



Newsletter

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

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June-July 2013

President's Letter

These past two years, I have had the privilege to serve as the president of the 15th District Parent Teacher Association (PTA). Serving in this position has given me the opportunity to meet and work with many dedicated and talented people in the Jefferson County Public Schools (JCPS). I have spent much time in the schools, and I can tell you that many great things are going on in our schools and there are many administrators, principals, teachers, and staff members who genuinely care about helping students reach their potential.

During the course of the last two years, I have also met and worked with many wonderful PTA volunteers, and I have learned something from each of you. I have been inspired by the creative projects and programs that PTAs do, even when they have little money. I have been amazed by the amount of time and energy many of you devote to helping students and their families in your school. You have tried to make sure that every student was touched by a caring adult. Your work has not gone unnoticed, and your example will definitely be passed down to future volunteers.

It has been my intent to encourage and assist you, the PTA leaders and members of our community, to strive for excellence in your endeavors. We must always be aware that the students are learning from our behavior and looking to us for leadership and guidance.

I would like to thank the members of the 15th District PTA Board, who gave willingly of their time, energy, and experience to help me help all of you. It has truly been a team effort these past two years, from which I hope we all have benefitted greatly.

We must continue to encourage parent involvement, promote student welfare, and support student achievement. All children deserve a quality education and an opportunity to reach their full potential. Together, we can help ensure a successful future for every child.

Cherie Dimar

Cherie Dimar, President

From the Incoming President

Thank you to everyone who has elected me to this position. It is such an honor to be representing you as our district's next PTA president. This is a responsibility that I do not take lightly, and I will strive to represent you with the utmost integrity that the past president, Cherie Dimar, and the board have demonstrated. The 15th District PTA Board of 2013-15 is here to continue to serve and advocate for your students and schools. As every school has different populations and needs, we are preparing to build upon our current goals and programs so that we can best assist you in the coming years.

The PTA is the oldest and largest child advocacy association in America since being founded in 1897. Today's PTA comprises 5 million parents nationwide, with 40,000 here in Jefferson County, and includes teachers, grandparents, caregivers, foster parents, and other caring adults who share a commitment to improving education, health, and safety of all children. We speak with one voice for every child.

We each have unique talents, strengths, and skills to share. When we link our individual strengths together, we are unstoppable. Together, we will ensure that every student graduates college- or career-ready. We will continue to engage parents, community, and partners in student success.

I am excited to be part of the newly elected 15th District PTA Board. Our goal is to continue to educate and assist parents so that their children can have a positive and successful educational experience. Plan to attend the National PTA Convention, Kentucky PTA Convention, and Back-to-School/Back-to-PTA Conference. I look forward to working with all of you in the year ahead. Together We Can ... help ensure a successful future for every student.

Heather Wampler

15th District PTA President 2013-15

Things to Do in June

- Find your bylaws; they are the backbone on your PTA.
- Fill any vacancies on your board.
- Attend the 15th District PTA Programs/Vendors Fair and General Board Training on June 13.
- Make sure all incoming officers know about the Kentucky PTA Leadership Conference in July.
- Close out the financial books and prepare them for financial review.
- Send your Officers List, with all incoming board members' names and contact information, to the 15th District PTA and Kentucky PTA.
- Be sure all procedure books are passed on to the incoming officers.

Things to Do in July

- Once the financial books have been closed, make sure an financial review has taken place before the new treasurer accepts the books.
- Attend the Kentucky PTA Leadership Conference July 18 through 20.
- The board should meet and begin planning a tentative calendar and goals for the new year.
- Develop a membership theme and campaign.
- Devise a budget.

Minimize Summer Brain Drain

Look for fun ways to keep your child's academic skills sharp during the warm weather ahead. Consider signing him or her up for camps, and visit nature centers, museums, and libraries as a family.

Treasurer's End of Year Checklist

It's time to pass the baton to the next treasurer. Use this checklist to make sure nothing is forgotten.

