

## Renton PTSA Council 2011-2012 Newsletter

# Renton PTSA Council

Editor: K. Walton

## President's Message From Karen Carpenter

Welcome to the 2011-2012 year. My name is Karen Carpenter and I am the President for the Renton PTSA council. This year's council is changing things up. One of our goals is to increase communication with the units. One way we are doing that is starting up the newsletter. In the newsletter you will find out what is happening.

We will have a treasurer area, membership, legislative, upcoming events, and more. Another way is that we have multiple Vice Presidents who have been assigned certain schools. The Vice Presidents will be doing contacts with their units, helping with questions, supporting and helping shared good things that are happening in the units.

We do have general membership meetings on the last Monday of the month. Our first membership meeting will be on August 29th at 7:00 p.m. down at the Administration Building (KEC). The address is 300 SW 7th St., Renton, WA. 98058. This meeting is open to everyone. I am looking forward to meeting all of you.



## VP Greetings

My name is Leeanne Bates and I am the PTSA President for Dimmitt Middle School.

We are working on increasing outreach in our membership. We are also exploring new pathways for fundraising this school year. Last year we submitted three chocolate baskets and raised over \$150 for the Founder's Day Dinner. 2011-2012 will be a great year!

As your Vice-President I will be focusing my efforts to support PTA local units in the Renton High School service area. I've been involved with PTA since 1994, but I have served with various non-profits in the Seattle Metro area since 1980. Volunteer service has been an integral part of my life since grade school; helping in the school library and University Hospital. Bring your membership forms to our August Council meeting so I can join your local unit. I look forward to meeting you and visiting your school and PTA throughout the school year. I'm a great believer in using social media to help promote causes and I am often seen with a camera to shoot pictures for my Facebook albums. Please contact me of your PTA/School events and Fundraisers. As the Outreach Chair for WSPTA Region 9, I will forward you information and ideas on membership and outreach. - Ray Kusumi

## Treasurer Tidbits By Maureen Monson, Renton PTSA Council Treasurer

Hello, my name is Maureen Monson. I have been involved with Renton PTSA Council for the past eight years. This is my third one year term as Treasurer for the council.

I started PTA when my daughter entered Kindergarten. From then on I have had the privilege of holding just about every position in PTA.

I am here to help you with questions you may have regarding Treasurer's duties. In each newsletter I will be providing some Treasurer Tidbits.

### Top 10 Ways to Protect Your Organization Against Embezzlement

- Money should never be kept at a treasurer's home.
- Two people should always count the money, and both should sign the receipt verifying the amount.
- Two signatures should be required on all check.
- Have someone who does not have check signing authority review and initial the bank statement monthly before giving it to the treasurer. This person is looking for red flags including: checks showing up in non-sequential order, checks made out to cash, cash withdrawals, checks written out to non-approved vendors, checks written for non-approved expenses, checks written out to individuals.
- Never sign a blank check or a check made out to "cash."
- The treasurer should arrange to deposit the money in the bank as soon after the conclusion of the project as possible.
- Money should be deposited into the bank account daily, even if a project is ongoing.
- All bills should be paid by check, never cash.
- Conduct an annual audit or review of the books.
- Make sure that you have a Bond policy and make sure to follow the requirements to guarantee coverage.

Provided by: Association Insurance Management - [www.aim-companies.com](http://www.aim-companies.com)

## REFLECTIONS PROGRAM: DIVERSITY MEANS...

Calling All Reflection Chairs!

This year is going to be great! We are all excited about this year's theme "Diversity Means...". We cannot wait to see all the great work that comes from each of the units.

Be looking in the leadership packet for the information sheet. The information sheet will give you drop off to council dates and times. We are also asking that you send us the names and

contact information for each of your reflection chairs.

