



the Cryer, San Jose Unified Council of PTAs,
January 2012
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the cryer

JANUARY 2012

PRESIDENT'S MESSAGE

Happy New Year!

The busy, busy fall is over, and now the busy, busy winter can begin. There are a number of details your PTA unit needs to address in January/February:

- Mid-year audit needs to be sent to the Council Auditor;
- Nominating Committee must be elected and post list of nominees for 2012/13 office at least 30 days prior to your unit's election meeting in March or early April;
- Volunteer Hours emailed to Council Historian;
- Budget Review;
- Bylaws Committee, chaired by your Parliamentarian, needs to review unit bylaws. If bylaws are more than three years old (check date on signing page at back), they MUST be updated by this spring in order for your unit to apply for its Charitable Trust number from the State of California – obtaining that number is a must-do in 2012!

If you have questions about any of these, please contact your unit's mentor or anyone else on the council board.

With so many PTA/PTSA activities in the fall, don't forget to send out thank-you's to officers, chairmen, committee members, principal and staff. And don't forget to thank people who volunteered but were not able to participate – maybe you can suggest others activities for them to support.

And do publicize all of the wonderful things your PTA/PTSA is doing!

The Council is here to support you!

Christine Gray
President

SJU Council Association Meeting

Monday, January 9, 7:00 – 8:30 PM

Lincoln HS Media Center

555 Dana Ave. , SJ 95126

See Pg. 8 for map, directions, and parking

Agenda: Finding New PTA Board Members

Brainstorming Session

Si necesita ayuda con la traducción en esta reunión, llame a Johnny Baltierra — 408-535-6707

UPCOMING EVENTS AT A GLANCE

Elect Nominating Committee for 2012-2013 Unit/Council Boards	Jan 2012
Mid-Year Audit Due	Jan 2012
Unit Parliamentarian and Bylaws Committee to review Bylaws	Jan 2012
Council Meeting, Lincoln HS, 7-8:30, Presidents' Meeting 6-7:50*	Mon. 01/09 *
Superintendent's Brown Bag, Rm. 337 Lenzen,	Thu. 01/26
Unit Historian's Hours Due for 7/1/2011-12/31/2011	Fri. 01/27

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JANUARY COUNCIL MEETING

The January 9th Council meeting will bubble over with ideas for finding new leaders for your boards. There is pre-meeting homework involved here. **You need to send me your best ideas on finding new board members.** The list that I compile will be the basis for our brain storming and discussions. Please email me your ideas ASAP!

More fun at our January meeting!

Bring a Friend, Get a Prize!

Presidents and Council Board Members – for every PTA friend you bring to the meeting, you will receive a prize!

Submit an Idea, Get a Raffle Ticket!

Everyone – for every wonderful idea you submit to our list of **“Best Ideas for Finding New Board Members”**, you’ll receive a raffle ticket for a prize!

To start with you can send me the answers to these questions (and receive your raffle tickets at the meeting):

1. What made you take on a leadership role in your PTA?
2. What does it take for you to take a leadership role in a PTA?

Christine Gray

President

SAVE THE DATE - MAY 2 FOR OUR ANNUAL SPRING LUNCHEON

This year's luncheon is shaping up to be a wonderful event.

Mark your calendars for:

Wednesday May 2, 11:30-1:00pm

Fiorillo's Restaurant in Santa Clara

The cost is \$25 per person

Invite your principal, board members and new board members to attend the luncheon.

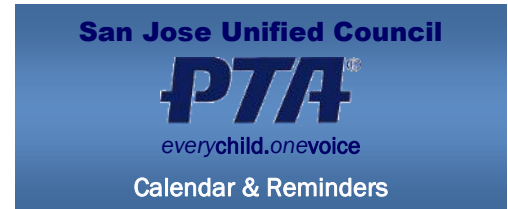
It's a great way to celebrate your accomplishments and introduce new members to the other PTA leaders.

Look for your invitations this month coming by email!

