders to use publications of the state and national PTAs?
- How do you help local PTAs keep lines of communication open?
- How are you utilizing the national standards for parent and family involvement to better serve and strengthen local PTAs?

Community Service Projects

- Are community service projects a part of your council program?
- How can the efforts of local PTAs be stimulated toward community-wide activity?
- How can leadership be discovered and developed for community service?
- What can your council plan that will meet community needs?

Working With Schools

- What efforts do you make to work cooperatively with school administrators? How are they included in council planning?
- What has your council done this past year to cooperate with the school board to improve the school system? What can be done this year?
- Has your council served as a means of communication between the school board, the administration and the public? If not, how can this be initiated? If it has, can this role be strengthened?
- Do you have a representative attend and report on school board meetings?
- Do you take advantage of opportunities or invitations to participate in meetings of school policy-making groups?
- Are school board members invited to council meetings?

Working With Local PTAs

- Do you have regular meetings with local PTA presidents?
- Do you visit local PTAs?
- What special attention does council plan to give **new** units?
- What attention can council give to **weak** units?

Developing Leaders

- What is your council doing to develop leadership at the local unit level and how can you become more effective?
- In what ways is your council encouraging units to take advantage of the leadership development opportunities offered by the district, state and national PTAs?
- How many of the following activities can your council plan for this upcoming year and what will you do to promote attendance?
  - Workshops or training opportunities for unit/council officers, chairmen and all PTA members
  - Leadership training for officers and chairmen
  - Leadership training experience at council meetings
  - Meetings for presidents, administrators, staff, community leaders and businesses
  - Special workshops in:

Bylaws	Membership	Resources
Parent Education	Curriculum	Legislation
Youth Services	Health	School Councils
		Other

Communication Pledge

- ✓ **Tell me**
- ✓ **Tell me first**
- ✓ **Tell me in language I can understand**
- ✓ **Tell me as soon as it is a concern**
- ✓ **Tell me privately**
- ✓ **Give me time to think before we conclude**

Membership Theme

PTA – Building Community Unity

Membership Challenge

5 Percent Increase
for Units and Councils

2009-2010

Bridges/Barriers for School, Family and Community Partnerships

By Joanne D. Martin, PhD, MSBA

Bridges*	Schools	Families/Parents/Guardians
Awareness	Embrace the roles parents/families play in the educational process and the benefits of involvement.	Understand the role they play in the educational process.
Value	Embrace participation as a critical tenet to success in education and securing our democracy.	Embrace their role as a critical tenet to the success of their children in education.
Beliefs/Attitudes	Form beliefs carefully, knowing they are often conveyed in attitudes.	Internalize their roles and responsibilities as parents and as community members.
Trust	Know they are serving the community well and establish active, positive relationships with members.	Security in knowing the educational system provides a just, caring, and quality education for their children.
Understanding	Learn, experiment, build an ability to work effectively with parents/families in participatory ways, in the common interest of all children.	Know how to participate actively as a community member.
Skills	Define required skills, provide all with direction, support, feedback and opportunities to develop skills.	Continually seek to improve skills as an engaged and involved community member in support of the well-being of all children.
Confidence	See positive results.	See positive results.
Language/Jargon	Effectively communicate.	Effectively communicate.
Culture	Understand and respect individual differences and embrace these differences by assuring cultural competence in instructional practices.	Understand how the educational system functions, understand how to navigate the education system, and understand how the expectations of the community stem from democratic values.
Welcoming	Openly share information with all community members; encouraging and enabling them to do their best.	Assure the community provides adequate support for the learning and development of all children.

*Barriers exist where bridges do not.

Circumstantial Barriers for Involvement

Time Demands/Stress
Crisis
Child-Care Issues
Lack of Financial/Other Resources
Lack of Transportation
Illiteracy

Other Barriers for Involvement

Defensiveness
Resistance
Stereotyping
Intimidation
Negative Experiences
Fear

Inclusiveness and Diversity

PTA Leadership Practices

PTA values and appreciates diversity, which enriches and strengthens the structure of our society within our state and nation. PTAs must be reflective of their communities to assure we speak for every child with one voice.

- ☆ Assure inclusiveness in all work with schools and families and within the PTA.
- ☆ Make every effort to create a PTA board and membership that are reflective of the community.
- ☆ Become acquainted with leaders of the many diverse groups in the community.
- ☆ Share community history and traditions. Focus on the rich diversity comprising the members of the school community.
- ☆ Propose change wherever you perceive exclusive or discriminatory practices.
- ☆ Empower your members with support and encouragement to build a learning community based upon trust, care and respect.
- ☆ Allocate ample resource support to meet programming needs.
- ☆ Measure results, identify barriers and problem-solve as needed.

Inclusión y diversidad

Prácticas de liderazgo de la PTA

La PTA valora y aprecia la diversidad, que enriquece y fortalece la estructura de nuestros estado y nuestra misión. Las PTA debemos reflejar nuestra comunidad para asegurar que hablamos por cada niño con una sola voz.

- ☆ Asegure la inclusión en todo el trabajo con las escuelas, las familias y dentro de la PTA.
- ☆ Haga todo el esfuerzo necesario para crear una junta en la PTA y dentro de los afiliados que refleje la comunidad.
- ☆ Familiarícese con los líderes de los variados grupos de la comunidad.
- ☆ Comparta la historia y tradiciones de la comunidad. Enfóquese sobre la rica diversidad que compone la comunidad escolar.
- ☆ Proponga cambio siempre que perciba prácticas exclusivas o discriminatorias.
- ☆ Capacite a sus miembros apoyando y alentando la formación de una comunidad de aprendizaje basada en la confianza, el afecto y el respeto.
- ☆ Permita amplio apoyo de recursos para cumplir con las necesidades de los programas.
- ☆ Mida los resultados, identifique barreras y resuelva problemas según se necesite.

California State PTA Membership & Award Due Dates

2009-2010 Membership Theme: "PTA – Building Community Unity"

Each unit PTA must adhere to the deadlines set by the council or district PTA.
The dates below are California State PTA deadlines for districts.
Councils and districts set their own deadlines in order to meet the state deadlines.

MEMBERSHIP PER CAPITA	Council Due Date	District Due Date	DATE DUE to STATE
First required remittance - 15 Members (min.)	_____	**Nov. 15**	**Dec. 1**
Final remittance – all remaining Memberships	_____	_____	**March 31**

All memberships received in the California State PTA office postmarked after March 31 will be included in the membership totals for the following year.

Remittances of "per capita" go through PTA "channels"!

("per capita" means per person and is the portion of membership dues not belonging to the unit PTA)

- The unit PTA remits to the council PTA (if in a council) or to the district PTA.
- The council PTA remits to the district PTA.
- The district PTA remits to California State PTA.
- California State PTA remits to National PTA.

UNIT MEMBERSHIP AWARDS	Council Due Date	District Due Date	DATE DUE to STATE
Early Bird - 15 Members (minimum)	_____	_____	**Nov. 1**
Chairman's Club - 50 Members (minimum)	_____	_____	**Nov. 15**
Membership and Outreach Part of PTA Spotlight Award application	_____	_____	**Feb. 1**

UNIT MEMBERSHIIP AWARDS CRITERIA

Early Bird — 15 MEMBERS

Certificates from California State PTA will be distributed through district PTAs to each unit PTA that remits per capita dues for 15 or more members, through PTA channels (unit to council, to district, to state) which are postmarked to the California State PTA office from the district PTA by November 1. No application is required.