Please send the information to [Reflections@rentonpta.org](mailto:Reflections@rentonpta.org). Or call Alicia Blansfield at (425) 442-0941, Rebecca Gallagher at (425)917-2264, or Karen Carpenter at (425) 254-9630



We are still looking for someone to chair the Reflections Program at the Council level. If you are interested or know someone that may be interested, please contact Karen Carpenter at [President@rentonpta.org](mailto:President@rentonpta.org)

*Knowledge is Power  
Use it  
Thoughtfully*

### Dates To Keep In Mind Renton PTSA Council 2011-2012 Calendar

- Aug 19-20 Leadership Conference (Yakima)
- Aug 25 1<sup>st</sup> Fall Training
- Aug 29 7:00 Membership Meeting-KEC
- Sept 17 2<sup>nd</sup> Fall Training
- Sept 26 7:00 Membership Meeting-KEC
- Oct TBA PTA and the Law
- Oct 14, 15 Legislative Assembly-SeaTac Marriott
- Oct 24 6:00 Presidents and Principals Potluck- KEC
- Oct 25 Membership Fees Due
- Oct 27 5:30-9 PTA and the Law
- Nov 10 Insurance payment due to Aim
- Nov 15 IRS filing deadline
- Nov 28 7:00 Membership Meeting-KEC
- Dec 7 5-7 Reflections Drop Off-KEC
- Dec 8 Reflections judging during the day-KEC
- Dec 8 Reflections Pickup 6-8-KEC
- Jan 25 Membership Fees Due
- Jan 30 7:00 Membership Meeting- KEC
- Feb 20 Focus Day Olympia
- Feb 27 7:00 Membership Meeting-KEC
- March 26 Founders Day Dinner & Auction TBA
- April 30 7:00 Membership Meeting-KEC
- May 4,5,6 Washington State PTA Convention
- May 21 7:00 Membership Meeting KEC
- May 25 Final Membership Fees Due
- May 31 Charitable Solicitation Renewal Due

### SAVE THE DATE

Would you like to see your school's **important dates** here?

Email them to our PTSA secretary at: [jwaltonpta@hotmail.com](mailto:jwaltonpta@hotmail.com).

### Fall Conference

Thursday, August 25, 2011 from 5:00 p.m. to 9:00 p.m. dinner provided OR Saturday, September 17, 2011 from 8:30 a.m. to 12:00 p.m. snacks provided.

Yes we have 2 chances this year. You can attend either or both and your unit only pays once. Be watching your e-mails for the registration information.

Cost is \$50 before August 11th OR \$75 after August 11th.

Location is Kent Meridian High School East Wing, 10020 SE 256th St., Kent, Washington, 98030.

[Registration](#)  
[Classes](#)

Trainings are very important with the new state bylaw that all executive committees must attend 1 training to be in good standing. The Council decided to help out those units that cannot afford the cost. If your unit can not afford the cost of the trainings, please contact Maureen Monson at [treasurer@rentonpta.org](mailto:treasurer@rentonpta.org).



# Renton PTSA Council 2011-2012 Executive Board

<u>President:</u>	Karen Carpenter	<a href="mailto:president@rentonptsa.org">president@rentonptsa.org</a> or <a href="mailto:2bacarpenter@comcast.net">2bacarpenter@comcast.net</a>
<u>Co-Vice-Presidents:</u>	Leeanne Bates Ray Kusumi Carrie Wong Open	<a href="mailto:vpilindbergh@rentonptsa.org">vpilindbergh@rentonptsa.org</a> or <a href="mailto:leeanne.bates@rentonschools.us">leeanne.bates@rentonschools.us</a> <a href="mailto:vprenton@rentonptsa.org">vprenton@rentonptsa.org</a> or <a href="mailto:legislative@rentonptsa.org">legislative@rentonptsa.org</a> <a href="mailto:legislative@rentonptsa.org">legislative@rentonptsa.org</a> or <a href="mailto:sidekick@msn.com">sidekick@msn.com</a> <a href="mailto:vphazen@rentonptsa.org">vphazen@rentonptsa.org</a>
<u>Treasurer:</u>	Maureen Monson	<a href="mailto:treasurer@rentonptsa.org">treasurer@rentonptsa.org</a> or <a href="mailto:smilingirishlass@gmail.com">smilingirishlass@gmail.com</a>
<u>Secretary:</u>	Jerry Walton	<a href="mailto:secretary@rentonptsa.org">secretary@rentonptsa.org</a> or <a href="mailto:jwaltonpta@hotmail.com">jwaltonpta@hotmail.com</a>
<u>Legislative:</u>	Carrie Wong	<a href="mailto:legislative@rentonptsa.org">legislative@rentonptsa.org</a> or <a href="mailto:sidekick@msn.com">sidekick@msn.com</a>
<u>Webmaster:</u>	Paul Sjöholm	<a href="mailto:postmaster@rentonptsa.org">postmaster@rentonptsa.org</a>