—Mary Pizzo

SJU Council PTA Board member

408/425-6455 (cell)



Elect Nominating Committee for 2012-2013 Unit/Council Boards	Jan 2012
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Mid-Year Audit Due	Jan 2012
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Unit Parliamentarian and Bylaws Committee to review Bylaws	Jan 2012
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Council Meeting, Lincoln HS, 7-8:30 *	Mon. 01/09*
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Superintendent's Brown Bag, Rm. 337 Lenzen, 12-1:30	Thu. 01/26
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Unit Historian's Hours Due for 7/1/2011-12/31/2011	Fri. 01/27
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Superintendent's Brown Bag, Rm. 337 Lenzen, 12-1:30	Thu. 02/16
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Council Meeting, Castillero MS, 7-8:30, Presidents' Meeting 6-7:50 (if needed)*	Mon. 03/05*
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* denotes information revised from Council Directory Calendar

Spot Check:

Except for membership remittances written to the council **every check needs to be voted on at a PTA meeting!** Outcomes for the votes to the checks must be recorded in the meeting minutes, which will later be checked by your auditor!

UNIT PRESIDENTS AND HISTORIANS

THE COUNTDOWN TO THE HOLIDAYS IS OVER! BUT ARE YOU COUNTING YOUR VOLUNTEER HOURS?

Please remember to send in the volunteer hours for the first half of the school year.

Unit Historian's Volunteer Hours are **Due on January 27, 2012**. This covers the period between July 1, 2011 – December 31, 2011. This is strictly a counting of hours only at this time. Final hours and historians' annual report are due on April 16, 2012.

Please send information to Laura Raimondi l.raimondi@sbcglobal.net or 408 997 2571. Please feel free to contact me with any questions or concerns. Hope you had a wonderful Holiday Season and look forward to hearing from everyone.

Thanks. Happy & Healthy New Year!

Laura Raimondi, SJU Council PTA Historian

HAPPY NEW YEAR UNIT AUDITORS~

Your unit treasurers will be getting the year end bank statement soon. Now that the holiday break is over you will need to coordinate with them so that you can begin to complete the audit for the period from July 1, 2011 to December 31, 2011. Please make sure you have them approved at your PTA meeting and then email to me @ flekwach@aol.com, or send to me at 5689 Coniston Way, San Jose, CA 95118. If you haven't sent me your Audit for the period ending June 30, 2011, please send it now! Thank you to those that have gotten them done already. If you need assistance, please do not hesitate to contact me. There is also very helpful information you can use at the State web site www.capta.org.

Best Regards~Lynne Wach, Council Auditor

DID YOU KNOW...

Handing Membership Cards out to your members is a good idea! Membership cards can be used for:

1. Registering and getting into state and national PTA conventions.
2. Taking advantage of benefits of membership provided by PTA. The username and password needed to access a protected portion of the National PTA website are on the back of the membership card and change annually.
3. Registering for PTA webinars
4. Entering the state PTA insurance website
5. Entitling a member to a ballot for an election or other vote.
6. Taking advantage of benefits arranged by your own PTA with local businesses
7. Applying for PTA scholarships
8. Proof that you support a terrific organization!

Superintendent's Brown Bag

Rm. 337, Lenzen building

Thursday, January 26,
12N – 1:30 PM

Agenda: Instructional
Framework, New Princip
al Training

(Assist. Superintendent
Chris Funk)

Thursday, February 16,
12N – 1:30 PM

Agenda: Charters Up-
date, Arts Education

(Assist. Superintendent
Jason Willis)

Every PTA should
send a rep!



LEADERSHIP ESSENTIALS-WHAT YOU NEED TO KNOW ABOUT AUDITS

Audits are to be conducted twice a year by every PTA, usually in January and July or according to the bylaws.

▶ **An audit report consists of three items:** the Audit Report form, the Audit Checklist and all the recommendations made.

***Did you know?** Copies of your adopted audits and other financial reports (year-end financial report, budget, tax filings) are to be sent to your council PTA (if you are in a council) or your district PTA.*

▶ *Each audit should begin with the balance and the date of the last audit.*

▶ *The year-end audit should only be conducted after the close of the fiscal year.*

▶ Audits should be viewed as a tool to help each PTA improve on its financial recordkeeping as well as the accuracy and completeness of the minutes.

The following should be helpful:

[Three Keys for Successful Auditing](#) (pdf)

[Audit Checklist Form](#) (pdf)

[Audit Report Form](#)

[The Five-Minute Audit for PTAs](#)

—California State PTA, December 19, 2011

Did You Know?

