



**Dates to Remember**

**November 14th**

Reflections entries due, Irvington High School Library, 5:30-8:30pm (*entries will not be accepted at Fremont Council meeting later this same night*)

**November 14<sup>th</sup> Council Meeting - Executive Board meeting [7:00 pm]**

The following are due at this meeting:

- \$199 Insurance Premium and Worker's Compensation Annual Payroll Report for units with less than \$1,000 in contractor payments (required for all units even if you have 0 employees)
- Copy of filed tax return
- Per caps received since last council meeting

**November 15<sup>th</sup>**

Due to the IRS: paper informational tax returns 990/990EZ and Schedule A or e-postcard return 990-N. **ALL PTA UNITS, COUNCILS AND DISTRICTS WILL FILE TAX RETURNS.** (See [Finances](#) section for details.)

**November 21<sup>st</sup>**

Last day to submit \$199 Insurance checks to Fremont Council fin sec (Pay \$224 after this date)

**November 21 - 22**

Reflections Judging, Home of Frances Tshudy

**November 22<sup>nd</sup>**

\$224 Insurance premium now overdue (includes \$25 late fee) and Worker's Compensation Annual Payroll Report mailed to Fremont Council Financial Secretary

**December 3<sup>rd</sup> [3:00-5:00pm]**

Reflections Ceremony, American High School

**December 12<sup>th</sup> Council Meeting - Association meeting [7:00 pm]**

The following are due at this meeting:

- Per caps received since last council meeting
- Copy of filed tax return (if not previously submitted)
- Turn in *Workers' Compensation Annual Payroll Report* if contractor payments are finished for the year

\$\$\$\$\$

**Finance Corner**

\$\$\$\$\$

**Taxes due now!**

**1) CA State Taxes (11/15 deadline)**

0-\$25,000 – form 199-N (online submission)

[www.ftb.ca.gov/online/199N\\_ePostcard/index.asp](http://www.ftb.ca.gov/online/199N_ePostcard/index.asp)

\$25,000 on up – form 199 ([www.ca.gov](http://www.ca.gov))

**2) Federal/IRS Taxes (11/15 deadline)**

Gross receipts of:

0-\$50,000 – form 990-N (online submission)

[www.IRS.Gov/Charities](http://www.IRS.Gov/Charities)

\$50,000 - \$200,000 – form 990-EZ with any schedules

([www.IRS.Gov](http://www.IRS.Gov))

\$200,000 on up – form 990 with any schedules

**File directly with the State/Federal and email confirmation to [oemexp@att.net](mailto:oemexp@att.net), Kim Mathis, Fremont Council Treasurer**

**3) PTA Insurance (11/20 deadline)**

**\$199 via the Remit form to Barbara Bousquet, Fremont Council Financial Secretary**

(continued on page 6)

**Inside This Issue:**

What's due this month	1
Finance	1&6
Contact Information	2
President's Message	2-3
Auditor information	3
The Leader Link	4
Program Pipeline	4
Parliamentarian Corner	5
Reflections	6
Mission Statement and Goals	6

## Council Officers and Chairs 2011 – 2012

Feel free to contact any of the Fremont Council Executive Board for information, assistance and/or support.