- Make sure an Audit Committee has been appointed; the committee should be three people. Be available to answer any questions or concerns that may arise.
- Committee members cannot be check signers for this year or coming year, the principal, or the treasurer for this year or coming year.
- Make sure all transactions for July 1 to June 30 are entered and your bank reconciliations are up to date for the entire fiscal year. Remember that the PTA fiscal year is July 1 to June 30.
- Check that your Treasurer's Binder is up to date and well organized.
- Make plans to complete the IRS 990/990EZ/990N, if at all possible. You, as the current treasurer, are the best person to complete this task. Be sure that you provide a copy to the incoming treasurer and to the current and incoming presidents.
- Ensure that all banking supplies (checks, deposit tickets, and endorsement stamp) are stocked. If needed, reorder supplies and advise incoming treasurer.
- Note any items that the incoming treasurer needs to address that might be out of the norm (e.g., outstanding NSF checks).
- Pay any outstanding bills. Suggestion: Add note to payments, advising that the check needs to be cashed by no later than June 20 due to end of current fiscal year.
- Coordinate with the incoming board to change authorized banking/check signers. At least be sure to remove your name from the account. This should be one of last things you do at end of your term.
- Review your Treasurer Procedural Notebook for completeness. Include the following:
 - Bonding insurance info
 - Bank contact info and ID/password for online banking

List of important dates and deadlines (e.g., dues payment, tax return filing)

- Important numbers (PTA unit ID, business employer identification number (EIN), tax exempt, and bank account and routing numbers)
- Treasurer forms (deposit summary, funds received statement, request for payment, and tax exempt certificate)
- Copy of approved budget for current fiscal year (for reference and guidance)
- Copy of current approved bylaws and standing rules
- Copy of current letter of good standing from Kentucky PTA
- Copy of year-end treasurer's report
- Flash/Thumb drive with copies of these items and room for records
- Provide copy of software used for treasurer recordkeeping
- Be available to incoming treasurer for questions and guidance so that he or she will be able to do as great a job as you just did!

Treasurer's Report: *It's Budget Time!*

The budget is a financial representation of the activities and operations a PTA expects to conduct during a specified time period. The budget estimates income and expenses for the fiscal year and must be presented to the association for approval and recorded in the association minutes. The budget should coincide with the association's fiscal year.

Getting Started

The first step is to establish a budget committee. The budget committee is either appointed by the president or is elected according to the unit's bylaws and generally consists of three or five members. The committee is responsible for developing the annual budget. The treasurer should serve as the chairperson of the budget committee. The committee should meet soon after election to prepare the budget.

Process of Creating a Budget: Items to Consider

The budget will cover a one-year period and should be the same date as the unit's fiscal year.

- What projects does this year's PTA/Parent Teacher Student Association (PTSA) Board want to accomplish, and what will the cost(s) be?
- What sources of funds will be needed to meet these goals and projects?
- Review the previous year's budget (income and expenditures). Did it meet the needs of your PTA? Were changes needed? Were there income sources used that were not successful?

Note: There should not be a miscellaneous line item in your budget. All approved expenses should be included in a specific line item.

Funds Not Belonging to the Unit

District, state, and National PTA portions of membership dues are not a part of the unit's funds and are not to be used for expenses. They should not be included in the annual budget. These funds should be reflected at the bottom of the treasurer's report for tracking purposes. The state and national portions of membership dues collected are to be paid monthly to the Kentucky PTA. The district portion of the dues is billed in arrears at the end of the fiscal year; these funds should be kept in a general bank account and reflected in the treasurer's reports as restricted funds, until paid.

Recommended Budget Income and Expenditure Line Items

When developing a PTA budget, the following are some items to be considered. This is not a complete list; create your budget to fit your PTA's/PTSA's programs, projects, and needs.

- **Carry-Over Funds**—Funds that are set aside to begin operations at the start of the next PTA fiscal year, prior to the approval of the budget
- **Contingency Funds**—Monies that remain after making allocations for budgeted programs and activities and that may be used (with board approval) to cover any unexpected or unplanned expenses in the current fiscal year