Yes, you can hold a board meeting conference call! Just be sure the secretary takes minutes. Take roll, have a quorum, record those motions and votes!

IDEAS THAT WORK:

What is a Parking Lot doing in the Los Alamitos Cafeteria?

As a PTA, we want our members to come to our meetings so they can be better informed. With the school principal present, parents may come to ask school related questions that aren't necessarily PTA related issues. But how can you balance being a resource for your membership and honoring everyone's time and staying to the Agenda? So, Principal Rousseau and I came up with a "Parking Lot". It is a white board separated into 4 sections, "Need Clarification, Concerns, Observations and It Works" that is set up in the back of the room. We provide large Post-It notes and pencils on the tables. Then, as the meeting goes along, if a discussion or question comes up that takes us off topic, we encourage the parent to write it on a Post-it and put it in the appropriate section of the Parking Lot. Then when the meeting is finished, we collect them. Later that week, Mr. Rousseau and I sit down and go over each question. We review them and talk about the best way to address them. The questions that are school related, he handles and the PTA questions get personally answered back to the parent. If we find questions that would be best discussed with the membership, we put them on our next meeting's agenda. It has been a very valuable tool for increasing attendance at meetings and well as providing us a way to make our parents feel supported and heard.

—Marybeth Torpey, PTA President Los Alamitos Elementary School.



Who wants to win a prize? I do!

This year our fabulous PTA team has been working on increasing membership in fun and creative ways. We were happy to have grown our membership from 60 members last year to over 100 members this year. However, with the added growth comes added responsibility. Our first meeting of the year had our largest turnout of PTA members ever (about 25-30) for Almaden Elementary. Thus, we had to educate them about who, what, when, why, and how's of PTA. It can be difficult to do this because not only are new members sometimes shy, but also they do not always know what questions to ask. Additionally, as a board it is sometimes easy to forget to explain simple things that you do while conducting your meeting. For instance, a simple and frequent item such as paying a bill might have one thinking why do we have to vote on this? Thus, when our Treasurer (and former president), Shelley Alberti brought out raffle tickets for our first meeting, I decided to continue with the tradition of raffling off items in order to inspire our members to ask questions. For every question they asked, I would give them a raffle ticket. The increased questions allowed for an increase of interactions in our meetings. The more they understood about PTA, the more comfortable our members felt with sharing their ideas and suggestions. I have even expanded to include the executive board so that when they offer new and useful insight, they too get raffle tickets. The most recent popular raffle item was the Twilight DVD (donated from a family member). Now I'm always on the lookout for raffle items. I have collected a lot of nice things from attending conferences such as the California State PTA Convention and Society of Women Engineers Annual Conference. Companies always give a bunch of free stuff out at these conferences like wrapping paper, notepads/notebooks and pens, and members are always excited to win a prize at a meeting. When I shop, especially for makeup, the free gifts make very fun raffle items. Also, some cool and useful items can even be found in the dollar section at Target. So when your meeting runs too long and your group is in need of break, raffle a couple items to get everyone excited again!

—Melinda Mendolla, PTA President Almaden Elementary School

UNIT UPDATES

Allen at Steinbeck K-8 PTA

This holiday season, Allen at Steinbeck K-8 was all about the spirit of giving...giving back to our school, giving back to the planet, and giving to others.

Giving Back to our School – In November, we created the Allen at Steinbeck Giving Tree. We made a huge tree in the commons using the extra brown paper packaging from our fall fundraiser boxes. We placed pumpkin cut-outs at the bottom of the tree, each listing items that our school desperately needed. (For example, art supplies, reams of copy paper, cash/check donations to the PTA, gift cards to specific retailers for PTA programs/events, etc). Then after families chose a pumpkin and donated the listed items, they earned their family's name on a leaf for the tree. We all worked together to give back to our school and fill our tree with leaves.

Giving Back to the Planet – In December, we started selling reusable "Go Gators" totes to help our families with the "no plastic bag" ordinance that will be implemented in San Jose in January. We were able to earn some money for our school while helping the planet at the same time.

Giving to Others – Also in December, we started selling SCRIP for the first time. Our families were able to purchase gift cards for their friends and loved ones while simultaneously helping our school.