<b>President</b>	Melinda Kufeld	<a href="mailto:melinda.kufeld@sbcglobal.net">melinda.kufeld@sbcglobal.net</a>	(510) 468-0780
<b>1st VP Leadership</b>	Meryl Shatzman	<a href="mailto:merylshatzman@yahoo.com">merylshatzman@yahoo.com</a>	(510) 697-7656
<b>2nd VP Programs</b>	OPEN		
<b>Secretary</b>	Nancy Mitchell	<a href="mailto:nancym@mac.com">nancym@mac.com</a>	(510) 657-2912
<b>Treasurer</b>	Kim Mathis	<a href="mailto:oemexp@att.net">oemexp@att.net</a>	(510) 770-1297
<b>Financial Secretary</b>	Barbara Bousquet	<a href="mailto:h20swimbarb@gmail.com">h20swimbarb@gmail.com</a>	(510) 557-7640
<b>Auditor</b>	Sridevi Ganti	<a href="mailto:sridevi_ganti@hotmail.com">sridevi_ganti@hotmail.com</a>	(510) 364-2493
<b>Historian</b>	Cindy Baglietto		(510) 484-4031
<b>Parliamentarian</b>	Lisa Ogrey	<a href="mailto:logrey@pacbell.net">logrey@pacbell.net</a>	(510) 713-8542
<b>Legislation Chair</b>	Ann Crosbie	<a href="mailto:crosbieclan@gmail.com">crosbieclan@gmail.com</a>	(510) 713-2119
<b>Reflections</b>	Becky Bruno	<a href="mailto:bbruno4921@gmail.com">bbruno4921@gmail.com</a>	(510) 661-0117
<b>Membership</b>	Beena Ammanath	<a href="mailto:neilseansmom@gmail.com">neilseansmom@gmail.com</a>	(415) 238-6123
<b>Newsletter Editor</b>	Julie Hale	<a href="mailto:penguinfantoo@comcast.net">penguinfantoo@comcast.net</a>	(510) 494-0706
<b>School Board Liaison</b>	Gail Edwards-Bryan	<a href="mailto:gail.bryan@att.net">gail.bryan@att.net</a>	
<b>Diversity</b>	Oralia Campos	<a href="mailto:Ocampos313@gmail.com">Ocampos313@gmail.com</a>	(510) 668-0407
<b>Hospitality</b>	Leslie Gupta	<a href="mailto:lk Gupta@comcast.net">lk Gupta@comcast.net</a>	(510) 818-9551
<b>Robertsons Liaison</b>	Aimee Hubacek	<a href="mailto:Hubacek6@comcast.net">Hubacek6@comcast.net</a>	(510) 656-1261
<b>Health &amp; Safety</b>	Dianne Jones	<a href="mailto:robndianne@sbcglobal.net">robndianne@sbcglobal.net</a>	(510) 713-9391
<b>Webmaster</b>	Jenny Mitchell	<a href="mailto:jenstechs@mac.com">jenstechs@mac.com</a>	



### Fremont Council President's Message by Melinda Kufeld

Fall, my favorite season, is here. As much as I enjoy the warm days and cool nights, fall can be quite overwhelming as this time of year is a VERY busy for all of us involved in PTA. Many PTAs hold their primary fund raiser this time of year and many host carnivals. If you're at a high school, you've probably held a college night to help students and parents prepare for and stay on top of the college research and application process. The Reflections program keeps many busy especially with entries soon due. All of this activity while many of us are learning new positions. Fremont Council officers and chairpersons are available to help as you and your executive board settle in! Do not hesitate to contact us with questions or concerns you have. Our contact information is listed on the home page of the Fremont Council website, <http://www.fremontcouncilpta.org/>.

We hope you found October's Fremont Council meeting to be informative and it sparked thought and discussion about how your PTA may help reduce traffic congestion at your school site. If you want to contact our speakers their emails are Carrie Harvilla with Safe Routes to School, [charvilla@transformca.org](mailto:charvilla@transformca.org), and Wynn Kageyama with the Eastbay Bicycle Coalition, [davitusrider@yahoo.com](mailto:davitusrider@yahoo.com).

The new insurance guide will be mailed to unit presidents during November. After Meryl's presentation, you should be prepared to review it when it arrives. If not, let either Meryl or I know so we can lend a hand. In the meantime, the insurance guide can be found at [www.bbt-knight.com/pta/PTALogin.aspx](http://www.bbt-knight.com/pta/PTALogin.aspx). Username: PTA, password: member.

I know that many of you are beginning to work on the bylaws update process. Please reach out to Lisa Ogrey for guidance and steadily continue through the process. If your unit wants to increase dues by more than the 50¢ National PTA increase, set a goal of submitting your bylaws to Lisa soon after the New Year. Changes to bylaws do not go into effect until after they have been approved and returned by the CA State PTA **AND** adopted by your association.