## LINKS:

### Renton PTSA Council

[www.rentonptsa.org](http://www.rentonptsa.org)

Contains links, local resources, common PTA forms translated in multiple languages.

### Washington State PTA PTA:

<http://www.wastatepta.org/>

Contains links, resources, members only pages with leadership information, membership site for enrolling members, events and meetings calendar.

### National PTA

<http://www.pta.org/>

Contains links, resources, elearning modules, Spanish PTA resources and much more.

It is with great sadness we announce that Vivian Mitchell has resigned as Council VP. Vivian has taken on other duties at work and a second job. We hope everything goes great for her.

With that said we are taking nominations for someone to fill her Council VP position. If you or you know of someone who might like this job please contact Karen Carpenter at [president@rentonptsa.org](mailto:president@rentonptsa.org) or call 425-254-9630.



VPHazen is an open position. Karen Carpenter will be working with those units until we find someone to fill the spot. This is covering Hazelwood, Hillcrest, Kennydale, Maplewood Heights, Sierra Heights, McKnight and Hazen. The units are planning the back to school events with barbecues and orientations. Hazelwood is also working on getting \$5,000 for field trips. You can help them out by going to <http://apps.facebook.com/kleenexfieldtrips>. Vote for Hazelwood (zip code is 98056).



## THE ROLE OF THE RENTON PTSA COUNCIL

A council is the association of PTA and PTSA local units within a district or community organized under the authority of the state PTA. The main purpose of the council is to promote the welfare of children and youth. It's role is to inform, advise, guide, instruct, provide customer service, encourage the leaders of local units, and be responsive to their needs for conference, leadership training, and coordination of efforts of the member PTAs.

We also act as a coordinating body to promote communication and cooperation among member units, collect membership fees and remit appropriate balance to the state PTA, and encourage local unit members to attend conferences and other trainings.

Other functions include relaying information from State and National PTA, providing a communication channel between school administrators, school board, parents, children and the general public, and help build stronger, more effective local units.

Council meetings are an opportunity for local units to exchange ideas and plans and to solve shared problems.

Your Renton PTA Council Executive team would be love to attend one of your meetings and are willing to provide trainings that you may identify as needed by your unit. We want to emphasize that we are NOT the PTA police! Our role is to support you in the crucial work you do for children.



## MISSION STATEMENT

- The mission of the Renton PTSA Council is to support our constituent units in promoting the Objects of PTA and the Mission Statement of the Washington State PTA by:
- Modeling and teach state policies and procedures;
- Serving in a liaison role with students, parents, school staff and administration, school board and the greater community of Renton;
- Engaging the diverse composition of the Renton community.

## GOALS

1. Determine and respond to the needs of the Renton School District local units through surveys, meeting and event input and feedback, and through council officers' relationships with local units.
2. Promote teamwork, improve communications and provide educational and networking opportunities for our local unit leadership that will foster continued leadership in our local units.
3. Engage in an open working relationship with the Renton School District Administration, and School Board as well as with the community in order to serve the needs of children and youth in our district.
4. Provide support for educational and political issues affecting the whole child, and encourage and support projects in local units and the community that promote the well being of children.

## WSPTA Vision & Mission

### WSPTA Vision

Making every child's potential a reality.

### WSPTA Mission

- PTA is** a powerful voice for all children.
- PTA is** a relevant resource for families and communities.
- PTA is** a strong advocate for the education and well-being of every child.