We are so very thankful for all of the families and staff members who joined us in the spirit of giving this holiday season! From all of us here at Allen at Steinbeck, we wish you a happy and successful new year!!!

–Laura Kitagawa, President

Empire Gardens Elementary PTA

Empire Gardens Elementary hopes that everyone had a wonderful Holiday Season and a safe New Years. We would also like to take this moment to thank those in the community who have supported us this past year (and I sincerely apologize if I forgot anyone) and extend an invitation to those who might be interested in helping us in 2012.

- * Local Union 393, Steamfitters, Plumbers and Refrigeration Fitters for their donation of \$1,500.00
- * Mi Pueblo Food Center, 19 store locations, including our local store at 235 E. Julian Street, who have regularly donated food for our events
- * Disabled American Veterans, Chapter 11 in Santa Clara, donation to cover costs of a new American and California Flag

Empire Gardens Elementary PTA (cont'd)

- * Lucky's Supermarket, 430 Blossom Hill Road
- * Carls Jr, 5801 Cottle Road
- * Safeway Supermarket, 1300 W. San Carlos Street
- * Auto America, 5775 Winfield Boulevard
- * AT & T
- * Air Systems Inc, an Emcor Company
- * United Mechanical Incorporated
- * Karen Bergkamp, World's Finest Chocolate
- * San Jose Councilman Sam Liccardo and his (Awesome) Staff
- * Friends of Rose Garden Library
- * Friends of Joyce Ellington Library
- * www.donorchoose.org and those who have donated to our causes
- * and all our hard working volunteers who give so much of themselves to enrich the lives of our students.

–Empire Gardens PTA



Reed Elementary PTA

Reed PTA wraps up a fantastic, fun-filled fall!

We continue to have a great turnout at our monthly PTA meetings, and very much appreciate our parents' efforts to stay informed and get involved.

Our two Lego Robotics teams competed in the First Lego League tournament in November, and we are very proud of our Wasabi Warriors team for winning "Best Almost Rookie Team"!

This fall, thirty-five 2nd through 5th graders rehearsed 3 afternoons a week for eleven weeks, in preparation for our PTA-sponsored fall musical play, Musicville! The cast performed three shows on December 13 for their teachers, fellow students, families, and friends. They sang and danced up a storm and did a terrific job! Bouquets to our wonderful music and drama teacher, Emily Kritzer, who directed the production,

UNIT UPDATES

Reed Elementary PTA (cont'd.)

our sound man, Ron Tanaka, and all the parents who contributed their time to make the show a success!

In the spirit of the holidays, we sponsored a food drive and Toys for Tots drive and received a great response from our generous families.

As we say farewell to 2011, we are very thankful for our wonderful Reed community, where parents, teachers, and staff work together to improve the lives of all of our children!

—Leigh Dewis, President & Tanya Summers, Exec. VP

Gunderson HS PTSA

The year has been flying by rather quickly. The Gunderson campus is bustling with the new sports seasons, holiday performances and the students wrapping up the first semester of the school year. PTSA events were pretty minimal the last couple of months, but that will change now that we have returned from break. For Boosters, we are actively planning an Athletic Festival in January, which is being planned to help highlight our Athletic programs within our school. All of us at Gunderson High School hope that everyone had a very Merry Christmas and a Happy New Year, and enjoyed your time relaxing with family and friends.

—Pam Greene, President & Booster Chair

Spot

Check:

Check with the school secretary to make sure all of your board officers and chairmen have filled out and turned in the SJUSD Volunteer packets. They are a must!

Would you or an officer/chair on your board like to chat face to face with a Council counterpart about concerns? Council Board members will be available in the Lincoln Media Center, if needed, before the January 9th meeting. Please contact Chris ASAP to let her know your needs – grayaspens@hotmail.com.



CRYER DUE DATES:

Mar/Apr Issue

Articles due Feb. 17, 2012

May/June Issue

Articles due Apr. 18, 2012

Bylaws Committee

The Most Important Committee

The nominating committee is one of the most important PTA committees. This group of people must recognize and seek qualified nominees for the elected leadership of your PTA.

The committee members, therefore, have a tremendous influence on the future of your PTA and should be carefully selected.

