



# Newsletter

15th District Office • 319 South 15th Street • Louisville, KY 40203 • (502) 485-3535

every child. one voice.®

August 2010

## President's Piece

### Welcome Back

August is a great month. It is when we have one last hurrah before school begins. We plan one last picnic, one last swimming pool excursion, one last memory to get us through the year until next summer. I'm sure that many of you will spend August either wishing for just one more day of summer vacation or counting the days until **August 17**, when school resumes. I'm torn between wanting just one more backyard camp-out and wanting the kids to be in bed early because there is school the next day. But wherever you may be, I do hope all of you were able to create great summertime moments and memories and are eager to make this school year the best yet.



For those of us who have kindergartners this year, we have a great way to help our new-to-school kids prepare: Dora! Yes, that intrepid explorer is going "Beyond the Backpack" and is headed to kindergarten. For some great resources and tips for kindergarten readiness, go to [www.nickjr.com/dora-the-explorer/dora-beyond-the-backpack.html?af=1](http://www.nickjr.com/dora-the-explorer/dora-beyond-the-backpack.html?af=1) as well as [www.pta.org](http://www.pta.org).

Have a middle school student? The Parent Teacher Association (PTA) has also partnered with Unilever (the makers of Dove/

Suave products) to give us great hints and suggestions in "Don't Fret the Sweat" at [www.dontfretthesweat.com/](http://www.dontfretthesweat.com/), or find more info at [www.pta.org/3996.htm](http://www.pta.org/3996.htm).

Look for more information from us as we partner with Kentucky Parent Information and Resource Center (KYPIRC) to bring parents some great workshops this fall about middle and high school and creating stronger parent engagement opportunities at all levels of education.

So welcome back to uniforms, back-to-school supplies, Parent Portal, and parent-teacher conferences. Welcome back to circle time and conferences. Welcome back to Literacy Night and field trips. Welcome back to Reflections, PTA Healthy Lifestyle grants, the Phoebe Apperson Hearst Family-School Partnership Awards, PTA Spelling Bees, read-a-thons, walk-a-thons, Kentucky Kids' Day, Teacher Appreciation Week, and so much more! Welcome back to board meetings, budget planning sessions, PTA webinars, and e-learning opportunities. Welcome back to *every-child.onevoice*.

Welcome back to PTA. Let's make some great memories to last our children's lifetime.

"Together We Can ... Make A Difference."

*Myrdin Thompson*

President

*While we try to teach our children all about life, our children teach us what life is all about.*

— Angela Schwindt

## SB 1/Core Content Town Hall Meeting

Please mark your calendars and plan to attend a statewide Town Hall Meeting about Senate Bill 1 (SB 1) and Common Core Assessment Standards. It will be held on **Tuesday, August 17**, at 8 p.m. at the Jefferson Community and Technical College (JCTC) Downtown Campus. At the time this issue went to press, this was all the information we had been given. As more details become available to us, we will post them on our Web site and also send out an e-mail to all local PTA/Parent Teacher Student Association (PTSA) presidents for distribution to their members. For further information and details about the Town Hall Meeting, please contact the 15th District PTA Office at **485-3535**.

## Plan to Attend the Board of Education Candidates Forum

The 15th District PTA will host a Board of Education Candidates Forum in October (currently scheduled for **Tuesday, October 19**) from 7 to 9 p.m. at the VanHoose Education Center.

Parents and the general public are invited to come and hear the views of the school board candidates. This forum will be open to the public, and a moderator will be present. The public may submit questions in person at



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# Have You Scheduled Your Board Training?

Do you want your PTA to get off to a great start? If so, call me and schedule a board training session. For those of you who have been involved for a long time or those who are brand new, there is something for everyone to learn.

The training takes two hours. You will learn about and understand the importance of your bylaws and standing rules. All officer and chairman positions are discussed as well as the vital role your principal plays in the PTA. Learn the red flags that will alert you to contact the 15th District PTA and ask for help right then!

It's very simple:

1. Pick two to three dates that are convenient for you and everyone on your board, including your principal.
2. Contact me at **648-3698** to schedule a date.

The board training can be done during the day or in the evening. I look forward to hearing from you.

*Rose Babiak*, Fifth Vice President  
15th District PTA  
**648-3698**

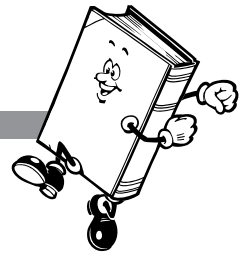
# Plan to Attend the Board of Education Candidates Forum

*Continued from page one*

the forum or via the PTA Web site at [www.15thdistrictpta.org](http://www.15thdistrictpta.org). Audio and video of the forum will be posted after the event on the Web site. We also plan to air this event on Insight Channel 98.