At the November 14<sup>th</sup> Fremont Council meeting we will discuss the nominating committee so bring your parliamentarian with you. Yes, it's early in the school year, but units with March elections and only three or four association meetings during the year will need to elect their nominating committee soon. The nominating committee is one of the most important committees, but is often an afterthought and viewed as just another PTA task to accomplish. Your executive board should begin to consider who would be good candidates to serve on the committee and invite them to consider volunteering to shape the future of your PTA. A balance of experienced PTA folks and those newer to PTA covering the spectrum of grade levels and diversity at your school is an ideal group to identify those who will lead your PTA next school year and the years to come. Give the nominating committee careful consideration and ample time to complete their work.

(continued on next page)

(President's Message continued from previous page)

We will also discuss the nutrition issue that Dianne Jones has been looking into and Ann Crosby will present legislative and advocacy information. You may not realize the impact PTA's legislative work has on shaping policy and laws that affect the well being of children and families. In fact, Governor Brown recently signed a law sponsored by PTA that will refine school policy in regards to bullying and harassment. AB 1156 by Assembly Member Mike Eng is yet another example of the power PTA.

While on the topic of anti-bullying, CA State PTA has partnered with Common Sense Media to provide a new resource for elementary, middle and high school PTAs called "Stand Up, Don't Stand By" which is a free cyberbullying toolkit for PTA Leaders. With engaging videos, handouts, PowerPoint presentations, discussion guides, tip sheets and communications templates, it's a one-stop 'program in a box'. Use these resources to organize Parent Education Nights. Start the conversation in your school community and help guide kids safely through our digital world. The link to the toolkit is [www.common sense media.org/educators/cyberbullying-PTA](http://www.common sense media.org/educators/cyberbullying-PTA). We are developing plans to focus on the program at our December 12th Fremont Council meeting.

Last, but certainly not least, we are quickly approaching a key PTA date. If your unit has not yet submitted a minimum of 15 per caps, you must do so **NOW** to remain in good standing with CA State PTA. **Immediately** mail per caps to Barbara Bousquet, 40640 High Street Apt 907, Fremont 94538. The 2012 \$199 insurance premium is due on November 14<sup>th</sup>.

**Thank you for all you do for the youth of Fremont!**

*Melinda*

### **From the Auditor by Sridevi Ganti**

Financial books are due for audit in January (for July 1, 2011- Dec 31, 2011) and in July (for January 1, 2012 - June 30, 2012). Here are few Basic steps to follow to make the audit easy for your unit.

1. Present Treasurer's Report at all monthly meetings.
2. All checks written between association meetings must be ratified. This includes Association and Executive Board meetings. Bills presented at meetings are approved and then written. Approval is for checks written at the meetings. Ratification is for checks written between meetings.
3. All checks and deposits (including e deposits like e scrip) must be entered to arrive at monthly checkbook totals.
4. Checkbook monthly balance must match Treasurer's Report balance and the reconciled bank statement balance. If the Treasurer's Report does not cover a calendar month, then the bank statement should be reconciled with the ledger.
5. Reconcile the bank statements monthly.
6. All deposits and reimbursement forms must be supported by proper documentation (receipts, invoices etc). All checks must have 2 signatures.
7. Cash verification form must be used for deposits and must have all the signatures.
8. Treasurer's report, membership report (up-to-date membership) and any other committee reports (fundraising, health and safety etc) must be included in association meeting minutes.
9. Treasurer's binder must include current bylaws, board roster, calendar, adopted budget, association meeting minutes, executive board minutes, Committee reports, monthly bank statements, monthly treasurer reports, last audit report, and copy of taxes filed.





## Leadership Begins with the Nominating Committee

The Nominating Committee holds the key to a successful PTA. Its responsibility is to present the best qualified nominees for office. A PTA can be no more effective than its Board and Chairs.

### For such an important task, what skills should Nominating Committee members possess?

- Fair, ethical and impartial judgment when evaluating people or situations
- Ability to listen and ask penetrating questions
- Ability to keep confidential information
- Understanding of PTA Mission, Purposes, and plans
- Understanding of how to match a person's skill set to the right position

Once the nominating committee is in place, they should gather to discuss what traits they are looking for in each position. Skills such as using parliamentary procedure, creating an agenda, and facilitating discussion can be learned, but if someone hasn't earned the respect of those attending the meetings, she won't be able to keep the group on track.