- **Training/Convention**—Budget to send board members to the 15th District Fall Conference and to the Kentucky PTA State Convention/Leadership. This is an important and highly recommended expense line item for all PTAs/PTSAs.
- **Donations**—If you receive \$5 and your membership dues are \$4, the remaining \$1 would be a donation. If money is donated for a specific program or project, you will need to add a Restricted Funds line item.
- **Fundraisers**—Income: This is the **gross** income from the fundraiser. Expense: There should be a corresponding line item for each fundraiser. **List each fundraiser individually.**
- **Bonding Insurance**—Enrollment and participation are strongly encouraged because they provide protection of your PTA/PTSA funds. The annual cost is only \$250 for the basic policy. If you currently don't have this coverage and/or would like more information and an application, contact Sheila at the Underwriters Group at **244-1343**.
- **Membership Dues**—This is only the portion of the dues remaining after deducting district, state, and national portions. Each PTA/PTSA unit determines its own membership dues, and this amount can be found in the current bylaws. A portion of each membership dues collected belongs to district, state, and National PTAs. See the above information in the "Funds Not Belonging to Unit" section.
- **Membership Administrative Costs**—The cost of printing membership envelopes and the cost of prizes for membership contests are examples of expenses that could be in-

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Required 2012-2013 Financial Review Form (formerly Audit Report Form)

Deadline: August 15, 2013*

**ALL PTAs/PTSAs MUST FILE WITH THE IRS - E-MAIL IRS Form 990 N DUE by 11/15/2013
if your income is normally less than \$50,000**

**If your income was \$50,000 to \$200,000 complete 990-EZ, with Schedule A and
Schedule B, if necessary, - DUE to the IRS by 11/15/2013**

**If your income is over \$200,000 complete 990 with Schedule A and Schedule B, if
necessary, DUE to IRS by 11/15/2013**

Mail this Financial Review Form to Kentucky PTA, P. O. Box 654, Frankfort, KY 40602-0654

*Kentucky PTA and local unit bylaws require all PTAs and PTSAs to file a Financial Review Form with Kentucky PTA by August 15, each year, to remain a "unit in good standing."

Financial Review Report Form for the Local PTA/PTSA

Name of PTA/PTSA _____ PTA District ___ County _____

This financial review is for the 2012-2013 fiscal PTA/PTSA year.

(For most PTAs/PTSAs this will be July 1, 2012 through June 30, 2013. Check your bylaws if unsure.)

1. Beginning Balance (as of last date covered by last financial review) \$ _____

2. Receipts (total receipts from the beginning to the end of the period covered by this financial review) _____

3. Total Cash Available (add number 1 and number 2) _____

4. Disbursements (total disbursements from the beginning to the end of the period covered by this financial review) _____

5. Ending Balance (subtract number 4 from number 3) _____

6. Bank Statement Balance (for last month covered by this financial review) _____

7. Checks Outstanding _____

Total Checks Outstanding \$ _____

8. Bank Account Balance (Subtract number 7 from number 6) \$ _____

Date of financial review: _____

We have examined the books of _____ PTA/PTSA for the

financial year 2010-2011 and find them to be: (Please choose one)

___ Correct ___ Substantially Correct ___ Incomplete ___ Incorrect

Substantially correct with the following adjustments: _____

Comments: _____

Signatures: Financial Review Committee Chair (or professional auditor) _____

2. (member) _____ 3. (member) _____

**This Financial Review information should be presented to the PTA/PTSA at its first general
meeting**

after the completion the financial review.

Remember to mail this report to Kentucky PTA and keep copies for your records.

2012-13 15th District PTA Awards

15th District PTA Award Winners

Special Project/Program

Binet School PTA
Brown School PTSA
Byck Elementary PTA
Chancey Elementary PTA
Gutermuth Elementary PTA
Highland Middle PTSA
Jeffersontown Elementary PTA
Johnson Traditional Middle PTSA
Laukhuf Elementary PTA
Louisville Male Traditional High PTSA
Sanders Elementary PTA

Outstanding Local Unit Web Site

Byck Elementary PTA
Johnson Traditional Middle PTSA

Outstanding Volunteer

Marie Young, Hite Elementary PTA
Trish Kline, Meyzeek Middle PTSA
Carol Smith, Central High PTSA

Outstanding Volunteer Participation

St. Matthews Elementary PTA

Outstanding Male Involvement/ Participation

Brent Smith, Dunn Elementary PTA

Outstanding Nurse

Mandy Hazelwood, Engelhard Elementary

Outstanding Membership Campaign

Breckinridge-Franklin Elementary PTA
Crosby Middle PTSA

Outstanding Newsletter

Dunn Elementary PTA
Barret Traditional Middle PTSA

2012-13 Hall of Fame Winners

Debbie Wolfe, Ballard High
Todd Koch, Westport Middle
Andrea Becker, Hite Elementary

Spelling Bee Winners

1st Place—Andruw Stewart, Farnsley Middle
2nd Place—Aathma Joshi, Westport Middle
3rd Place—Melina Gnadinger, Crosby Middle

PTA/PTSA Schools

Spelling Bee Participatnts

Audubon	Barret
Blake	Bloom
Blue Lick	Brandeis
Breckinridge-Franklin	Brown
Byck	Carrithers
Chancey	Chenoweth
Cochran	Cochrane
Coleridge-Taylor	Conway
Coral Ridge	Crosby
Crums Lane	Dixie
Dunn	Eisenhower
Engelhard	Fairdale E.