Chairman's Club — 50 MEMBERS

Certificates from the California State PTA will be distributed through district PTAs to each unit PTA that remits per capita dues for 50 or more members, through PTA channels (unit to council, to district, to state) which are postmarked to the California State PTA office from the district PTA by November 15. No application is required.

PTA Spotlight Award — APPLICATION TO BE SUBMITTED

Membership and Outreach are part of the PTA Spotlight Award application. Awards will be presented by the California State PTA president to unit and council PTAs at the annual California State PTA Convention. An application must be completed and received in the California State PTA office by February 1. Units must be members of the Chairman's Club in the year they apply in order to be eligible for an award.

Membership Challenge — ANNOUNCED YEARLY AT CONVENTION

Acknowledgement will be conferred at the annual California State PTA Convention and award certificates will be mailed to winning PTAs. 2009-2010 Membership Challenge: 5 percent increase for units and councils. No application required.

Fechas límite para las cuotas de afiliación de la PTA de California y premios

Tema de afiliación 2009-2010: "PTA – Fomento de la unidad comunitaria"

Cada unidad de PTA debe cumplir con las fechas límite establecidas por la PTA de distrito o la PTA de consejo.

Las fechas siguientes son las fechas límite de la PTA de California para los distritos. Los consejos y distritos establecen sus propias fechas límite a fin de cumplir con las fechas límite estatales.

AFILIACIÓN PER CAPITA	Fecha límite del consejo	Fecha límite del distrito	FECHA LIMITE PARA REMITIR A LA PTA DE CALIFORNIA
Primera remisión requerida - 15 miembros (min.)	_____	**Nov. 15**	**Dic. 1**
Remisión final – las afiliaciones restantes	_____	_____	**Marzo 31**

Todas las afiliaciones recibidas en la oficina de la PTA de California con matasellos posterior al 31 de marzo se incluirán en los totales de afiliación del año subsiguiente.

"¡Las remisiones 'per capita' se envían por los "canales" de la PTA!

("Per capita" quiere decir por persona y es la porción de la cuota de afiliación que no pertenece a la unidad de la PTA)

- La unidad de PTA se remite a la PTA de consejo (si está en consejo) o a la PTA de distrito.
- La PTA de consejo las remite a la PTA de distrito.
- La PTA de distrito las remite a la PTA de California.
- La PTA de California las remite a la PTA Nacional.

PREMIOS DE AFILIACIÓN POR UNIDAD	Fecha límite del consejo	Fecha límite del distrito	FECHA LIMITE PARA REMITIR A LA PTA DE CALIFORNIA
Pájaro madrugador - 15 miembros (mínimo)	_____	_____	**Nov. 1**
Chairman's Club - 50 miembros (mínimo)	_____	_____	**Nov. 15**
Afiliación y Expansión Parte de la solicitud del Premio PTA Spotlight	_____	_____	**Feb. 1**

PREMIOS DE AFILIACIÓN POR UNIDAD	CRITERIOS

Pájaro madrugador — **15 MIEMBROS**

Se entregarán certificados de la PTA de California a través de los distritos de PTA a cada unidad que remita cuotas per capita de 15 o más miembros, a través de los canales de PTA (unidad a consejo, a distrito, a estatal) que lleven matasellos para la PTA de California de hasta el 1 de noviembre. No se necesita solicitud.

Club del presidente — **50 MIEMBROS**

Se entregarán certificados de la PTA de California a través de los distritos de PTA a cada unidad que remita cuotas per capita de 50 o más miembros, a través de los canales de PTA (unidad a consejo, a distrito, a estatal) que lleven matasellos para la oficina de la PTA de California e hasta el 15 de noviembre. No se necesita solicitud.

Premio PTA Spotlight — **SE DEBE PRESENTAR SOLICITUD**

Afiliación y Expansión son parte de la solicitud del Premio PTA Spotlight. El presidente de PTA de California dará el premio a las unidades y consejos de PTA en la convención anual de la PTA de California. Se debe llenar una solicitud deberá recibirse en la oficina de la PTA de California para el 1 de febrero. Las unidades deben ser miembros del Club del Presidente en el año en el que hacen la solicitud a fin de llenar los requisitos para el premio

Reto de afiliación — **SE ANUNCIA AL INICIO DE LA CONVENCIÓN**

Se entregará reconocimiento y certificado en la Convención Anual de la PTA de California y certificados de reconocimiento a las PTA ganadoras. El reto de afiliación de 2009-2010: aumento de un 5% para las unidades y consejos. No se necesita solicitud.

The Official PTA Kit – PTA's Big Box of Possibilities

Registration Required
All local, council, district, and region PTAs must register to receive their free *Official PTA Kit* for the 2009-2010 school year.

Your PTA president should have recently received an e-mail about the kit with your unit's personalized kit registration URL. A follow-up postcard with that same URL should be arriving soon.

FAQs

About *The Official PTA Kit, 2009-2010*

The *PTA Back-to-School Kit* is becoming *The Official PTA Kit* – PTA's Big Box of Possibilities.

The kit will still contain all the great resources you rely on to serve your community and run your unit – not just at Back-to-School time but year-round.

- The latest *PTA Quick-Reference Guides*
- Membership posters and brochures
- Father involvement resources
- Program and advocacy information
- Special offers from national partners

About Kit Delivery

This year, all unit, council, and district PTAs must register to receive their kits.

Each unit will have received a personalized URL (PURL) through a postcard and e-mail sent the last week of April to the PTA president on file. This PURL will direct the unit to an order form where the incoming PTA president or other authorized leader can select the shipping date and confirm or change the shipping address for the kit. Units can also call the PTA Information Center at (800) 307-4782 to order the kit by phone.

The order form will be available April 27 through October 31. Shipments will occur weekly from June 19 to July 31 and approximately weekly through the end of October. Kits ordered/shipped after October 1, and extra kits ordered at PTA.org/BuyAKit, will incur a handling cost of $35 and are available only as supplies last. (Units chartered after October 1 will still be able to receive a kit for free by calling the PTA Information Center, while supplies last.)

FAQs

Q: I can't find any information on the 2009 *PTA Back-to-School Kit*. Is there a kit this year?
A: The *PTA Back-to-School Kit* is becoming *The Official PTA Kit* – PTA's Big Box of Possibilities – to reflect its usefulness throughout the entire school year. The kit still contains great resources to help PTA leaders serve their communities and run their local units: easy-to-use primers for the president, treasurer, membership chair, and programs chair; membership and marketing tools; father involvement materials; program resources; and special offers from national partners. The kit's landing page is PTA.org/OfficialKit.

Q: Why do units have to register to receive a kit this year?
A: The PTA national office wants to make sure the kit reaches the right leaders at the right time – and thinks no one can better provide that information than the leaders themselves. By registering for the kit, units tell us when and where to send the kit, helping us serve them most effectively.

Q: How soon will we be able to request and receive a kit?
A: The kit order form will be available Monday, April 27, through 11:59 p.m. CDT, Saturday, October 31. Kits will start shipping weekly to unit, council, and district PTAs on June 19, based on units' requested shipping date and date of order.