The nominating committee is the only PTA committee that is not appointed by the president. This committee is elected by the membership **at least two months prior to the election** of officers.

Determining when to elect the committee and how many people to elect is outlined in your unit bylaws. Don't forget to elect alternates, in the event an elected committee member cannot attend a committee meeting. Most units should be electing the nominating committee no later than January or February for the election of officers in March or early April.

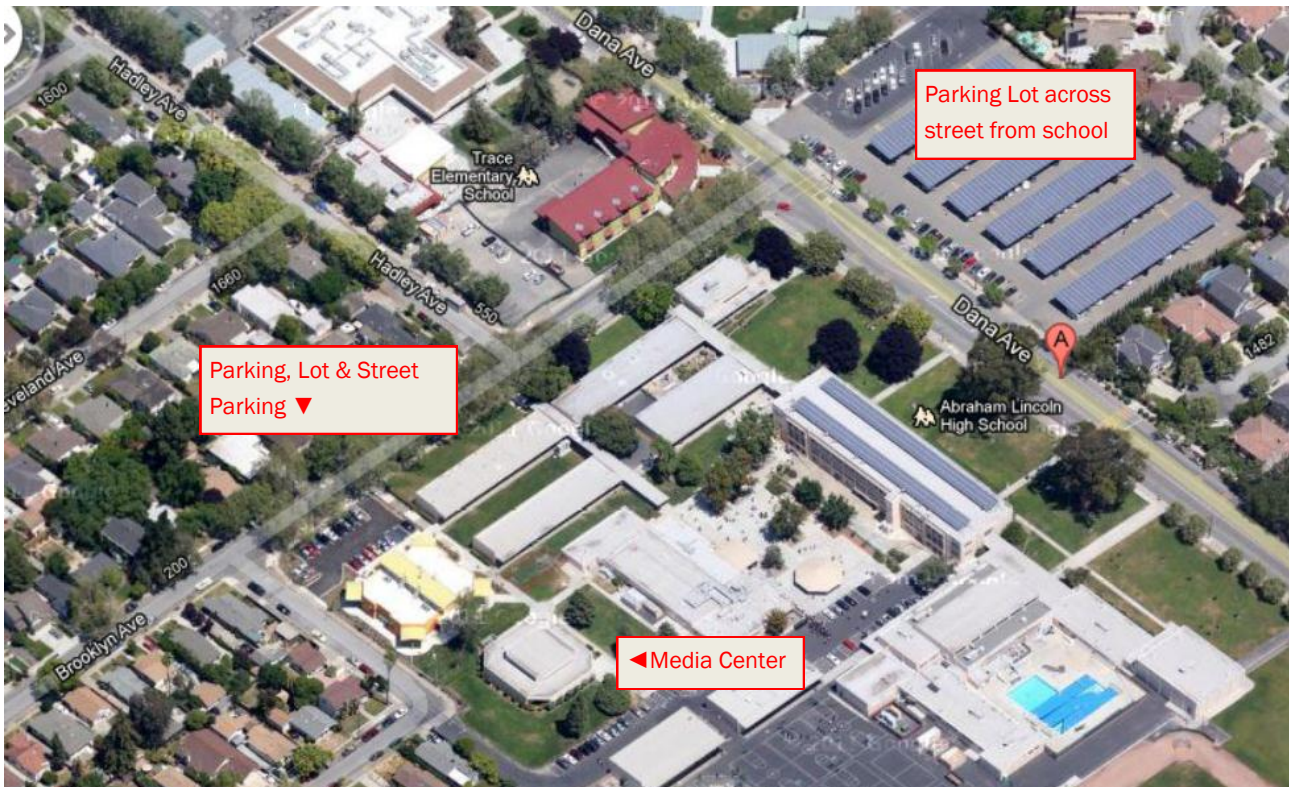
The committee needs a balance of newer and more experienced PTA members, all of whom should be knowledgeable about PTA and who are:

- Aware of qualified potential nominees;
- Familiar with the eligibility requirements and the qualifications necessary for the offices to be filled;
- Willing and able to devote adequate time to the responsibilities involved and maintain confidentiality.

Don't overlook the possibility of student and teacher members.