We believe that we (as PTA parents and community members) best demonstrate our role as child advocates by becoming educated about candidates for public office and their positions on legislative issues that are important to children and public schools. By exercising our democratic right to vote, we are able to give children a voice. **Remember that Election Day is Tuesday, November 3. Note: The 15th District PTA does not endorse any candidates.**

# Calendar of Events



<b>August</b>	Start the PTA Reflections Program at your school.	<b>November</b>	Deadline to submit Warren H. Proudfoot Award (Outstanding School Board Member) Applications to the Kentucky PTA Office
<b>15</b>	Financial Review Form due to Kentucky PTA Office Submit membership dues to the Kentucky PTA.	<b>5 and 6</b>	Kentucky PTA Advocacy Training
<b>17</b>	First day of school for Jefferson County Public Schools (JCPS) students SB 1/Core Content Statewide Town Hall Meeting, 8 p.m. at the JCTC Downtown Campus	<b>15</b>	Submit membership dues to the Kentucky PTA. File 990 Tax Form with the IRS.
<b>30</b>	Registration due for Back-to-School/Back-to-PTA Conference	<b>December</b>	
<b>September</b>	Membership Award for Early Bird Remember the Reflections Program.	<b>7</b>	Reflections Awards Ceremony and Celebration
<b>7</b>	Back-to-School/Back-to-PTA Conference	<b>15</b>	Submit membership dues to the Kentucky PTA.
<b>10</b>	Deadline for Healthy Lifestyles Award Application	<b>January</b>	
<b>15</b>	Submit membership dues to the Kentucky PTA.	<b>15</b>	Submit membership dues to the Kentucky PTA.
<b>28</b>	Kentucky Kids' Day	<b>February</b>	
<b>October</b>	Arts Week—Celebrate the Reflections Program in your school.	<b>15</b>	Self Esteem Award submission deadline Christa McAuliffe Rising Star Award submission deadlines Submit membership dues to the Kentucky PTA.
<b>8 and 9</b>	JCPS Showcase of Schools	<b>17</b>	Children's Advocacy Day at the Capitol Rally
<b>15</b>	Submit membership dues to the Kentucky PTA.	<b>March</b>	
<b>19</b>	Jefferson County Board of Education Candidates Forum	<b>10</b>	15th District PTA Vendors Fair
<b>21</b>	Deadline for Reflections Program entries to the 15th District PTA Office	<b>15</b>	Submit membership dues to the Kentucky PTA. Kentucky PTA and 15th District Award submission deadlines Submit membership dues to the Kentucky PTA.
		<b>May</b>	
		<b>10</b>	15th District PTA Awards Banquet
		<b>14</b>	Kentucky PTA Student Recognition Ceremony
		<b>15</b>	Submit membership dues to Kentucky PTA.
		<b>July</b>	
		<b>15 and 16</b>	Kentucky PTA State Convention
		<b>TBA</b>	15th District PTA Spelling Bee

## FYI: Recycling

Did you know that the 15th District PTA is into recycling? For years, we have been recycling clothes for the Clothing Assistance Program (CAP) (as well as accepting donations of new clothes and money). But we also have been recycling ink jet and toner cartridges as well as cell phones. The money raised helps fund CAP.

So, if your school or central office does not have an existing program, please help us out and send your used ink cartridges and cell phones to us (you can use the Pony).

Attn: Richard Gardner  
15th District PTA  
Central Stadium



If you have any questions, don't hesitate to contact me!

*Richard Gardner*, Third Vice President

## Way To Go, Woman!

Congratulations to Myrdin Thompson, who has been honored by *Today's Woman* magazine with a Way to Go, Woman! award. She will be profiled along with the other winners in the September issue. Check it out, and read about Myrdin and her work for PTA and our children. Way to go, Myrdin!

# Do You Have Your Membership Plan in Place?

Celebrated in September, **PTA Membership Month** is a great kickoff to the membership year and takes advantage of back-to-school enthusiasm. Encourage parents, educators, and community members to join now for children's success all year.

There are many resources available to you on the National PTA Web site, including the *Membership Manual* found at [www.pta.org/Membership\\_Recruitment\\_Manual\\_2010.pdf](http://www.pta.org/Membership_Recruitment_Manual_2010.pdf) and Membership Month Stickers at [www.pta.org/Local\\_Leaders/Membership\\_Month\\_Stickers.doc](http://www.pta.org/Local_Leaders/Membership_Month_Stickers.doc). The following checklist is very helpful and is located in the *Membership Manual*. There are more resources in your Big Box of Possibilities and in your *Kentucky PTA Leaders' Notebook*. Please feel free to make copies of any/all of these resources to give to your board, especially to your Membership vice president and committee members. We are always here to assist you—all you have to do is ask!

## PTA Membership Month Checklist

Is your PTA ready for PTA Membership Month? Use this checklist to find out.