If the committee were to post an ad for the open positions, it might read like this:

*Enthusiastic self-starter with strong communication and organizational skills and the ability to work well with a team. Must be open to new ideas and able to motivate others to work toward common goals. Adept problem-solver with conflict resolution skills desired. Good listener strongly preferred.*

Holding any PTA Board position means knowing how to

1. work with people to get things done,
2. consistently following through on their commitments,
3. and having a commitment to the whole school and not just to their own pet projects.

Having been on numerous nominating committees, I know sometimes you're just happy to find a body to fill the slot, however, the committee will not serve the association unless they properly consider what each candidate can bring to the position.

### Questions Nominating Committee Can Ask Candidates:

1. What skills and experiences will you bring to the position for which you are seeking nomination?
2. What do you hope to accomplish in the position for which you are seeking nomination?
3. What do you hope to gain from this experience?
4. How will you use your previous and current PTA experiences to enhance the position for which you are seeking nomination?

Obviously units need volunteer leaders in order to function – but don't forget that service on a PTA board offers many of its own rewards back to the volunteer:

- Opportunities for improving the quality of life and education for today's children and youth.
- Opportunities for study and mental stimulation on matters of importance.
- Opportunities for friendships.
- Opportunities for involvement.
- Opportunities for leadership training.

## Program Pipeline: Game Night



Did you know that November 12<sup>th</sup> is National Game Day?

To celebrate: set up tables in classrooms or the all-purpose room with different board games. Participants can have fun competing in various games. This is a great way to meet and get to know other families. Serve popcorn and soft drinks, fruit juices, or hot cocoa. Don't forget to have membership forms on hand and make your pitch for volunteers for other upcoming events, or tie in with an assoc. meeting.

Do you have any program ideas to share? What has worked for your unit? Tell me about it and you might be featured in a future eNewsletter. Send to Julie Hale at [penguinfantoo@comcast.net](mailto:penguinfantoo@comcast.net).

## Parliamentarian Corner by Lisa Ogrey

The purpose of parliamentary procedure is to enable members to take care of business in an efficient manner and to maintain order while business is conducted. When everyone knows the rules, meetings run smoothly and productively. In an organized PTA, more members will make and discuss motions, and more members will be willing to serve as officers and committee chairmen. Take control of your PTA by letting the Rules do it! Robert's Rules of Order is the official parliamentary guide of the California State PTA.

### Why do you need Robert's Rules of Order? The basic principles behind the Rules are:

- Someone has to facilitate or direct the discussion and keep order during a meeting.
- All members of the group have the right to bring up ideas, discuss them, and come to a conclusion.
- Members should come to an agreement about what to do.
- Members should understand that the majority rules, but that the rights of the minority are always protected by assuring them the right to speak and to vote.

### Meeting Basics

#### All meetings have:

- A quorum for any business to take place (votes).
- Someone in charge of conducting the meeting. (President or VP if no President available)
- Someone to take minutes. (Secretary)
- Business is conducted according to specific rules that state who can attend, who can participate in discussions, and who can vote.
- All members notified of the meeting's date, time and purpose. (Agenda posted in advance)

#### Board meetings:

- Members do not have to stand; they can speak while seated.
- Members can speak any number of times, and there is usually no motion to close debate.
- Members can discuss a subject while no motion is pending.
- Members must vote on proposed board actions just like assemblies. A voice vote or show of hands is sufficient.
- The chairman/president doesn't have to stand up to put a question to a vote. He or she can enter into the discussion and can remain seated while conducting the meeting.

### Frequently Asked Questions

#### Q.: Does a president of the board have the authority to refuse to let an issue come before the board?

A.: No, a president does not have this authority unless your organization has a written rule that says otherwise. The president can rule a motion out of order if it conflicts with your bylaws. He or she can also "object to consideration of the question," but that does not prevent the motion from coming before the board.