The election of the nominating committee should not be a popularity contest based on willingness to serve nor should it consist of the PTA executive board. The PTA president never serves on the committee, and the parliamentarian serves only when elected to serve. The principal may be elected, but should at least be an advisor to the group. No person may serve on the committee for two consecutive years. Be sure to elect your nominating committee wisely!

Directions to Lincoln High School



Parking is available in the following areas:

- Directly across the street from Lincoln is the big main parking lot.
- Along side of Lincoln, there is street parking on Brooklyn Ave.
- At the Science Wing which is behind the school and on Brooklyn Ave. there is a smaller parking lot. It is the closest lot to the Media Center.

Directions:

From South end of town:

- Take Hwy 87 from Blossom Hill Area going North
- Get off at Taylor Street exit, turning West onto Taylor
- Continue on Taylor and cross the Alameda (Taylor Becomes Naglee Ave.)
- Continue straight on Naglee and at the 2nd traffic light (which will be Naglee and Dana Ave.) turn left.
- Go To the first stop sign. You will be in front of Trace School on your right.

- Make a choice on where to park:

- ⇒ A. You can turn right and be on Brooklyn. Go down Brooklyn to the stop sign. Continue a little further and you will see the Science Building Parking Lot. Park there and go up the walkway to the Media Center. Or park on the street on Brooklyn.
- ⇒ B. You can continue through the stop sign at Trace and then turn left into the large parking lot with solar panels and walk across Dana Ave. Go towards the back of the campus to get to the media center.

You can print a copy of the campus map at :

<http://www.sjUSD.org/schools/lincoln/downloads/new-map.pdf>

(hold down Ctrl while clicking link)

San Jose Unified Council of PTAs

Honorary Service Award and Outstanding Service Award

2011 —2012 Nominations

The San Jose Unified Council of PTAs is requesting nominations for the Honorary Service Awards and Outstanding Service Awards to be given at the annual luncheon in May. We ask PTAs and individuals to please take some time to consider someone you know who has given outstanding service to children. **We give one Outstanding Service award at each school.**

Honorary Service Award Nominees have provided service to children over a long period of time or in many schools and/or community. Nominees can be parents, teachers, school staff, District staff, or community members. It can also be a group of people. **Nominees and people submitting nominations do not need to be PTA members.** The Council HSA committee will choose up to four HSA winners from the nominations received. San Jose Unified Council of PTAs honors the recipients through a donation to the HSA Program of the California State PTA. Funds from this program are used for scholarships to further the education of young people beyond high school. At the spring luncheon, each HSA winner will be the guest of the Council and receive an award.

Outstanding Service Award Honorees have provided outstanding service to children at a particular school site. Each unit uses its own criteria to choose one person or group to be recognized. Honorees can be parents, teachers, school staff, District staff, or community members. **Honorees do not need to be PTA members.** Outstanding Service Award Honorees will be recognized at the spring luncheon. Each PTA/PTSA is urged to pay for its OSA Honoree to attend the luncheon.

Contact Chris Gray at 629-0989 or <grayaspens@hotmail.com> with any questions.

**Please complete this form and mail to Chris Gray,
4620 Prince Royal Pl, San Jose CA 95136 by March 5.**

HONORARY SERVICE AWARD INFORMATION:

Name of Person Making Nomination: _____ Phone: _____

Name of Nominee: _____

Phone: _____

PTA Accomplishments. List each job/office this person has held. Consider the effectiveness of the person, not just the fact that they held an office or sat on committees. Include number of years in PTA, if applicable.

School Involvement. If more than one school, you might want to include the activities at the other school. List committees, booster clubs, School Site council, BAC, etc.

School District Involvement.

Community Involvement. Include service to children and youth in the community.

Other:

OUTSTANDING SERVICE AWARD INFORMATION:

Name of Unit Making Nomination: _____

Contact Name: _____

Phone: _____

Name of Nominee: _____

Phone: _____

Please write one paragraph of no more than 60 words explaining why your unit has chosen this person to receive the Outstanding Service Award

Use back of page or additional paper for above responses

YOU'RE INVITED

...TO BEGIN
REALIZING YOUR
COLLEGE DREAMS



The ALAS logo, which includes a graduation cap icon and the text "ALAS".
Advancing Latina/o
Achievement and
Success Conference
FEBRUARY 11, 2012

Dr. Vincent Matthews, Superintendent
San Jose Unified School District
and

San José State University President
Mohammad Qayoumi
and

The National Hispanic University President
Dr. David Lopez

Request your presence and participate in the

Advancing Latina/o Achievement and Success Conference

Saturday, February 11, 2012

8:00 a.m. to 1:00 p.m.