If you would prefer to order over the phone, you may call the PTA Information Center at (800) 307-4782 during regular business hours Monday, April 27, through Friday, October 30.

Kits ordered/shipped after October 1 will incur a handling cost of $35 and are available only as supplies last. (Units chartered after October 1 will still be able to receive a kit for free by calling the PTA Information Center, while supplies last.)

Q: How do I register to receive my unit's kit?
A: To access the kit order form, follow the personalized URL (PURL) given on the postcard and/or e-mail sent the last week of April to the president on file for your unit. To order the kit over the phone, you may contact the PTA Information Center at (800) 307-4782 during regular business hours. The person ordering the kit must be a PTA leader authorized to order/receive the kit for the 2009-2010 school year.

Q: I don't have a PURL; can I still get a kit?
A: To order the kit without a personalized URL (PURL), go to PTA.org/OfficialKit and follow the link to the form, or call the PTA Information Center at (800) 307-4782 during regular business hours. You will need your unit ID number and will need to confirm that you are authorized to order the kit for your unit. Kits are available exclusively to PTAs in good standing.

Q: I've registered to receive my kit. Do I have to do anything else to update my records?
A: You still need to update the records of your PTA's 2009-2010 leaders with your state PTA office to get PTA materials throughout the year. The form for *The Official PTA Kit* provides the shipping information for the kit only and does not update your information organization wide.

Q: Do I have to pay for the kit?
A: Each PTA unit in good standing will receive one kit at no cost. We are asking you to register for your kit so that we make sure it reaches the right person at the right time.

Extra kits and any kits ordered/shipped after October 1 will incur a handling cost of $35. (Units chartered after October 1 will still be able to receive a kit for free by calling the PTA Information Center, while supplies last.)

Q: Can we get more than one kit?
A: Each unit can register to receive one free kit. Additional kits can be purchased at PTA.org/BuyAKit for $35. Only PTAs may order kits.

Q: How quickly will I get my kit?
A: Kits start shipping to unit, council, and district PTAs June 19; they ship weekly through July 31, and approximately weekly through October 31, based on the requested shipping date and date of order. Kits are sent via UPS and take approximately five – seven days to arrive.

Q: What is the deadline for registering to receive a kit?
A: The online kit order form will be available until 11:59 p.m. CDT, Saturday, October 31, 2009. Phone orders must be placed with the PTA Information Center by 5:00 p.m. CDT, Friday, October 30, 2009.

Kits ordered/shipped after October 1 will incur a handling cost of $35 and are available only as supplies last. (Units chartered after October 1 will still be able to receive a kit for free by calling the PTA Information Center, while supplies last.)

We recommend ordering the kit as soon as your 2009-2010 PTA leadership is determined, so you have the kit for the start of the new PTA year.

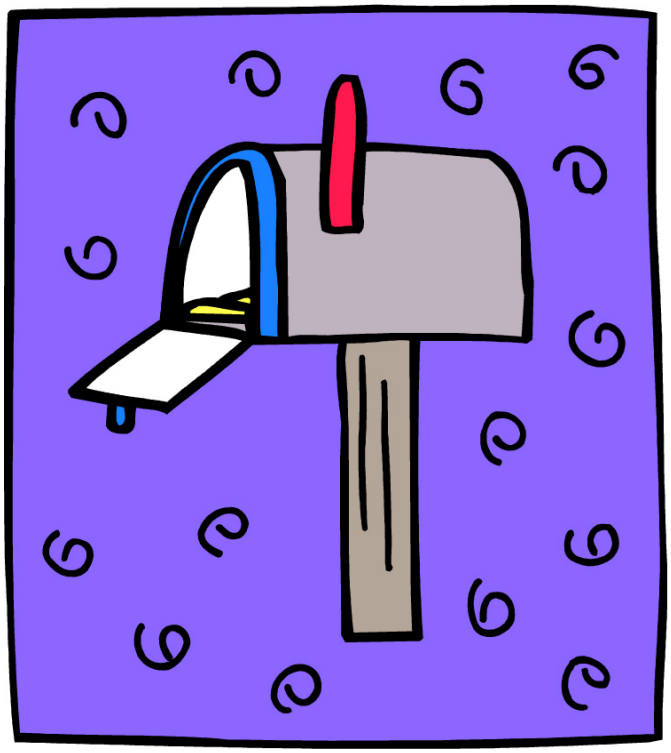
Q: I'm the incoming unit president but the system tells me my unit has already registered for its kit. What should I do?
A: We recommend that you communicate with the person who ordered the kit; they can give you the kit as part of the transition of PTA leadership. You may also purchase an additional kit for $35 at PTA.org/BuyAKit.

Q: When I tried to register for my kit, I got a message that the status of my PTA is "inactive." What does that mean? Can I still get a kit?
A: Most often, the status of a PTA is "inactive" because the PTA did not pay PTA dues during the national PTA membership year (April 1, 2008 to March 31, 2009). Your PTA might also have been put on inactive status by your state PTA because it has not met the state's criteria to be considered a unit in good standing. Please contact your district PTA if your PTA is currently showing as inactive. Once you fulfill any requirements necessary to become an active unit, your state PTA will change your status to active and you will be able to register for your kit.

Q: How can I order additional materials from the kit?
A: Additional membership brochures and posters, and other select materials, can be purchased at PTADigital.com. These resources, and many others from the kit, will also be available on the PTA national website at PTA.org/OfficialKit.

Extra copies of the entire kit can be purchased for $35 at PTA.org/BuyAKit. Quantities are limited.

Q: I can't find the kit survey. Is there one?
A: The kit survey will be available at PTA.org/KitSurvey September 21 to October 26. We'd like to give you time to use the materials in your kit before responding.



PTA Membership ...

Benefits your child & benefits our schools

Academic studies prove that kids do better when parents are involved

- √ Grades are higher
- √ Test scores improve
- √ Attendance increases

Connects you to a network

- √ Share ideas, concerns and experiences with others in the school community
- √ PTA events provide opportunities to meet other parents and teachers

Means more informed parents

- √ PTA parents understand the challenges schools face – and become part of the solution
- √ PTA parents support improving education, both locally and legislatively
- √ Parent awareness = improved student achievement = school develops a positive reputation in the community

Boosts children's well-being

- √ PTA focuses on what students need to be successful in learning
- √ PTA works with school administrators to ensure that children are prepared to succeed

Gets you connected and adds your voice to others

- √ PTA meetings = opportunity for you to share information with other members
- √ PTA = a way for you to effectively suggest change at your child's school

Join PTA Because ...

PTA leverages volunteer power

- √ PTA = hardworking, dedicated volunteers
- √ PTA volunteers implement school improvement programs

PTA provides great resources

- √ PTA = programs designed for parents & students
- √ Training and resource materials

PTA improves your skills

- √ PTA = valuable experiences
- √ Opportunity to put skills/hobbies to use for a good cause - for your child & ALL children in the community

PTA results in school improvement

- √ You will be part of the solution
- √ PTAs provide projects vital to school's success

PTA makes you a good role model

- √ PTA member = demonstrating to your child the importance you place on education

PTA Leaders share their answers to

"Why Join PTA?"