- Appointed a membership committee (or outreach team) of energetic individuals who have been trained in effective recruitment, marketing, and outreach techniques
- Reviewed the materials at [www.pta.org/pta\\_marketing\\_resources.asp](http://www.pta.org/pta_marketing_resources.asp) and determined which could be used in your community
- Registered the unit to use the OMDR*plus* powered by Just Between Friends membership management/communications system at [www.pta.org/online\\_membership\\_data\\_reporting.asp](http://www.pta.org/online_membership_data_reporting.asp)
- Developed a recruitment plan that clearly explains the expectations and benefits of membership in the PTA
- Developed a recruitment plan to encourage parents, teachers, and other community members to join your PTA (Remember to reach out to diverse audiences. Remember that previous/current members of your PTA need to be approached and recruited to renew their membership.)
- Printed enough materials (stickers, posters, brochures, fliers, etc.) to get the word out about PTA Membership Month activities
- Reserved a space to conduct a special event for PTA Membership Month

- Secured volunteers for your membership recruitment events
- Advertised on marquees at schools and businesses (See the year-round membership campaign materials at [www.pta.org/pta\\_marketing\\_resources.asp](http://www.pta.org/pta_marketing_resources.asp) for ideas.)
- Placed PTA Membership Month yard signs around your community
- Asked your mayor, the city council, or another municipal or state government official to declare September as PTA Membership Month (A proclamation and cover letter are available in the PTA Membership Month materials at [www.pta.org/pta\\_marketing\\_resources.asp](http://www.pta.org/pta_marketing_resources.asp).)
- Conducted a public-awareness program that was targeted at the business and professional community. The fo-

cus was on what your PTA does and why business and professional organizations should join during PTA Membership Month.

- Sought donations for special events, raffles, door prizes, etc. (See the year-round membership campaign materials at [www.pta.org/pta\\_marketing\\_resources.asp](http://www.pta.org/pta_marketing_resources.asp) for advice on writing a donation solicitation letter as well as a template for your letter.)
- Mailed a membership post card to every parent at your school
- Ordered banners, posters, and other materials from your local copy shop or printer
- Asked someone to join! Each member should ask at least one new person to join the PTA.

## 15th District PTA Back-to-School/Back-to-PTA Conference



**When: Tuesday, September 7, 2010, 9 a.m. to 3 p.m.**

**Where: JCPS Gheens Academy, 4425 Preston Hwy**

Register now for the 15th District PTA Back-to-School/Back-to-PTA Conference, which will be held on **Tuesday, September 7, 2010**, at the JCPS Gheens Academy. The sessions will be from **9 a.m. to 3 p.m.** It is not too early to start planning! Join us for a full day of workshops that are designed to help get you prepared. There will be several workshops going on at the same time, so bring several people from your board to help cover all of the sessions.

**Workshops will cover (but are not limited to) the following topics:** president,

secretary, treasurer, membership, School-Based Decision Making (SBDM) Councils, programs, bylaws, standing rules, Reflections, awards, newsletters, advocacy, and parent involvement. We hope that all officers and chairs, both new and returning, will attend. The cost is \$10 a person, which includes registration, conference materials, and meals. The cost will be \$15 at the door.

Remember, this is a legitimate PTA expense and needs to be included in your budget. **Conference reservations, including a check made payable to 15th District PTA, must be received by Monday, August 30.** If you have any questions, contact Cherie Dimar at the 15th District PTA Office at **485-3535**.

### 2010 Back-to-School/Back-to-PTA Conference Reservation Form

Send reservations and check to:

15th District PTA, ATTN: Back-to-School/Back-to-PTA Conference  
319 South 15th Street, Louisville, KY 40203

Name of PTA/PTSA: \_\_\_\_\_

Total Number of Attendees: \_\_\_\_\_ x \$10 = \$ \_\_\_\_\_

Names of People Attending: \_\_\_\_\_

Contact Person and Telephone Number: \_\_\_\_\_

# 2010 PTA Healthy Lifestyles Grant Application

*Applications are due by 5 p.m., Friday, September 10, 2010.*

## Grant Overview

PTA Healthy Lifestyles promotes good nutrition and regular physical activity in order to address the nation's childhood obesity epidemic. One-third of American children and youth are either obese or at risk of becoming obese. Increased access to high-calorie, good-tasting, inexpensive foods, along with increasingly sedentary lifestyles, has contributed to the rise in childhood obesity. In addition, the reduction and elimination of recess in as many as 40 percent of U.S. school districts has limited students' physical activity during the school day. The obesity epidemic may not only decrease quality of life with the onset of diabetes, heart disease, and other chronic diseases but also reduce the life expectancy of today's children. Further, consistent findings show that obesity is often associated with poor levels of academic achievement.

**But here's the good news:** Increasing physical activity and improving nutrition at home and at school—through programs like PTA Healthy Lifestyles—can reduce the risk of obesity and improve the overall health of students and families.