Farmer
Fern Creek E.
Foster
Greathouse/Shryock
Hawthorne
Hite
Jacob
Johnson
Kammerer
King
Laukhuf
Lowe
Medora
Minors Lane
Myers
Noe
Olmsted Acad. S.
Phoenix Sch. of Disc.
Semple
St. Matthews
Stuart
Tully
Watterson
Wilder
Wilt

Farnsley
Field
Frost
Greenwood
Highland
Indian Trail
Jeffersontown E
Johnsontown Rd.
Kennedy
Klondike
Layne
Luhr
Meyzeek
Moore
Newburg
Olmsted Acad. N.

Rangeland
Slaughter
Stopher
Trunnell
Watson Lane
Westport
Wilkerson
Zachary Taylor

15th District PTA Self Esteem Award Winners

Primary (K-3)

Angel Bejoy, Stopher Elementary
Aashi Soni, Stopher Elementary
Allie Senn, Stopher Elementary

Intermediate (4-5)

Anthony He, Stopher Elementary
Ethan Highley, Stopher Elementary
Kailey Meredith, Stopher Elementary

Middle (6-8)

Spencer Shumway, Westport Middle
Hailey Small, Westport Middle
Trinity Duffy, Westport Middle
Ashley Finn, Westport Middle
Will Shawver, Westport Middle

High (9-12)

Jenci Lyn Hawthorne, duPont Manual High
Jade Clore, duPont Manual High
Mackenzie Berry, duPont Manual High
Sara Assef, duPont Manual High
Mikel Jordan, duPont Manual High

Schools that Participated in Board Trainings

Brandeis	Central
Cochran	Conway
Doss	Farnsley
Foster	Goldsmith
Gutermuth	Hazelwood
Kammerer	Lincoln
Medora	Mill Creek
Olmsted South	Price
Sanders	Smyrna
Southern	Trunnell
Valley	Wellington
Wheeler	Wilkerson
Zachary Taylor	

PTAs/PTSAs and Schools That Have Supported the Clothing Assistance Program

Anchorage (C)(V)	Auburndale (V)
Audubon (C)(V)	Ballard (V)
Barret (V)	Bates (V)
Binet (V)(C)	Bowen (M)
Brown (C)(V)	Butler (V)(C)
Byck (C)	Carter (V)
Carrithers (C)	Chancey (V)
Chenoweth (V)(C)	Cochrane (C)
Coleridge-Taylor (C)(V)	Crosby (V)
Dunn (V)(C)	Dunn (V)(C)
DuPont Manual (M)(V)(C)	Eastern (C)
Fern CreekE(V)	Farmer (V)
Foster (V)	Field (V)
Gutermuth (V)	Greathouse/Shryock (C)(V)
Hawthorne (C)	Hazelwood (V)
Highland (C)(V)	Hite (C)(M)
Johnson Trad. (V)	Kammerer (V) (C)
Lassiter (C)	Louisville Male (V)
Meyzeek (C)(V)	Middletown (C)
Mill Creek (V)	Newburg (V)
Noe (V)	Norton (V)
Olmsted N (V)	Olmsted S (V)
Phoenix School of Discovery (C)	Pleasure Ridge Park (V)(M)
Ramsey (V)	Port-Price (V)
Sanders (C)	Rutherford (V)
Smyrna (V)(C)	Shelby (C)
Stopher (V)	St. Matthews (V)(C)
Western M. (V)	Waggener (C)
Wheeler (V)	Westport (V)(C)
Young (C)	Wilder (V)
	Zachary Taylor (V)

Clothing donation (C), volunteer time (V), and money (M) donated to the Clothing Assistance Program (CAP)