From a sharing session at the National PTA Convention – June 2008

I am not asking you to join your mother's PTA. I am asking you to join with your fellow parents and create your school's PTA. Parents, teachers, students and administrators meet, discuss and act together – speaking for every child and all children – diverse, united, speaking with one voice.

We all have a stake in educating our children, since our children are our future. Why join PTA? Join to become an active participant in developing that future; to ensure that every child's voice is heard.

PTA serves all our children, not just my child and the children at my school. Share your talents and your time for our children; be a voice for our future.

PTA provides the opportunities and structure for all individuals to become an advocate for children and families in their own communities. Combining the voices of millions of members allows PTA to be a powerful force in ensuring the health, well-being and education of every child.

There is a need for a powerful voice for all our children. Our children need our support for their schools and their education. PTA provides an organized family and community component at the school.

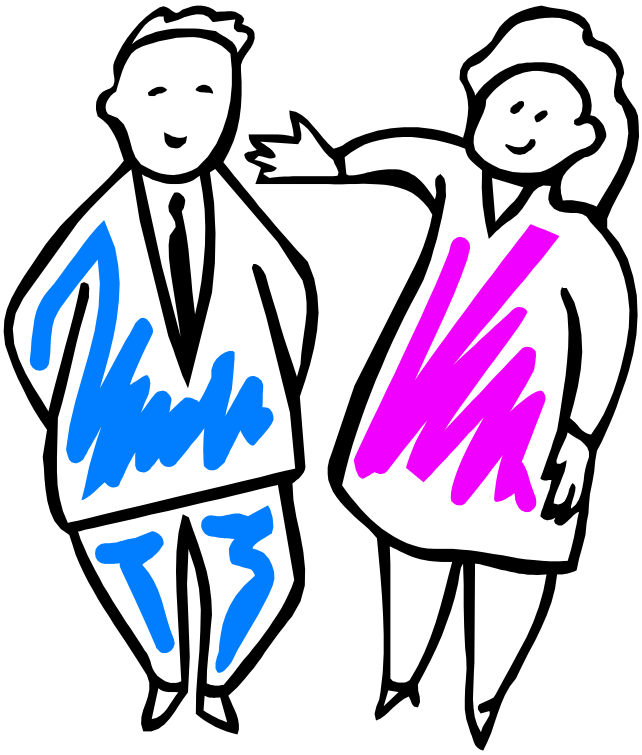
As a parent like me, do you want to be a powerful voice for your children and other children? Do you also need relevant resources and tools to do so? You are not alone! We are not alone! Join PTA – be part of the strongest advocate for the education and well-being of every child!

PTA provides loving relationships, meaningful work, and faith in something larger than myself.

Be an "agent of change" – voice your concerns and ideas with a group of like individuals who have a similar vision and hope for children, for education and for our community.

You should be a member of the PTA. We are all volunteers committed to working on issues that affect children and families. Your voice is so important to us, and we need your help.

We all have a responsibility to make our world better for children. That is PTA's mission, and that is why I joined PTA.



Do you believe in kids? PTA provides us with a powerful voice; it provides a resource for families and communities and allows us to advocate for the education and well-being of all children. PTA speaks for every child with one voice.

PTA is the oldest child advocacy organization in existence that gives all parents a voice in their children's education. PTA continues to be relevant as it advocates for ALL children and provides opportunities to make a difference in the life of kids.

PTA provides leadership opportunities for everyone. While a person may choose to join PTA for the benefits to their own child, they will quickly learn that their involvement in PTA provides benefits to ALL children. PTA volunteers become advocates for children everywhere.

PTA is a great way to influence your child's public education. Did you know that children improve academically when their parents are involved?

PTA provides each of us with an opportunity to collaborate with other committed people within an organizational framework that is accountable, and respected and recognized for its integrity.

Joining PTA is the right thing to do. It sets a good example for your children and your community.

Parents are their children's first and best teachers. PTA provides support for parents, resources and skills on parenting, and an avenue for parents to socialize and network. PTA cares about all children and has a global perspective on issues which directly affect our youth. I'm proud to be part of an organization where diversity is our strength, membership is our foundation, and we speak with one voice for every child

SHARE WITH OTHERS... “Why Join PTA?”

Develop your passion for PTA into a short speech.

As PTA leaders, we find ourselves throughout the day in multiple situations where we can share our enthusiasm for the good works of PTA. Use these opportunities to share your passion and educate others about PTA; its history, its current programs, but most of all, its value.

The key is to be brief, but pack a punch. Develop your own talking points in what can be referred to as an “elevator” speech or a “waiting-in-line-at-the-store” speech.

If you wear a PTA shirt or have PTA paraphernalia, you might even be asked for some information about PTA, and it's important to be prepared.

Be personal. Consider what PTA has accomplished for your child, your family, and your community. You will be surprised how infectious your passion can be!

Did you know?

A National PTA parent survey found the top three reasons members join PTA:

☆ To be involved in their children’s education
☆ To work with teachers, and
☆ To be a positive role model for kids.
☆

Did you know?

A National PTA parent survey found the top three things parents say PTA does best:

☆ Is effective in improving their children’s education
☆ Works to make schools safer for children
☆ Has a positive impact for all children, not just their own.
☆

Just Ask!

The No. 1 reason people state they are not PTA members
is that they have never been asked.

The only wrong way to ask people to join
is not to ask at all!

Los líderes de la PTA comparten sus respuesta a "¿Por qué afiliarse a la PTA?"

De una sesión para compartir en la Convención de la PTA Nacional de junio 2008

No les pido que se afilien a la PTA de su mamá. Les pido que se unan a otros padres y que creen la PTA de su escuela. Padres, maestros, estudiantes y administradores se reúnen, hablan y actúan juntos –hablando por cada niño y todos los niños- diversos, unidos, todos hablando con una voz.

Todos tenemos un interés en educar a nuestros niños porque ellos son nuestro futuro. ¿Por qué afiliarse a la PTA? Afíliese para ser un participante activo en el desarrollo de ese futuro; para asegurarse de que la voz de cada niño sea escuchada.

La PTA sirve a todos nuestros niños, no solamente al mío y a los niños de mi escuela. Comparta sus talentos y su tiempo por nuestros niños; sea una voz en nuestro futuro.

La PTA provee las oportunidades y la estructura para que cada persona se convierta en un defensor de los niños y las familias en su propia comunidad. Combinar la voz de millones de afiliados permite a la PTA ser una voz poderosa para asegurar la salud, bienestar y educación de cada niño.

Hay necesidad de una voz poderosa que hable a favor de todos nuestros niños. Ellos necesitan nuestro apoyo para sus escuelas y su educación. La PTA provee un componente familiar y comunitario organizado en la escuela.