PTA Healthy Lifestyles emphasizes the important role families can play in keeping their children healthy and ready to learn. In celebration of PTA Healthy Lifestyles Month each November, National PTA offers PTA Healthy Lifestyles Grants of up to \$1,000 to local PTAs. The grants support PTA efforts to engage schools and families in:

- Increasing access to and awareness of healthy foods.
- Increasing physical activity for students and families.
- Providing healthier foods in schools.
- Engaging and training family and community members in promoting physical activity and healthy eating habits.

## Eligibility

The applicant must be a PTA member in good standing.

## Timeline

Applications are due by 5 p.m., **Friday, September 10, 2010.** Funding decisions

are expected to be made by early October. Grant recipients will be notified by phone or e-mail. Grantees will be expected to focus their activities in PTA Healthy Lifestyles Month, November 2010.



## Reporting

Grantees must complete and submit the PTA Grant Report by **December 15, 2010.** A **sample grant report** is available for reference by contacting the National PTA staff at [healthylifestyles@pta.org](mailto:healthylifestyles@pta.org) or at **1-800-307-4PTA, Ext. 4782.** Failure to submit a complete report in a timely manner may affect the grantee's future grant funding eligibility with the National PTA.

## Criteria for Selection

Applications must be complete and submitted on time. Incomplete or late applications will not be reviewed. Consideration may be given to ensure geographic distribution of awards. Judges will be looking for programs that:

- Celebrate PTA Healthy Lifestyles Month, November 2010, and have a long-term impact.
- Promote healthy lifestyles in the home, school, and community.
- Promote family involvement in the school.
- Emphasize the connection between healthy lifestyles and student achievement.
- Engage a diverse group of family and community members.

## Grant Application Deadline

All applications must be completed and submitted by 5 p.m., **Friday, September 10, 2010.** Applications must be submitted online at [http://pta.org/pta\\_healthy\\_lifestyles\\_award.asp](http://pta.org/pta_healthy_lifestyles_award.asp).

## Contact

Questions about the grant, the application, or funding decisions should be directed to the National PTA program coordinator for Health and Welfare at [healthylifestyles@pta.org](mailto:healthylifestyles@pta.org) or to **1-800-307-4PTA, Ext. 4782.**

# Treasurer 411

## Financial Review Form Due on or Before August 15, 2010

The financial review is for the 2009-10 fiscal year. The fiscal year begins on July 1 and ends June 30. The entire form should be completed and returned to Kentucky PTA, P.O. Box 654, Frankfort, KY 40602.

**IRS Filing:** All PTAs/PTSA's must file with the IRS by **November 15** of each year. Be sure to send a copy of filing or confirmation of filing to the Kentucky PTA and the 15th District PTA.

Download the Financial Review Form at [www.kypta.org/uploads/58/File/financialreview10.pdf](http://www.kypta.org/uploads/58/File/financialreview10.pdf).

## The outgoing treasurer should:

- Be sure all district and state/national dues have been paid.
- Balance the books to be ready for an audit.
- Be sure the PTA books agree with the bank balance and outstanding checks.
- Prepare the annual report covering the term of office.
- File with the IRS—E-mail IRS Form 990N by **November 15, 2010**, if your income was less than \$25,000. (All PTAs/PTSA's must file.)
- Submit IRS Form 990 or 990EZ and Schedule A by **November 15, 2010**, if your income was more than \$25,000.
- Arrange for the transfer of all materials to the new treasurer.
- Obtain and file new signature cards with the bank so the new treasurer will be authorized to sign checks without delay.
- Forward the 2009-10 Financial Review Form to the Kentucky PTA Office.

## The incoming treasurer should:

- Be sure that the books have been audited before accepting them.
- Check the files and records received from the retiring treasurer. Ask about missing records immediately.
- Get signatures of new officers who are authorized to sign checks and file signature cards with the bank if this was not done by the outgoing treasurer.
- Check on bonding and liability procedures.
- Study the materials provided by National PTA and Kentucky PTA on financial matters.

Treasurer information adapted from National PTA *Money Matters Quick-Reference Guide*