San José State University Event Center

This conference will provide students and
their families with college preparation,
information and a glimpse into life on
a university campus.

**TOGETHER WE CAN SUPPORT
ALL STUDENTS IN REALIZING
THE COLLEGE DREAM!**



Workshops will include:

- ▶ The Value of the College Experience
- ▶ Getting Ready for the College Experience
- ▶ Selecting a College
- ▶ The Family Role to ensure Student Success
- ▶ Overcoming College Entrance Obstacles
- ▶ How to Succeed in College
- ▶ Financial Aid

Please RSVP by January 12, 2012 to

Johnny Baltierra, Parent Education
(408) 535-6707

Johnny.Baltierra@sjusd.org

A boxed lunch will be provided.

The Communicator October 2011

Programs & Members Services Commission

PTA Unit Spotlight Awards – Share Your Success

Purpose – Dynamic PTA programs enrich the lives of children and their communities. For this reason, the PTA Unit Spotlight Awards recognize the outstanding programs organized by PTA units. They also provide the opportunity to share successful programs with other PTA leaders throughout the State at a special California State PTA Convention workshop.

Benefits – Now, more than ever, California's schools are heavily impacted by the budget crisis. That's why, the successful program selected for the PTA Unit Spotlight Awards, help fill in the gaps in 8 categories:

1. **LEADERSHIP DEVELOPMENT:** For training new leaders
2. **STUDENT ACHIEVEMENT:** For supporting students
3. **ENVIRONMENTAL:** For raising environmental awareness
4. **FAMILY INVOLVEMENT:** For boosting engagement
5. **MEMBERSHIP AND OUTREACH:** For growing membership
6. **COLLABORATION:** For partnering with business/agency
7. **ADVOCACY:** For advocating on behalf of all children
8. **STUDENT INVOLVEMENT:** For developing leadership



Applications – The questions on the PTA Unit Spotlight Awards application form are designed to cover the core elements of a successful program so that it can be replicated by other PTAs in terms of planning, organizing and implementing. The deadline for applications is February 1, 2012. For an application form and to learn more, visit: www.capta.org.

Recognitions and Prizes – Award-winning PTA Units, in 8 categories, receive:

- Two (2) paid registrations to the California State PTA Convention
- \$100 gift certificate to be used at the PTA Store during convention
- Special recognition on stage at the California State PTA Convention
- Opportunity to showcase their program at a convention workshop

Questions? Contact: California State PTA Awards Coordinator:
awards@capta.org

The Communicator October 2011

Programs & Members Services Commission

HONORARY SERVICE AWARDS ...

Special Thank You's for Special People

To publicly thank and acknowledge your dedicated PTA volunteers and community partners, give them a prestigious PTA Honorary Service Award.

Not only will you honor them for their service to children, but the monies collected from your purchase of the awards also helps fund the California State PTA Scholarship and Grant Program.

THE HONORARY SERVICE AWARD PROGRAM INCLUDES:

- ★ **Very Special Person Award (VSP)** – To recognize an individual or organization for their service to PTA.
- ★ **Honorary Service Award (HSA)** – To recognize an individual or organization for outstanding service to children and youth in your community, going above and beyond what is asked of them.
- ★ **Continuing Service Award (CSA)** – To recognize an individual or organization for ongoing or long-time service to children and youth, providing support year after year.
- ★ **Golden Oak Service Award** – To recognize, as the most prestigious California State PTA Award, an individual or organization that has made significant contributions to the welfare of children and youth in a school or community.



Honorary Service Awards are awarded throughout the year by PTA units, councils, districts and California State PTA.

Arrange to recognize your honorees at PTA meetings or events or at those sponsored by the organization/ agency receiving the award.

For more information and to order HSAs, visit: www.capta.org

Questions? Contact:

Your local council/ district PTA president