Congratulations to the Newest PTSA

Phoenix School of Discovery PTSA
Donna Atherton, President
David Bennett, Principal

2012-13 Membership Equaled 2011-12 Membership

Anchorage	Auburndale
Ballard	Barret
Bates	Binet
Blake	Bloom
Brandeis	Breckinridge-Franklin
Brown	Byck
Camp Taylor	Carter
Central	Churchill Park
Cochran	Coleridge-Taylor
Conway	Crosby
Crums Lane	Doss
Dunn	Engelhard
Farnsley	Field
Foster	Frayser
Frost	Goldsmith
Hazelwood	Iroquois
Jacob	Jeffersontown E.
Kennedy	Kenwood
Kerrick	Lassiter
Laukhuf	Lincoln

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2012-13 15th District PTA Awards

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McFerran	Medora
Moore	Newburg
Noe	Olmsted South
Portland	Price
Roosevelt-Perry	Seneca
Shelby	Smyrna
St. Matthews	Stonestreet
Waller-Williams	Watterson
Western M.	Westport
Wilkerson	Zachary Taylor

38 Members Over 2011-12 Membership

Ballard	Bates
Bloom	Brandeis
Breckinridge-Franklin	Brown
Camp Taylor	Carter
Central	Conway
Crosby	Doss
Dunn	Farnsley
Frost	Iroquois
Jeffersontown	Kennedy
Kenwood	Kerrick
Lassiter	Laukhuf
Lincoln	Medora
Moore	Noe
Olmsted South	Seneca
Shelby	Smyrna
Watterson	Western M.
Westport	
Wilkerson	

10 Percent Increase Over 2011-12 Membership

Auburndale	Ballard
Bates	Blake
Bloom	Brandeis
Breckinridge-Franklin	Brown
Camp Taylor	Carter
Central	Churchil
Cochran	Coleridge-Taylor
Conway	Crums Lane
Doss	Engelhard
Farnsley	Field
Frayser	Frost
Goldsmith	Hazelwood
Iroquois	Jacob
Jeffersontown	Kennedy
Kenwood	Kerrick
Lassiter	Laukhuf
Lincoln	McFerran
Medora	Moore
Noe	Olmsted South
Portland	Price
Roosevelt-Perry	Seneca
Shelby	Smyrna
Stonestreet	Waller-Williams
Watterson	Western M.
Westport	Wilkerson

President's Award (100 Over 2011-12 Membership)

Ballard	Bloom
Brown	Carter
Conway	Crosby
Doss	Farnsley
Iroquois	Kennedy
Kerrick	Noe

Olmsted South	Smyrna
Westport	Wilkerson

200 Members Over 2011-12 Membership

Ballard	Bloom
Conway	Doss
Kennedy	Kerrick
Smyrna	

District's Top Schools With Percentage Increase This Year Compared to Last Year's Membership

Achievement Area Region 1 Large Elementary (more than 500)

Kerrick Elementary	PTA 456%
Middle	
Conway Middle	PTSA 605%

Achievement Area Region 2 Small Elementary (fewer than 500)

Hazelwood Elementary	PTA 126%
Large Elementary (more than 500)	
Jacob Elementary	PTA 165%
Middle	
Olmsted Academy South	PTSA 165%
High	
Iroquois High	PTSA 1,225%

Achievement Area Region 3 Small Elementary (fewer than 500)

Camp Taylor Elementary	PTA 96%
Large Elementary (more than 500)	
Smyrna Trad. Elem.	PTA 49%
Middle	
Lassiter Middle	PTSA 581%
Middle/High	
Moore High	PTSA 48%
Optional	
Carter Trad. Elem.	PTA 39%

Achievement Area Region 4 Large Elementary (more than 500)

Watterson Elem.	PTA 43%
Middle	
Newburg Middle	PTSA 5%
High	
Seneca High	PTSA 42%

Achievement Area Region 5 Small Elementary (fewer than 500)

Engelhard Elem.	PTA 11%
Large Elementary (more than 500)	
Kennedy Elem.	PTA 330%
Middle	
Western Middle	PTSA 95%
Optional	
Barret Trad. Middle	PTSA 2%

Achievement Area Region 6 Small Elementary (fewer than 500)

Roosevelt-Perry Elem.	PTA 108%
Large Elementary (more than 500)	
Coleridge-Taylor Montessori Elem.	PTA 10%
Middle	
Westport Middle	PTSA 51%
High	
Central High	PTSA 98%