# PTA/PTSA To-Do List for Beginning of the School Year

- Have your financial books audited as soon as possible (**August 15** is the Kentucky PTA deadline). Send a copy of the Financial Review Form to the Kentucky PTA, P.O. Box 654, Frankfort, KY 40602-0654.
- Change account signatures at the bank. It's a good idea to have three possible signers for your checks.
- Send in your new officer contact information. Make sure a list of new officers' names, positions, addresses, phone numbers, and e-mail addresses are sent as soon as possible to the 15th District PTA Office at 15th District PTA, 319 South 15th Street, Louisville, KY 40203.
- Identify your PTA's/PTSA's goals/projects, and fundraise to meet those goals/projects. The board should meet to determine what you want your PTA to accomplish in the upcoming year. The purpose of the PTA is not to fundraise but to enhance the education of the students and the parents.
- Work together as a board to plan a budget. Once your goals have been identified, a budget can be drafted. The treasurer is the chairman of the Budget Committee. Other members of the committee are the officers and the principal. Look at the previous year's expenses and income to help you draw up a budget. If more or less money is made later in the year, the budget can always be amended. (Note: Once the budget is approved by the general membership, the chairmen may begin to use their committee's budgeted money.)
- Establish standing committees. The Executive Board should meet to determine which standing committees will be needed for the coming year to accomplish the goals/projects. Chairmen of these committees are appointed by the Executive Board, and together with the Executive Board, which includes the principal, will make up the board of managers.
- Obtain approval of the budget. Get approval of the budget through the board of managers and the general membership. (This motion to accept the budget comes from the Budget Committee, so a second is not necessary.)
- Recruit volunteers. Send home a request for volunteers as early as possible. Many of the committees will need to get started right away.
- Pick up your PTA leader's packet. If you did not pick up your leaders' packet at

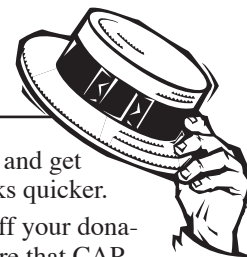
the Kentucky PTA's Convention/Leadership conference, it will be at the district office for you to pick up. Inside the packet are the *Kentucky PTA Leaders' Notebook*, *SBDM Council Handbook*, membership cards (based on last year's membership count), CAP dates for your PTA to volunteer, and other materials.

- Check your bylaws to make sure they are up to date. If they are not, appoint a special committee to review the bylaws. Remember, the general membership must approve any changes in your bylaws.
- Check to see if you have standing rules and if they are still appropriate for your new board. Standing rules can be changed as long as you have two-thirds of your board of managers approving the changes. If you do not have standing rules, appoint a committee to work on establishing a set. Standing rules make your PTA perform uniformly and fairly.
- Start your membership campaign right away. Having an organized plan and establishing goals will boost your membership. Check out all of the awards

that you could win if you increase your membership. Make sure you recruit all of your teachers and staff in your school.

- Attend the district conference in September and other events that happen throughout the year. Designate money in your budget to send board members to these training events.
- Schedule a board training with the 15th District PTA. The training usually takes two hours. Call Rose Babiak, 15th District fifth vice president, at **648-3698** and give her three dates so that she is able to schedule a date for you. It is important to have a board training session so that all your board members will know their responsibilities plus the duties of other members. You will be trained on proper procedures, principal relationship, and the handling of money and check requests, besides individual responsibilities.
- Remember, your 15th District PTA Board is only a phone call away if you need help at any time. Please call us at **485-3535**.

## Hats off to CAP!



Thanks to everyone for making last year's CAP a great success. We had record numbers of clothing donations, of volunteers and donated hours, and of students who served.

Because of the record number of donations, we learned the way that we handle them the best and developed some suggestions for making donations:

- Donations should be sent in boxes. Bags rip open and the clothes get lost, dirty, or torn before we can sort them. This is especially true for donations sent through the Pony. Those donations must wait at the warehouse until several pallets are ready for delivery to us. Boxes should be marked **15th District PTA CAP at Central Stadium** with your PTA's name as the return address. This helps us make sure that you are recognized for your contributions.
- Clothes do not have to be sorted, but if you want to make this a project for student service hours, that would be great. Label the boxes as sorted with the contents if you do decide to do this.
- Please be sure that clothes are clean, unstained, and without holes or tears.

This will help us sort and get the clothes to the racks quicker.

- If you want to drop off your donations, please make sure that CAP will be open and let us know if you will need a cart to bring the items in. We will be happy to meet you in the parking lot.

The donations this year have been wonderful. The families have expressed their gratitude for such a nice selection for the whole family.

As you have probably noticed, we will be open on some Saturdays during the year. Those days can be used as make-up days if you are unable to make your scheduled work day. Please let us know if you plan to work that day or if you have students or a community group that would like to volunteer that day. These are great opportunities for service hours!

### CAP FAQs

#### How are families served by CAP?

Families are referred to CAP by your school's Family Resource Center (FRC) or Youth Services Center (YSC) coordinator. They talk with the family to determine the

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# Reflections

As you start to develop your projects and programs for the next school year, don't forget to include the Reflections Program as one of your projects.

This is a National PTA arts in education program. Its purpose is to provide all children and youth with an opportunity to experience the self-fulfillment of creative expression through the arts. The primary goal of Reflections is for all children and youth to have the opportunity to participate. Although it is a program with recognition and awards at the local, district, state, and national levels, the importance of participation should be emphasized over winning an award. Students may submit entries in the areas of music, photography, visual arts, literature, dance choreography, and film/video production.

Each year, there is a different theme for the program. For the 2010-11 school year, the theme will be "Together we can ...."