#### Q. Does the president of the board have the right to deny a guest member permission to speak at a board meeting?

A.: Board meetings are usually conducted in executive session, which means only members of the board can attend. Any other person would have to be invited, and that person would probably have special knowledge of a topic to be considered. The person would speak and then leave the meeting while debate was taking place. If the person has no special knowledge to impart, he or she would have no reason to speak.

#### Q.: One of our members constantly causes problems because he and his wife don't like the president. What can we do to stop him?

A.: Your president was voted in by a majority of the members and deserves everyone's support. A democracy requires all members to abide by the majority rule even if they did not vote with the majority. The most diplomatic tactic is to talk with these people and try to persuade them to be cooperative and encourage them to work with the president. These members need to see how detrimental their actions are to the entire organization.

#### Q.: Can a member of the board bring items to the floor if the president refuses to put them on the agenda?

A.: Yes. The agenda should follow a standard order of business and should include unfinished and new business. If the president is uninformed, perhaps you can privately show him or her the order of business in your parliamentary authority. If the president is a tyrant who wants to do things his or her way, rise to a parliamentary inquiry and ask why no unfinished or new business is on the agenda. You can then ask for items to be put on the agenda. Further steps are required if the president does not add unfinished or new business to the agenda. See your parliamentary manual for details.

I realize that rules are not always fun to follow but I think you will agree that by having them in place and by following them, it will make for a much more pleasant and successful meeting.

Lisa Ogrey

Fremont Council PTA Parliamentarian

logrey@pacbell.net



# Finance Corner

(continued from page 1)



### Due last month to Council:

- Annual Financial Report of 2010-2011
- Audit 6/30/11 year end
- Approved Budget for 2011-2012
- Per Caps \$4.50 per member (15 members minimum)

### **Resources!**

New tax requirements spelled out:

[www.capta.org/sections/finance/tax-requirements.cfm](http://www.capta.org/sections/finance/tax-requirements.cfm) -

2011 Toolkit - Finance section:

<http://www.capta.org/sections/resources/downloads/toolkit-2011/toolkit-en-05.pdf>

Please contact your Council Officer if you need assistance. We are here to help you!

*Make it a great year!*

Kim Mathis – Treasurer

[oemexp@att.net](mailto:oemexp@att.net)

(510) 770-1297

Barbara Bousquet – Financial Secretary

[h20swimbarb@gmail.com](mailto:h20swimbarb@gmail.com)

(510) 557-7640

Sridevi Ganti – Auditor

[sridevi\\_ganti@hotmail.com](mailto:sridevi_ganti@hotmail.com)

(510) 557-7640



## Reflections Art Program by Becky Bruno

2011-2012 Theme: "Diversity means"



Units participating in this program are in full swing. May you be enjoying the creativity of our students. Be sure to recognize all participants at the unit level before forwarding selected pieces to Fremont Council.

### **Submission deadlines for artwork selected to move forward.**

**Nov. 13th:** Two items to be sent by email to Julie Hale and Becky Bruno

1. Submission List (use Excel template previously provided)
2. Form A Unit (must be completed electronically, no hand written forms accepted).

Form can be found at [www.capta.org](http://www.capta.org)

**Nov. 14th:** Deliver selected artwork to Irvington High School Library between 6-8pm. Bring a completed copy of Form A Unit.

Judging will take place Nov. 21st and 22nd.

Mark your calendar to attend the Fremont Council Reflection Art Exhibit and Recognition Ceremony on Sat., Dec. 3rd at American High School, 3-5pm



## **Fremont Council Mission Statement**

Our Mission is to advocate for all the children and youth of Fremont Unified School District. Fremont Council PTA will support each of our PTA/PTSA units through timely communication, training, leadership, and guidance. We will assist units through disseminating information, conducting meaningful meetings, providing PTA resources, and being a platform for sharing ideas and programs between units. Fremont Council PTA will serve our community through education, collaboration, resource services, and community wide programs.

### **2011/12 Goals**

1. Improve communication from council to units
2. Increase skills/knowledge through training
3. Create opportunities for collaboration amongst units