Special Schools

Churchill Park School	PTA 200%
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Top Membership Based on Percentage of Current Year Enrollment

Optional

1st Place—Audubon Trad. Elem.	PTA 157%
2nd Place—Barret Trad. Middle	PTA 156%
3rd Place—Greathouse/Shryock Elem.	PTA 149%

Small Elementary (up to 450)

1st Place—Breckinridge-Franklin Elem.	PTA 90%
2nd Place—Medora Elem.	PTA 65%
3rd Place—Field Elem.	PTA 62%

Large Elementary (451 and up)

1st Place—Dunn Elem.	PTA 162%
2nd Place—Smyrna Elem.	PTA 135%
3rd Place—Kennedy Elem.	PTA 132%

Middle

1st Place—Crosby Middle	PTSA 112%
2nd Place—Meyzeek Middle	PTSA 72%
3rd Place—Noe Middle	PTSA 66%

High

1st Place—Pleasure Ridge Park High	PTSA 57%
2nd Place—Fairdale High	PTSA 44.29%
3rd Place—Doss High	PTSA 44.03%

Combined

1st Place—Binet School	PTA 182%
2nd Place—Brown School	PTA 78%
3rd Place—Waller-Williams School	PTA 57%

100 Percent Membership (Based on Enrollment)

Audubon Trad. Elem.	PTA
Barret Trad. Middle	PTSA
Binet School	PTA
Crosby Middle	PTA
Dunn Elementary	PTA
Greathouse/Shryock Trad. Elem.	PTA
Kennedy Montessori Elem.	PTA
Smyrna Elem.	PTA
Tully Elem.	PTA

District's Largest PTA/PTSA

Small Elementary (fewer than 500)

Breckinridge-Franklin Elem.	PTA
395 Members	

Large Elementary (more than 500)

Dunn Elementary	PTA
993 Members	

Middle

Crosby Middle	PTSA
1,577 Members	

High

Pleasure Ridge Park High	PTSA
1,068 Members	

Magnet

DuPont Manual High	PTSA
1,858 Members	

Combined

Brown School	PTSA
574 Members	

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**District's Top 20 PTAs/PTSAs
(Based on Number of Members)**

1. DuPont Manual High	PTSA	1,858
2. Crosby Middle	PTSA	1,577
3. Louisville Male High	PTSA	1,177
4. Butler Trad. High	PTSA	1,095
5. Pleasure Ridge Park High	PTSA	1,068
6. Barret Trad. Middle	PTSA	1,000
7. Dunn Elem.	PTA	993
8. Audubon Trad. Elem.	PTA	978
9. Greathouse/Shryock Trad. Elem.	PTA	914
10. Noe Middle	PTSA	886
11. Tully Elem.	PTA	863
12. Kennedy Elem.	PTA	822
13. Meyzeek Middle	PTSA	806
14. Smyrna Elem.	PTSA	775
15. Ballard High	PTSA	759
16. Bowen Elem.	PTA	712
17. Stopher Elem.	PTA	672
18. Norton Elem.	PTA	661
19. Farmer Elem.	PTA	614
20. Brown School	PTSA	574

**Vendors Fair/
Board Trainings**

Thursday, June 13, 9 a.m. to 3 p.m.

Louisville Male High School in the small gymnasium
The event will feature programs and fundraising possibilities
plus Board Trainings, 9 to 11 a.m. and 1 to 3 p.m.
(Both will be the same; plan to attend one.)

**June 20–23, National PTA
Convention**



Visit www.pta.org to register today.
The cost is \$250 a person until June 1 with PTA membership.

**July 18–20, Kentucky PTA
Convention/Leadership**

Crowne Plaza Hotel (across from Louisville International Airport)

https://resweb.passkey.com/Resweb.do?mode=welcome_ci_new&eventID=10441423

Make plans now to attend the 2013 Kentucky PTA Convention/Leadership at the new location. This is the perfect time to attend workshops that will jumpstart your PTA for new school year.

You will have the opportunity to thank your outgoing officers, meet your newly elected officers, connect with other PTA leaders from across the state, and chat with National PTA leaders.