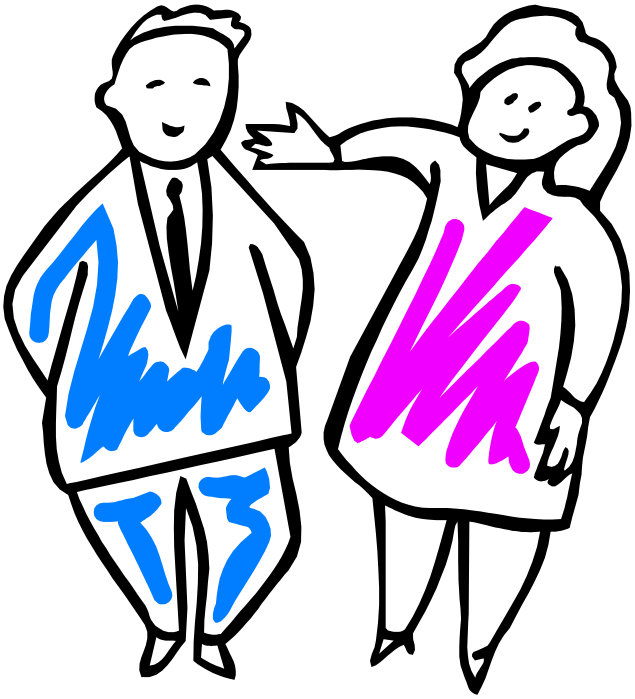
Como un padre o madre como yo, ¿le gustaría ser una voz poderosa a favor de sus niños y otros niños? ¿Necesita además recursos y herramientas relevantes para hacerlo? ¡Entonces no está solo! Únase a la PTA –sea parte del más poderoso defensor de la educación y bienestar de cada niño!

La PTA ofrece relaciones con cariño, trabajo valioso y fe en algo más grande que yo

Sea un "instrumento de cambio" –exprese sus inquietudes e ideas con un grupo de personas parecidas con un visión similar y esperanza para los niños, la educación y nuestra comunidad.

Usted deber formar parte de la PTA. Todos somos voluntarios comprometidos en trabajar con los problemas que afectan a nuestros niños y familias. Su voz es muy importante para nosotros y necesitamos de su ayuda.

Todos tenemos la responsabilidad de hacer nuestro mundo mejor para los niños. Esa es la misión de la PTA y por eso es que me afilié a la PTA.



¿Cree en los niños? La PTA nos provee una voz poderosa; nos ofrece un recurso para las familias y las comunidades y permite que hablemos a favor de la educación y el bienestar de todos los niños. La PTA habla por cada niño con una sola voz.

La PTA es la organización más antigua que habla a favor de los niños y que da a todos los padres una voz en la educación de sus hijos. La PTA continúa siendo relevante al salir en defensa de TODOS los niños y provee oportunidades de marcar la diferencia en la vida de los niños.

La PTA provee oportunidades de liderazgo a todos. En tanto una persona puede escoger afiliarse a la PTA por los beneficios que ofrece para su niño, pronto descubrirá que su participación en la PTA ofrece beneficios a TODOS los niños. Los voluntarios de la PTA se convierten en defensores y promotores de los niños en todas partes.

La PTA es una gran forma de ejercer influencia en la educación pública de su niño. ¿Sabe que los niños mejoran su desempeño académico cuando sus padres participan?

La PTA ofrece a cada uno de nosotros una oportunidad de colaborar con otras personas comprometidas dentro de un marco organizativo que es responsable y reconocido por su integridad.

Afiliarse a la PTA es lo correcto. Da un buen ejemplo a sus niños y su comunidad.

Los padres son los primeros y mejores maestros de los niños. La PTA ofrece apoyo a los padres recursos y destrezas de crianza y una avenida para que socialicen y creen redes sociales. A la PTA le importan todos los niños y tiene una perspectiva global sobre los asuntos que afectan directamente a nuestros jóvenes. Siento mucho orgullo de ser parte de una organización en la que la diversidad es nuestra fortaleza; la afiliación es nuestro cimiento y en la que hablamos con una sola voz por cada niño.

COMPARTA CON LOS DEMÁS...
"¿Por qué afiliarse a la PTA?"

Transmita su pasión por la PTA en un corto discurso.

Como líderes de la PTA, nos encontramos a lo largo del día en múltiples situaciones en las que podemos compartir nuestro entusiasmo por el buen trabajo de la PTA. Use esas oportunidades para compartir su pasión y educar a los demás acerca de la PTA, su historia, sus programas y, sobre todo, su valor.

La clave es ser breve, pero ser contundente. Desarrolle sus propios puntos para hablar en lo que puede llamarse un discurso de "elevador" o de "en la cola de la tienda".

Si usa una camisa de la PTA o tiene objetos de la PTA puede que le pregunten por la PTA y es importante estar preparado.

Sea personal. Piense en lo que la PTA ha logrado para su niño, su familia y su comunidad. ¡Se sorprenderá cuán contagiosa puede ser su pasión!

¿Sabe que…?

Una encuesta de la PTA Nacional entre padres descubrió que las tres razones principales por las que las personas se afilian a la PTA son:

☆ Para participar en la educación de sus niños,
☆ para trabajar con los maestros y
☆ para ser un modelo positivo para los niños.
☆

¿Sabe que…?

Una encuesta de la PTA Nacional entre padres descubrió que las tres cosas que los padres dicen que la PTA mejor hace son

☆ Ser efectiva para mejorar la educación de los niños,
☆ trabajar para hacer de las escuelas sitios más seguros para los niños y
☆ tener un impacto positivo sobre todos los niños, no solamente los propios.
☆

¡Simplemente pídales que se unan!

La razón número uno por la que las personas dicen que no son miembros de la PTA es que nadie se los ha pedido.

¡La única forma equivocada de invitar a alguien a que se afilie es no hacerlo!

California State PTA
every child. one voice.
2327 L Street, Sacramento, CA 95816-5014 916.440.1985 • FAX 916.440.1986 • info@capta.org • www.capta.org

PTA SPOTLIGHT AWARD

For complete program details, see the *California State PTA Toolkit*, PTA Spotlight Award Program 7.6.2.

Name of PTA/PTSA _____ _____
Check one: ❑ Elementary ❑ Jr. High/Middle/Intermediate ❑ High CA State PTA Unit/Council #

Council (if in council) _____ District PTA_____

Unit/Council PTA President _____

Telephone (_____) _____ Email _____

Address _____ City_____ Zip_____

Please mark appropriate award category(ies) to be considered
____ **Unit** or _____ **Council**
____ Leadership Development Award
____ Student Support and Achievement Award
____ Environmental Award
____ Family Involvement Award
____ Membership and Outreach Award
____ Collaboration Award
____ Advocacy Award

APPLICATION FORMATTING REQUIREMENTS
Word Processed or typed in black ink
Standard 12-point font or equivalent type
Double-spaced with 1" margins all sides
Each award category 3 single-sided pages maximum
3 additional single-sided supplemental pages per category
No folders or sheet protectors
No colored paper or 3-D attachments

Award Application Questions: Prepare a brief narrative for the following questions. Be as specific as possible. Put the name of the award you are applying for at the top of the page. Include the question or its number with each answer. Answer the questions in the order they are listed. At the end of each question are the point values that will be used in the selection process. You may apply for one or more of the award categories using this application.

1. Describe the program/project, including how or why it was developed. Do not describe a fundraiser . . . . . .35 points
2. Describe the implementation of the program . . . . . .35 points
3. Describe how your PTA Unit or Council continued to promote and sustain the objectives of the programthroughout the year . . . . . .20 points
4. Describe the impact/outcome . . . . . .10 points

Submitted by _____

PTA Position _____

Council PTA President signature_____

District PTA President signature _____

Mail completed application to:
California State PTA
Attn: Award Coordinator
2327 L Street
Sacramento, CA 95816-5014

For questions/clarification, e-mail: awards@capta.org.