**Each student may enter in any of the following six art areas: (Challenged students can enter in each area in the challenged category.)**

- Literature
- Musical Composition
- Photography
- Visual Arts
- Dance Choreography
- Film/Video Production

**Each student enters one age category:**

- Primary—Preschool through grade two
- Intermediate—Grades three through five
- Middle/Junior—Grades six through eight
- Grades nine through twelve
- Special Needs—Ungraded

**Local PTA can submit entries to the district by Thursday, October 21, 2010.**

One entry for each grade in each category (e.g., music, photography, visual arts, litera-

ture, dance choreography, and film/video production) can be submitted.

Example: A PTA can have one entry in third grade, fourth grade, and fifth grade (which is the Intermediate category) in the Music category. They can also have one entry in the Music category in preschool, kindergarten, first grade, and second grade (which is the Primary category) and so forth.

## What to Do

Familiarize yourself with the materials in the *Kentucky PTA Leaders' Notebook for PTAs/PTSAs*. Reflections Chairman **Sharon Whitworth (485-7450)** has sent out information packets through the Pony to PTA presidents, principals, art teachers, music teachers, physical education (PE) teachers, FRYSC coordinators, and literature teachers. All these people should serve as a committee to develop your program.

- Develop a Reflections Program planning calendar using the District PTA deadline (**Thursday, October 21, 2010**) as your guide. Set interim deadlines and identify key steps to meet your calendar deadlines.
- Establish a budget for your school's Reflections Program. Use this budget to prepare informational materials, to encourage student participation, to promote the Reflections Program with parents and community members, and to fund a recognition event for student winners at the local school level.
- Publicize the Reflections Program and the "Together we can ..." theme in your school or PTA/PTSA newsletter.
- Select impartial, qualified judges. Inform judges of the criteria to be used in evaluating/judging Reflections Program entries. (Refer to the rules for each category.) Inform all participants that the judges' decisions are final.

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## Information From the *Kentucky PTA Leaders' Notebook*

### Duties of the recording secretary:

- **Record** each meeting in writing.
- **Present** minutes for approval. (Board meeting minutes are approved at board meetings, and general body meeting minutes are approved at general body meetings.)
- Make necessary **corrections** as authorized.
- Act as **custodian** of important papers and records.

Duties of the **corresponding** secretary: (Most PTAs have only one secretary. A corresponding secretary is an appointed position and, therefore, is only a member of the Executive Board if your bylaws denote that.)

- Handle all **correspondence**.
- Promptly send the **names, addresses, phone numbers, and new titles** to the **Kentucky PTA Office** and to your **district office**.

### Minutes

Minutes are the **official record** of your PTA's activities. If it's not in the minutes, it didn't happen! Minutes become the official record of a meeting once they are approved.

Minutes should include the following:

- The name of the association and the kind of meeting
- The **date, time, and place** of the meeting
- The **name and title** of the presiding officer and the secretary's name
- That a **quorum** was present. Attendees' names may be recorded if you wish.
- The names of any **guests** attending the meeting and that a courtesy seat was granted to them
- The **status** of the **last meeting's** minutes. Whether they were distributed or read and approved or approved as corrected
- The **treasurer's** report. List the income, expenses, and

balance. A copy of the treasurer's monthly financial statement should be attached to the minutes.

- **Reports** of other officers and chairmen
- **A summary** of the **discussion**. Only the important facts of the meeting should be recorded, not the exact discussion.
- The **exact wording** of any **motions** made, who made the motion, and who seconded it (or if it came from committee)
- Whether the motion **passed** or **failed**
- Any **announcements** made
- **Time of adjournment**
- The name and title of the person taking the minutes

The words *approved* or *approved as corrected* and the date should be written at the end of the minutes of each meeting. The minutes should be signed by the secretary.

The secretary should have the following at each meeting:

- Agendas
- Minutes from past meetings
- Bylaws
- Standing rules
- List of board members and their contact information
- Membership list
- Paper
- Calendar
- Paper for ballots
- Motion blanks or paper for motions
- Pencils and pens

The secretary can mail or e-mail the minutes of the last meeting to the board members or have copies for them to read at the meeting. After giving time for the board members to read the minutes, the president should ask if there are any corrections to the minutes. If so, the secretary should record the changes. The president then states that the minutes are approved as corrected. If there are no changes to the minutes,