### The WSPTA accomplishes this mission by:

- Speaking on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;
- Supporting parents\* in developing skills to raise, protect and advocate for their children;
- Encouraging parent\*, teacher, student and community involvement;
- Promoting opportunities for positive outcomes for children; and

Being a financially stable, well-managed organization that promotes diversity, provides quality service, models best practices and values its members and employees. \*Parent may include adults who play an important role in a child's family life since other adults (grandparents, aunts, uncles, or guardians) may carry the primary responsibility for a child's health, welfare, education and safety.

# RENTON PTSA COUNCIL 9.11 Standing Rules 2011-2012

## 1. LEGAL:

- a. **Legal Name:** The name of the Council shall be Renton PTSA Council, a branch of the Washington Congress of Parents and Teachers. The Washington State PTA until number is 9.11. The National PTA identification number is 00052317 and it was chartered by Washington State PTA on October 14, 1954.
  - b. **Secretary of State Status:** This PTSA Council is registered with the Washington Secretary of State under the Charitable Solicitations Act. The registration number is available from the Treasurer. The Treasurer is responsible for filing the annual registration. The Secretary of State determines deadline.
  - c. **Non-Profit Status:** This PTSA Council is a non-profit corporation recognized by the State of Washington on March 29, 1978. The incorporation number and Employer Identification Number (EIN) are available from the Treasurer. This Council was recognized by the IRS as a non-profit tax exempt organization holding a 501(c)3 status, effective May 9, 2002. It is the responsibility of the Treasurer to annually renew the Articles of Incorporation. The registered agent for the corporation is the Washington State PTA.
2. **SERVICE AREA:** This PTSA Council serves the Renton School District community.
3. **MEMBERSHIP FEES:** Local units shall remit to Council the local unit member fee of \$9.50 per member. Checks are payable to "Renton PTSA Council" for said amount and Council then handles the state and national fees on behalf of each local unit. The per member fee breakdown is:

Renton PTSA Council Fee:	\$1.50
Washington State PTA Fee:	\$5.75
National PTA Fee:	\$2.25

## 4. OFFICERS, BOARD AND COMMITTEES:

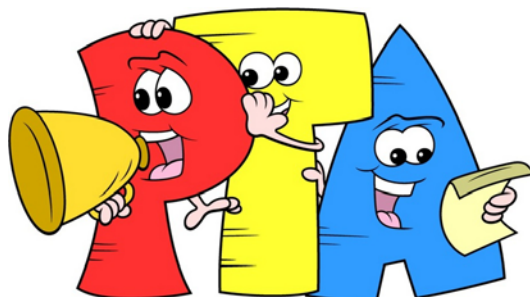
- a. **Elected Officers** of this Council shall be the President(s), Vice President(s), Secretary and Treasurer. Each co-position holder shall be entitled to voice and vote at a board of directors meeting. These elected officers shall constitute the Executive Committee. The President shall appoint a designated Vice President to fulfill responsibilities of the President in the case of an emergency.
  - b. **Board of Directors** shall consist of the elected officers and standing committee chairs. A majority shall constitute a quorum. There shall be at least six (6) Board of Director meetings held during the year.
  - c. **Standing Committees** shall be appointed by the President(s) with the approval of the Executive Committee. They may include, but are not limited to: Founders Day, Legislative/Advocacy, Newsletter, Reflections, Scholarship, and Website. All Committee Chair positions are held for a term of one (1) year. No person shall hold the same office for more than two (2) years consecutively except when position is not filled. Reappointment is then at the discretion of the Executive Committee.
  - d. **Ad Hoc Committees** shall be appointed by the President(s) with the approval of the Executive Committee. They may include, but are not limited to Awards & Recognition, Directory, Fundraising, and Hospitality. Each Committee Chair shall hold their position for a term of one (1) year. No person shall hold the same office for more than two (2) years consecutively except when position is not filled. Reappointment is then at the discretion of the Executive Committee.
  - e. **Committee budget adjustment** requests over \$50.00 shall be approved by the Board of Directors for approval in advance of purchase or commitment to purchase. All committee chairs shall submit a Committee Plan of Action report prior to any expenditure.
5. **GENERAL MEETINGS.** General meetings of the council will be held at the Kohlwes Education center at 7:00 PM on the last Monday of each month unless otherwise specified differently by the Executive Committee. There shall be a minimum of six (6) meetings per year.