(By signing this application, you are affirming that this PTA unit/council is in good standing, bylaws are current and qualified for Chairman's Club Award)

All materials become the property of the California State PTA and cannot be returned.
All applications must be received in the California State PTA office, <u>not postmarked</u>, by February 1.

Instructions for Completing the PTA Spotlight Award Application

- Complete the entire application. Your California State PTA Unit/Council number can be found in your Bylaws.
- The application must be signed by your council and district president. By signing the application, the president has affirmed that you are a unit in good standing.
- What does in good standing mean?
  - Per Capita dues (membership money) forwarded through channels
  - Insurance premiums forwarded through channels
  - Worker's Compensation Annual Payroll Report received

  Additional Requirements
    - Qualified for Chairman's Club Award (50 members submitted through channels by November 15)
    - Bylaws are current
- Follow the application formatting requirements exactly. You may use the one application for multiple categories. Put the name of the award category at the top of the page. If you are applying in more than one category, make sure to complete one award category in its entirety before going on to the next.

What do the different award categories mean? Here are some examples.

Leadership Development: Efforts to increase leadership capacity and participation in leadership development opportunities to ensure long-term growth and overall effectiveness of the unit or council.

- Team building, student involvement, mentoring programs, development for emerging leaders, participation in training opportunities offered by PTA as well as outside agencies, etc.

Student Support / Achievement: The implementation of programs and projects that support student achievement.

- Creative programs focusing on Education, Arts, Health or Safety that support student achievement, etc.

Environmental: The implementation of programs that promote conservation and environmental responsibility and awareness.

- Waste reduction / recycling, air quality and conservation of non-renewable resources, etc.

Family Involvement: Programs that promote student success and the well-being of families by increasing the participation of parents and family members in their children's education, their schools and their lives.

- Family events and programs, parenting classes/education (outside speakers/presentations), parent and family support/resource development, etc.

Membership and Outreach: Membership campaign efforts that raise awareness of PTA's mission and include outreach to under-served and under-represented populations, non-traditional families and diverse community groups with quantifiable success in increasing the targeted population.

- Efforts that increase PTA membership and involvement of under-represented populations of the community and efforts resulting in a PTA board and membership that is reflective of its community, etc.

Collaboration: Partnerships that are mutually beneficial and structured to connect individuals, enhance student learning, assist schools and families and involve community members.

- Community agencies with similar goals to PTA, education foundations, local businesses that connect education programs with the workplace, senior citizens groups and community service learning, etc.

Advocacy: Efforts to advocate and speak on behalf of the education, health, safety and welfare of children at the school, in the community, and at the state and national level.

- Efforts that train parents to better advocate for their own children. Efforts that strengthen parents' roles in decision making in educational issues. Legislative activities that support the education, health and welfare of children and youth, etc.

Helping Your Teens Out of the Summertime Doldrums

By Judith Sachs

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www.parentingteensonline.com

It's the middle of summer, and your teens are on the couch with a pizza. Again. Or in front of the computer. Or doing nothing but hanging out at the mall, texting friends.

It's not completely their fault. The teen job market is the worst it has been since World War II. And for African-American kids, it's far worse – fully one third are unemployed, which is six times the national average.

That job at the jewelry store downtown never materialized because the economy is in such trouble, and now your teen is totally and completely bored. Meanwhile, you are tearing your hair out.

So if the world won't employ your teen, you've got to do it yourself. Here are some simple do's and don'ts for getting the kids motivated and active for the rest of the summer – with plenty of benefits for you both.

Do

1. Negotiate an interesting project.

First, you're going to sit down together and think about some projects. Your teen might want to volunteer this summer – whether at a soup kitchen, for an environmental group, or at the presidential campaign. If you want to keep the project closer to home, you might think about those big jobs you've been meaning to do but never have time for. Your teen is going to take the lead on this – so it has to be something he or she wants to do and will keep doing for the rest of the summer. Although teens are expected to be self-centered, focused on figuring out who they are and what they're all about, this kind of project can make them feel more involved in the family and less isolated.

So what needs doing? Maybe cleaning out the garage or attic, landscaping the front of your house, organizing your computer files or building you a website (because of course they're better on the computer than you are), or making a digital album out of all those boxes of old pictures you have tucked away.

2. Create an incentive plan.

No one likes to do a lot of hard work for nothing. There has to be an escalating incentive. Set a payment schedule (or if you decide it shouldn't be about money – and some families feel very strongly about that) – you can give privileges instead). When they clean the attic, negotiate one appealing reward; when they haul the stuff you don't want to the Salvation Army, they get another. And another when they box and label every family heirloom. If they've been doing volunteer work, of course, another incentive can be that college application. Your teen will have some terrific accolades to add after the summer.

3. Show interest in what your teen is doing.

You have to not only create the excitement about the project, but stay interested – and be really grateful. A summer project for a teen is much more than a paycheck: It's a chance to learn what it's like to be employed. There are a lot of benefits that come with work, including responsibility, discipline and a big dose of initiative. You should be interested in your child gaining those skills.

4. Save the criticism for a disaster.

Unless the police have arrived or your kid has rerouted the town water supply, let it be. It's all good.

5. Enjoy the time you have together.

While you've got them around the house, make sure to arrange times to sit over an iced tea and talk, take a walk, or spend a summer evening watching fireflies. You won't have them around much longer!

Don't

1. Assume your teen only wants to be with friends.

Amazingly enough, the current generation of teens actually enjoys spending time with parents. Last summer, MTV and the Associated Press did a survey of 1,200 teens and found that 73 percent of them feel happiest when they have close relationships with their parents. So it's up to us to start developing those!

What could you plan to do together? You could decide to learn how to cook a variety of new foods – and share the shopping and preparation. You could learn a language; you could sign a buddy contract and get fit together. You could volunteer together for a neighborhood clean-up. Or what about a family reading club, where everyone reads the same book and then sits down to discuss it?

2. Think they enjoy doing nothing.

Even for a teen, it's pretty hard to stay excited about all those hours spent on TV, computer, or Wii. After a week or so, they'll be pretty stale. Convince your teen to take a walk around the neighborhood and see how much there is to do. What about starting a community garden or setting up a multi-family yard sale or maybe

a film night for your aspiring director, where she gets to hook up a borrowed projector to her laptop and invite the neighbors to screen her masterpiece on your back wall?

3. Let days pass without checking in.

Make sure you check in with a phone call in the middle of the day from the office, or if you're around, come over to admire what they're doing.

4. Change plans midstream.

If they've got focus, you need focus. If planting the shrubbery is going great guns, don't switch them to painting the house because you just realized you'd rather have that done. One of the best ways to cultivate stick-to-itiveness is to get them to complete one entire job before moving onto the next. Although multi-tasking is the prevalent mode in our society, encourage your teens to finish one project before tackling another.

5. Nag!

Hard as it is not to…you will really get them more motivated if you give praise about what's been done and say you're looking forward to the outcome. Your teens will undoubtedly make a lot more progress on this project than you ever would have. So within reason, leave them alone.