*Continued on page eight*

# 2010-11 Volunteer Schedule for 15th District PTA CAP

Anchorage School	Aug. 24	Jan. 18	Hazelwood Elementary	Oct. 12	Mar. 8	St. Matthews Elementary	Dec. 9	May 5
Atherton High	Aug. 24	Jan. 18	Highland Middle	Oct. 12	Mar. 9	Stonestreet Elementary	Dec. 14	May 5
Atkinson Elementary	Aug. 24	Jan. 20	Hite Elementary	Oct. 12	Mar. 9	Stopher Elementary	Dec. 14	May 5
Auburndale Elementary	Aug. 24	Jan. 20	Indian Trail Elementary	Oct. 14	Mar. 9	Stuart Middle	Dec. 14	May 11
Audubon Traditional Elem.	Aug. 26	Jan. 20	Iroquois High	Oct. 14	Mar. 9	Thomas Jefferson Middle	Dec. 14	May 11
Ballard High	Aug. 26	Jan. 20	Jacob Elementary	Oct. 14	Mar. 15	Trunnell Elementary	Dec. 16	May 11
Barret Traditional Middle	Aug. 26	Jan. 25	Jefferson Co. Trad. Middle	Oct. 14	Mar. 15	Tully Elementary	Dec. 16	May 11
Bates Elementary	Aug. 26	Jan. 25	Jeffersontown Elementary	Oct. 19	Mar. 15	Valley Traditional High	Dec. 16	May 12
Binet School	Aug. 31	Jan. 25	Jeffersontown High	Oct. 19	Mar. 15	Waggener Traditional High	Dec. 16	May 12
Blake Elementary	Aug. 31	Jan. 25	Johnson Traditional Middle	Oct. 19	Mar. 17	Waller-Williams Env. School	Jan. 6	May 12
Bloom Elementary	Aug. 31	Jan. 27	Johnsontown Road Elem.	Oct. 19	Mar. 17	Watson Lane Elementary	Jan. 6	May 12
Blue Lick Elementary	Aug. 31	Jan. 27	Kammerer Middle	Oct. 21	Mar. 17	Watterson Elementary	Jan. 6	May 18
Bowen Elementary	Sept. 2	Jan. 27	Kennedy Elementary	Oct. 21	Mar. 17	Wellington Elementary	Jan. 6	May 18
Brandeis Elementary	Sept. 2	Jan. 27	Kenwood Elementary	Oct. 21	Mar. 22	Western MST Magnet High	Jan. 11	May 18
Breckinridge-Franklin Elem.	Sept. 2	Feb. 1	Kerrick Elementary	Oct. 21	Mar. 22	Western Middle	Jan. 11	May 18
Brown School	Sept. 2	Feb. 1	King Elementary	Oct. 26	Mar. 22	Westport Middle	Jan. 11	May 19
Butler Traditional High	Sept. 15	Feb. 1	Klondike Elementary	Oct. 26	Mar. 22	Wheatley Elementary	Jan. 11	May 19
Byck Elementary	Sept. 15	Feb. 1	Knight Middle	Oct. 26	Mar. 24	Wheeler Elementary	Jan. 13	May 19
Camp Taylor Elementary	Sept. 15	Feb. 3	Lassiter Middle	Oct. 26	Mar. 24	Wilder Elementary	Jan. 13	May 19
Cane Run Elementary	Sept. 15	Feb. 3	Laukhuf Elementary	Oct. 28	Mar. 24	Wilkerson Traditional Elem.	Jan. 13	May 24
Carrithers Middle	Sept. 8	Feb. 3	Layne Elementary	Oct. 28	Mar. 24	Wilt Elementary	Jan. 13	May 24
Carter Traditional Elem.	Sept. 8	Feb. 3	Liberty High	Oct. 28	Mar. 29	Young Elementary	Jan. 18	May 24
Central High MCA	Sept. 8	Feb. 8	Lincoln Elementary	Oct. 28	Mar. 29	Zachary Taylor Elementary	Jan. 18	May 24
Chancey Elementary	Sept. 8	Feb. 8	Louisville Male High	Nov. 4	Mar. 29			
Chenoweth Elementary	Sept. 14	Feb. 8	Lowe Elementary	Nov. 4	Mar. 29			
Churchill Park School	Sept. 14	Feb. 8	Luhr Elementary	Nov. 4	Mar. 31			
Cochran Elementary	Sept. 14	Feb. 10	Maupin Elementary	Nov. 4	Mar. 31			
Cochrane Elementary	Sept. 14	Feb. 10	McFerran Preparatory Acad.	Nov. 9	Mar. 31			
Coleridge-Taylor Elementary	Sept. 16	Feb. 10	Medora Elementary	Nov. 9	Mar. 31			
Conway Middle	Sept. 16	Feb. 10	Meyzeek Middle	Nov. 9	Apr. 12			
Coral Ridge Elementary	Sept. 16	Feb. 15	Middletown Elementary	Nov. 9	Apr. 12			
Crosby Middle	Sept. 16	Feb. 15	Mill Creek Elementary	Nov. 11	Apr. 12			
Crums Lane Elementary	Sept. 21	Feb. 15	Minors Lane Elementary	Nov. 11	Apr. 12			
Dixie Elementary	Sept. 21	Feb. 15	Moore Traditional School	Nov. 11	Apr. 14			
Doss High	Sept. 21	Feb. 17	Myers Middle	Nov. 11	Apr. 14			
Dunn Elementary	Sept. 21	Feb. 17	Newburg Middle	Nov. 16	Apr. 14			
DuPont Manual High	Sept. 23	Feb. 17	Noe Middle	Nov. 16	Apr. 14			
Eastern High	Sept. 23	Feb. 17	Norton Elementary	Nov. 16	Apr. 19			
Eisenhower Elementary	Sept. 23	Feb. 22	Okolona Elementary	Nov. 16	Apr. 19			
Engelhard Elementary	Sept. 23	Feb. 22	Olmsted Academy North	Nov. 18	Apr. 19			
Fairdale Elementary PTA	Sept. 28	Feb. 22	Olmsted Academy South	Nov. 18	Apr. 19			
Fairdale High PTSA	Sept. 28	Feb. 22	Pleasure Ridge Park High	Nov. 18	Apr. 21			
Farmer Elementary	Sept. 28	Feb. 24	Portland Elementary	Nov. 18	Apr. 21			
Farnsley Middle	Sept. 28	Feb. 24	Price Elementary	Nov. 30	Apr. 21			
Fern Creek Elementary	Sept. 30	Feb. 24	Ramsey Middle	Nov. 30	Apr. 21			
Fern Creek Traditional High	Sept. 30	Feb. 24	Rangeland Elementary	Nov. 30	Apr. 26			
Field Elementary	Sept. 30	Mar. 1	Roosevelt-Perry Elementary	Nov. 30	Apr. 26			
Foster Traditional Academy	Sept. 30	Mar. 1	Rutherford Elementary	Dec. 2	Apr. 26			
Frayser Elementary	Oct. 5	Mar. 1	Sanders Elementary	Dec. 2	Apr. 26			
Frost Middle	Oct. 5	Mar. 1	Schaffner Traditional Elem.	Dec. 2	Apr. 28			
Gilmore Lane Elementary	Oct. 5	Mar. 3	Semple Elementary	Dec. 2	Apr. 28			
Goldsmith Elementary	Oct. 5	Mar. 3	Seneca High	Dec. 8	Apr. 28			
Greathouse/Shryock Trad. Elem.	Oct. 7	Mar. 3	Shacklette Elementary	Dec. 8	Apr. 28			
Greenwood Elementary	Oct. 7	Mar. 3	Shawnee High	Dec. 8	May 3			
Gutermuth Elementary	Oct. 7	Mar. 8	Shelby Trad. Academy	Dec. 8	May 3			
Hartstern Elementary	Oct. 7	Mar. 8	Slaughter Traditional Elem.	Dec. 9	May 3			
Hawthorne Elementary	Oct. 12	Mar. 8	Smyrna Elementary	Dec. 9	May 3			
			Southern High	Dec. 9	May 5			