## 6. VOTING.

- a. **COUNCIL VOTING BODY:** The voting body of this council shall consist of the council board of directors (executive officers and Standing Committee Chairpersons) and all local unit members with the Renton PTSA Council organization. Individuals must be a current member within the designated school year and in attendance to vote. Proxy voting is not permitted per the Washington State PTA Bylaws.
- b. **QUORUM:** The quorum for General Membership meetings shall be one-tenth of the voting delegates with a minimum of 10 members.
- c. **AMENDING STANDING RULES:** Standing Rules may be amended at any general meeting providing quorum is met and a minimum of a 10-day notice is communicated to the Membership prior to the vote.
- d. **BUDGET APPROVAL:** The Council shall approve its annual budget and Standing Rules by the voting body no later than June 30<sup>th</sup> of each year.
- e. **REGION 9 DIRECTOR VOTE:** Washington State PTA Bylaws allows Council to have one (1) vote for the position of Region 9 Director. General Membership is requested to share their candidate of choice with the executive committee. Decision will be made by majority vote of the Council's executive committee.
- f. **STATE CONVENTION VOTING DELEGATES:** The Council shall have two (2) voting delegates to the State PTA Convention. They shall be elected by the Board of Directors with preference given current and incoming presidents. Approved expenses of the two voting delegates will be paid by this Council, and incoming officers' expenses may be paid if budget allows.

# RENTON PTSA COUNCIL 2011-2012 Standing Rules (Continued)

- g. **LEGISLATIVE ASSEMBLY VOTING DELEGATES:** There shall be two (2) voting delegates to the Legislative Assembly. One shall be the Legislative Chairperson and other will be designated by the Board of Directors.
7. **NOMINATING COMMITTEE:**
- a. **Ballot Vote for Nominating Committee:** The Nominating committee shall be elected according to the Washington State PTA Bylaws and shall be elected by ballot by the General Membership at minimum of 30 days prior to the election of officers.
  - b. **Slate of Officers notification** shall be made to local units at least 15 days prior to elections.
  - c. **Election of Officers** shall be elected by a majority vote of the required quorum. Elections shall be held at the February General Membership meeting.
8. **FINANCIAL:**
- a. **BANK SIGNATURES:** The signatures of the president(s), treasurer, and other council executive officers deemed necessary by the executive committee shall be the authorized signers for the Council's bank account(s). A minimum of three (3) authorized signers is required on the account and 2 signatures are required on all checks.
  - b. **FINANCIAL REVIEW:** The Council shall conduct a mid-year and year-end financial review.
  - c. **IRS:** The current Treasurer is responsible for filing IRS Form 990EZ, prior to November 15 of each year, if that filing is required.
  - d. **STORING LEGAL DOCUMENTS:** The Council will keep at least two (2) copies of all legal documents: one with the Treasurer and one with the President(s).



## WHY JOIN PTA?

What is PTA? Why join PTA? The number one reason to join the **Parent Teacher Association** is to benefit your child. In doing so, you also help your school. But there are many more PTA advantages:

- Get Connected. There's no better way to know what's happening in your school.
- Discover Great Resources. The PTA offers a variety of programs designed for parents as well as students.
- Tap into a Network. PTA functions are opportunities to meet other parents and teachers, building rapport and discussing issues that are on your mind. You can share ideas, concerns, and experiences.
- Watch Yourself Grow. By volunteering with your PTA, you put your skills and hobbies to use for a noble cause—your child and all children in the community.
- Speak Up. PTA can be a way for you to more effectively suggest change at your child's school.
- Witness Improvement. By getting involved at your child's school you'll be part of the solution, helping make positive changes. Local PTAs play an important role in fundraising to provide building improvements, curriculum-based programs, and social events.
- Be a Role Model. By becoming a PTA member, you'll be demonstrating to your child the importance you place on education.