And by the way, let's not forget that teens should have a lot of playtime too … because, remember, school is just around the corner.

Three for Me — A Little Means A Lot

Three for Me is a PTA program designed to effectively involve parents and families in support of children and their education. *Three for Me* will help schools, PTAs, parent groups, and other volunteer based organizations reach volunteer hours never thought possible. Learn how to tap into the many talents and skills that parents are happy to offer.

With ***Three for Me***, you will find

- Creative ways to connect all families to their child's school and education,
- Ideas to strengthen home-school-community partnerships,
- Resources to motivate parents.

In 2003, PTA members Dee Keywood and Kris Thompson co-founded ***Three for Me***. Their goal was to create a simple program that would engage all parents to be involved in their child's educational experience. *Three for Me* began with 500 parents signing promise cards at one school in Indiana and has since spread to thousands of schools and communities nationwide and even internationally.

Today, ***Three for Me*** is a PTA national program that

- Increases parent and family involvement in schools
- Asks parents to make a commitment to dedicate at least three hours a school year on behalf of their children's education
- Is easy, free, and powerful
- Helps schools or organizations reach volunteer hours never before thought possible.

Three for Me welcomes all families into the school community, by letting them know that they are valued and whatever their contribution, they can make a difference. By signing the promise card, families are encouraged to look at how they can dedicate three hours of their time to the school. This can be done in the home, at school, or in the community. *Three for Me* helps parents make sure their time is well spent. The program provides information that helps PTAs and other groups raise awareness, organize volunteers, and meet the needs of school and community.

Learn more about ***Three for Me*** and how it can improve parent involvement and student achievement by visiting http://www.three4me.com/index.htm

Find a Wealth of Resources in the California State PTA Bank of Best Practices

PTAs and PTSAs throughout the state have great projects to benefit their children, communities and school staff. Many of these programs can be adapted to suit your PTA and its community.

With the new California State PTA Bank of Best Practices you can make a withdrawal by getting a great idea for a program for your PTA. Or you can make a deposit by sharing a great idea that worked for your PTA. Participating in the bank will make its value grow for everyone.

You'll find this new offering on the California State PTA website at http://www.capta.org/sections/best-practices/.

Deutsche Bank supported the development of this section to help PTAs throughout the state develop programs to meet their goals in advocacy, arts, educator involvement, health and fitness, membership, outreach, parent involvement, partnering and student involvement.

Here are a few ideas from the site's programs for parent involvement.

No Parent Left Behind: A "No Parent Left Behind" speaker series put on by this PTA Council used intense local promotion to generate attendance at informative presentations, followed by "speed parenting" discussions. It also provided a Top 10 solutions for parents, and distributed notepads to parents with "parenting quotes."

Of Special Interest: This PTA Council found a way to involve and support parents of children with special needs, by encouraging units to appoint Special Needs chairmen as the communication link for council activities. It also held monthly evening programs for parents and educators featuring speakers on a variety of topics, along with hosting a full-day Special Needs Conference.

Time Management: This PTA Council found a project to value volunteer time, by creating a committee to manage and coordinate volunteers. It started the year by asking parents to sign up for volunteer opportunities and called additional parents as opportunities arose, sustaining parent involvement throughout the year.

Preparing For the First Day of School

How you get your children started in the new school year will set the tone for their success. Better prepared children have a better chance of doing well. The following are suggestions by the American Academy of Pediatrics on how to best prepare children for a successful academic year.

Calm their fears. Let them know it's normal to feel nervous about the first day of school. Encourage them to talk about their feelings.

Focus on the positives. Don't build up unrealistic expectations about how great the school year will be. Be upbeat, however, by reminding them that they'll see old friends and meet new ones, and that teachers are there to help them.

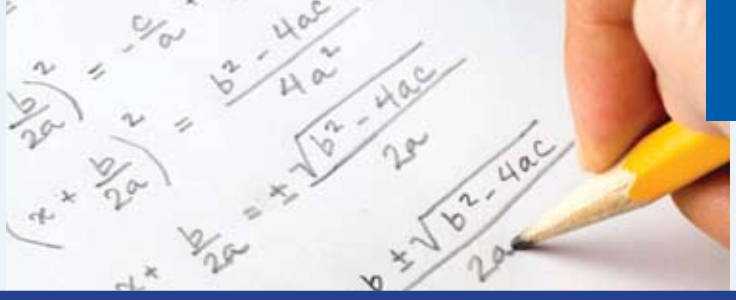
Visit the school before it opens. This helps especially young children to become familiar or become reacquainted with the school. If possible, try to meet with your children's teachers.

Get a neighborhood child to serve as a buddy. If your neighborhood has children who attend the same school as your child, arrange for them to travel together. On the first few days of school, it might be a good idea to walk with your children to the bus stop or to school.

Review safety rules. Go over safety measures regarding traffic and strangers.

EdSource® Clarifying Complex Education Issues®

PARENT/ STUDENT GUIDE



MAY 2009

Why It Is Important To Learn Algebra

Students in California need to take algebra and understand it before they complete high school because:

- They must pass Algebra I to earn a high school diploma.
- They must also pass the California High School Exit Exam (CAHSEE), which includes some Algebra I questions, to graduate.
- Beginning in fall 2009, students entering a California community college must pass at least Intermediate Algebra (Algebra II) to earn a two-year associate degree.

California's curriculum development process for math

The State Board of Education, appointed by the governor, is responsible for:

- Academic content standards, which are what students are expected to know and be able to do in math. Students are tested on these standards each spring.
- The Mathematics Framework, which guides educators in teaching the standards and publishers in developing instructional materials, such as textbooks.
- Instructional materials adoption based on this framework. Districts can then purchase approved textbooks and offer training to their teachers on how to use them to teach the math standards.

EdSource thanks the **Noyce Foundation** for underwriting the research, development, and dissemination of this publication.

Increasingly, state leaders expect schools to prepare all students to take Algebra I in either 8th or 9th grade. This is in part because the University of California (UC) and California State University (CSU) systems require students to take Algebra I, Geometry, and Algebra II in high school to qualify to enter college. And many of the more competitive public and private colleges prefer students who have completed math courses beyond Algebra II, such as Statistics for humanities majors or Calculus for math and science majors.

Why do California policymakers require all students to take algebra?

Educators believe that math, in general, helps students think logically. Algebra bolsters these logic skills and introduces abstract thinking. It gets across the idea that symbols such as x and y stand for numbers that vary and can be used to find missing pieces of a mathematical or real-life puzzle or to understand changing relationships. Algebra also helps students picture complicated concepts and relationships through creating and understanding graphic presentations of data.

"In algebra, students learn to reason symbolically, and the complexity and types of equations and problems that they are able to solve increase dramatically as a consequence," according to California's Mathematics Framework, which guides the state's educators. This ability to grasp complex, changing, and abstract concepts stimulates the brain, helping students learn how to think in new ways. Algebra also helps students organize their thinking, making it easier for them to craft reasonable responses when confronted with complicated or dynamic situations.

Algebra helps prepare students for the future

These problem-solving and critical-thinking skills can help students succeed in their jobs and their lives even if they do not continue their education beyond high school or do not pursue a math- or science-oriented career. Algebra is important for future employment opportunities in California's increasingly knowledge-based economy, even in jobs considered to be "blue collar." For example, an applicant must have passed Algebra I to enter an electrician apprenticeship program.