## Hats off to CAP!

*Continued from page five*

need and then make the appointment. If you know a family in need, direct them to the coordinator at your school for help.

### What does each family receive at an appointment?

Each student receives five pairs of new socks and underwear and a belt. If the student requires a uniform, he or she receives a new uniform polo and uniform pants. The families are allowed to shop the Family Room for clothes for every member of the household, as much as they can carry.

### How many times can a family receive assistance at CAP?

Families are allowed one appointment during the fall semester and one during the spring. They can return for a winter/spring coat without an appointment. We have also allowed the parents to return if they need interview or new work clothes. Emergency appointments (e.g., fire, flood) are available anytime.

Please don't hesitate to contact me with any questions or concerns. We always have plenty of work for everyone, so call me and we can schedule a time for you to volunteer.

*Paula Wolf, CAP Director*

15th District PTA  
319 South 15th Street  
Louisville, KY 40203

[www.jcpsky.net/Programs/PTA/index.html](http://www.jcpsky.net/Programs/PTA/index.html)



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## Reflections

*Continued from page seven*

**Important:** Ensure that all students' personal information (names, addresses, etc.) is hidden from the judges' view.

The Reflections Program is structured for PTAs to recognize students at the local, district, state, and national PTA levels. Remember to coordinate your Reflections Program with your English, music, art, and PE teachers.

Please work together to provide this wonderful opportunity for your students.

If you need additional information, please contact Sharon Whitworth, 15th District PTA Reflections chairman, at 485-7450.

## Information From the Kentucky PTA Leaders' Notebook

*Continued from page seven*

the president should state that the minutes are approved as written. The corrections should be inserted manually; corrected minutes do not need to be retyped.

See Part II, page 7 of the *Kentucky PTA Leaders' Notebook* for samples of minutes.

*Barbara Fischer, Secretary*

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## PTA Contact Information

15th District PTA:  
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Kentucky PTA:  
[www.kypta.org](http://www.kypta.org)

National PTA:  
[www.pta.org](http://www.pta.org)

15th District PTA, Kentucky PTA  
and National PTA are all on  
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