Reservations for rooms may be made by going to the Crowne Plaza's online reservation Web site or by calling **1-888-233-9527**. The rate is \$92 a night for the room. You will need a room for Thursday night and Friday night. For more information, please visit our Web site at www.kypta.org.

Treasurer's Report: It's Budget Time! *Continued from page two*

- are examples of expenses that could be included in this line item.
- **Reimbursable Expenses**—Board members and committee chairpersons should be reimbursed for any approved out-of-pocket expenses, and this reimbursement should be reflected on the appropriate expense line item. PTA funds may not be used for personal expenses, personal acknowledgments, or personal use items. Receipts must be submitted for all reimbursable expenses.
- **Office Supplies/Postage Costs**—This could include the purchase of paper for printing reports, newsletters, and fliers and for postage to mail reports and awards.

Note: Other line items could include Benevolence/Sunshine Fund, Cash for Trash (Box Tops, Best Choice), School Spirit, Auction, Graduation, Kentucky Kids' Day, Holiday Store, Staff/Teacher Appreciation, Yearbooks, Student Incentives and Activities, and Family.

Approving the Budget

The budget is to be presented to the PTA Board for consideration. If approved, the budget is then presented to the general PTA membership for approval. Presentation of the budget is made during the PTA's/PTSA's general meeting where a quorum is determined to be present. A majority vote of the membership present must approve the budget. Monies that do not belong to the PTA should not be included in the budget (i.e., state/national/district dues). Restricted funds should be noted as such.

Amending the Budget

Since the budget is only an estimate, changes may be necessary. The budget may be amended by a vote of the PTA membership at any regular meeting or at a special meeting called for that purpose. To amend a previously adopted budget, with no notice sent out, it is necessary to have a two-thirds vote. If proper notice is given, only a majority vote is needed. Check your unit's bylaws for specifics on notice time frames.

Expenditures

All expenditures must be reported to the board and included in the treasurer's regular financial report to the membership. Any additional expenditure not provided for in the budget must be approved by the membership. The regular financial report should be attached to the minutes of the meeting at which it is presented. Changes in the budget, whether in income or expenditures, must be presented as amendments to the budget.



Officers for the 2013-14 School Year

Name of PTA/PTSA: _____

Name of President: _____

Address: _____ Zip: _____

Home Telephone: _____ Work Telephone: _____

E-Mail Address: _____

Name of First Vice President: _____

Address: _____ Zip: _____

Home Telephone: _____ Work Telephone: _____

E-Mail Address: _____

Name of Second Vice President: _____

Address: _____ Zip: _____

Home Telephone: _____ Work Telephone: _____

E-Mail Address: _____

Name of Third Vice President: _____

Address: _____ Zip: _____

Home Telephone: _____ Work Telephone: _____

E-Mail Address: _____

Name of Fourth Vice President: _____

Address: _____ Zip: _____

Home Telephone: _____ Work Telephone: _____

E-Mail Address: _____

Name of Secretary: _____

Address: _____ Zip: _____

Home Telephone: _____ Work Telephone: _____

E-Mail Address: _____

Name of Treasurer: _____

Address: _____ Zip: _____

Home Telephone: _____ Work Telephone: _____

E-Mail Address: _____

Please submit these names so that your officers can receive the district newsletter and other important information.
List any other Executive Board members (elected officers) on a separate page. Please send this form to the 15th District PTA,
319 S. 15th Street, Louisville, KY 40203, or send it via the Pony or e-mail to sharon.whitworth@jefferson.kyschools.us

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

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Fifth Vice President
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Center (FRYSC) Chairperson
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Hospitality Chairperson
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PTA Contact Information

15th District PTA
www.15thdistrictpta.org
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Kentucky PTA
www.kypta.org
Phone: 226-6607

National PTA
www.pta.org
Phone: (703) 518-1200 or
800-307-4PTA (4782)

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www.facebook.com/?sk=2361831622#!/group.php?gid=116874298952

National PTA
www.facebook.com/parentteacherassociation

Calendar of Events

June

- 13..... 15th District PTA Programs/Vendors Fair and General Board Trainings
- 20–23..... 117th Annual National PTA Convention and Exhibition in Cincinnati, Ohio
- 30..... End of the Fiscal Year—Treasurer must prepare books for financial review.

July

- 18–20..... Kentucky PTA Leadership Conference in Louisville

August

- 20 First Day of School