But if students are aiming for college, algebra is essential. The techniques learned in algebra are the foundation for the higher-level mathematics and science courses required for entrance to most colleges:

- Researchers have found that the higher the level of math courses students take in high school, the greater chance those students will attend and graduate from college and find better paying jobs in the future.
- Besides requiring three years of high school math as mentioned above, UC and CSU also require two years of laboratory science courses for admission; and the more competitive campuses often prefer four years of science. Many higher-level high school science courses require algebra as a prerequisite.
- College entrance exams, such as the SAT and ACT, include many algebra-related questions.

What difference does it make when a student takes algebra?

Students who pass Algebra I in 8th or 9th grade have more academic options. Besides meeting the basic requirement for high school graduation, they:

EdSource® is a not-for-profit 501(c)(3) organization established in California in 1977.

Independent and impartial, EdSource strives to advance the common good by developing and widely distributing trustworthy, useful information that clarifies complex K–12 education issues and promotes thoughtful decisions about California's public school system.

- Have completed Algebra I before taking the California High School Exit Exam in 10th grade, making them better prepared to pass the math section of that exam.
- Can complete the minimum math course-taking requirement for eligibility to UC and CSU by 10th or 11th grade, allowing them to take advanced math beyond Algebra II in high school.
- Can participate in the Early Assessment Program in math, an expansion of state STAR testing offered to eligible 11th graders by most high schools. This test in mathematics—given only to juniors who are taking or have completed Algebra II—provides early feedback about college readiness and, if students do well, grants them an exemption from math placement testing at a CSU.

Those who pass Algebra I in 8th grade can take four years of higher-level math courses in high school and are also in a good position to take four years of science courses, including advanced placement or other honors courses that allow them to earn college credit in high school. Competitive universities look favorably on students who have taken such a rigorous schedule.

If students complete Algebra II by 10th grade, do they need to take more math courses in high school?

It is important for students to continue to take math courses in their junior and senior years even if they are not interested in pursuing a math- or science-related field. Math skills can grow rusty when not used, and students who have not taken math for two years may find that they cannot pass college math placement exams, thus setting them back in their pursuit of a degree.

In addition, as mentioned above, universities look positively on four years of math course-taking in high school.

How will I know if my student is ready to take Algebra I in 8th grade?

Students must be well prepared in elementary school and in 6th and 7th grade math to be successful in Algebra I in 8th grade.

Some school districts have exams they give to students to determine if they are ready for Algebra I. Often schools rely on the recommendation of a student's 7th grade math teacher. Parents can monitor their child's success in math by paying attention to the STAR report they receive each year, which shows how well each student is performing on California Standards Tests (CSTs) in math taken every spring. A score of "proficient" or "advanced" in math is one indication that your student understands the subject. The STAR report also breaks down math results by section so you can see how well your child is doing on each part of the math exam.

What about students who are having difficulty learning algebra?

Experts agree that moving from arithmetic to algebra is one of the toughest transitions students have to make. That is why it is important for students to be taught algebraic concepts early and focus on them as part of pre-algebra in sixth and seventh grade. Before students can succeed in Algebra I, they need to have key "readiness" skills. For example, they need to know how to convert fractions to decimals and percentages, have a basic understanding of graphs, and be able to solve multistep problems.

Teachers can test struggling students to diagnose what is keeping them from understanding the material. Teachers can also get help from others—including parents, Special Education specialists, and math experts—to develop approaches for each individual student. Talk with your child's math teacher about his or her progress and what you can do to help your student succeed. You can also talk to your school counselor or administrator to:

- Make sure that your student is appropriately placed in math and on track based on his or her goals.
- Find out if your middle school's math teachers have degrees or credentials to teach in math, or if they are participating in professional development.
- Ask if your child can take part in a math tutoring program offered by your school or district if he or she is struggling.

What about students who excel in math?

If your student excels in math and needs courses not offered in your school, see if a school official can arrange for special math instruction. Many middle schools allow advanced students to take high school math courses. Similarly, high school administrators can often arrange for students to take math courses at a community college or through computerized instruction.

How can I find out more?

- For more information on the state's approach to algebra–including an analysis of statewide performance results over time–see EdSource's May 2009 publication, *Algebra Policy in California: Great Expectations and Serious Challenges*, at: www.edsource.org/pub_algebra09.html
- For information on careers in math and science, see the free parent/student guide, *Math and Science: Gateways to California's Fastest-growing Careers* at: www.edsource.org/pub_mathscience1-08_careers.html
- Read the free *Parent Handbook for Mathematics*, published by the California Department of Education. It includes suggestions for home or family activities and resources to help students, and it provides an overview of the state's mathematics curriculum. Go to www.cde.ca.gov/pd/ca/ma and scroll down the alphabetical listing of resources to find the parent handbook.
- To find out more about CSU's Early Assessment Program, go to: www.calstate.edu/EAP
- You can find the *Mathematics Framework for California Public Schools* at this website: www.cde.ca.gov/ci/ma/cf
- For background information on academic content standards, go to this website: www.edsource.org/iss_sta_standards.html

For a Spanish translation of this guide, go to: www.edsource.org/pub_algebra09_QA_span.html

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Engage and Inform Your Membership With PTA Parent Involvement Materials

Did you know that the California State PTA offers attractive and informative brochures, CDs, publications and other materials for little or no cost? These materials can be handed out at registration, membership drives, PTA meetings and family events. Many are available in both English and Spanish. Some shipping charges apply for large orders.

Here is a summary of some of the materials focused on parent involvement. A complete list of materials, as well as ordering information, can be found at http://www.capta.org/sections/communication/sub-order-forms.cfm

BROCHURES

Involvement Makes a Difference. . . . . .FREE
One-page, four color leaflet that tells what PTA is, what PTA accomplishments are and briefly describes current projects of the California State PTA.

Parent Talk . . . . . .FREE
One-page, three-color guide to foster positive relationships between parents and children using communication to discuss family importance, values, citizenship, self esteem, health and safety, responsibility, choices and decisions, friendships, and time management.

Put Yourself in the PTA Picture . . . . . .FREE
One-page, four color leaflet that tells the story of how dues money is used in PTA's work on behalf of children in a statewide and national organization.

Things Your Kids Want You To Know . . . . . .FREE
One-page, four-color leaflet with suggestions for parent-child conversations to enhance involvement in children's education.

PUBLICATIONS

Parent Involvement Pocket Pal. $3.00
Contains information on parent involvement and its importance in children's education. Provides tips to enhance parenting skills and identifies ways parents can work with schools to support their children's efforts.

Parents Empowering Parents (PEP) Guide. $10.00
This valuable resource assists PTA leaders at all levels in establishing and carrying out an effective parent education and involvement program. The PEP Guide contains information and PTA leadership ideas/activities to promote building strong home-school partnerships, to assist parents with techniques to use in supporting their children's efforts in school, and to enhance parents' skills in working with their children.

PEP CD-ROM. $5.00

School Administrator's Manual $17.00
Binder of materials to be used by school administrators in order to increase their understanding of the function of PTA and their significant role to strengthen PTA's effectiveness.