

# The Contra Coaster

32nd District PTA

# PTA®

*everychild.one voice.*

MARCH 29, 6:30 PM, GENERAL MEMBERSHIP MEETING

March/April 2004

Volume 47, Issue 4

Please join us at this marvelous opportunity to network and hear from dynamic parent involvement expert and author, Dr. Joni Samples, Glenn County Superintendent of Schools.

Parent Involvement: From Homework Help to Leadership Roles

*Be sure to invite your board to hear Dr. Joni Sample*



AGENDA



6:30PM Dinner

7:00 Brief Business Meeting:

Minutes, Mid-year Audit, Treasurer's Report, Mid-year Budget Revisions

7:15 Keynote Speaker: Dr. Joni Samples, Glenn County Superintendent of Schools

8:15 Breakout Sessions

1. Parent Involvement Networking - Elementary
2. Parent Involvement Networking - Middle/Junior
3. Parent Involvement Networking - High
4. Face-to-face assistance from 32nd District PTA officers



To ensure we have enough food and handouts, please RSVP by 3/22/04 to Cindra Wheeler, 925-831-9680 or [cindraw@pacbell.net](mailto:cindraw@pacbell.net).

APRIL 8, 7:00 PM: CONVENTION RALLY

Come pick-up your Convention materials, get your questions answered and meet other attendees.

The advance registration deadline for Convention is April 10, 2004. The registration fee is \$140.00. Please follow the instructions in the CA State PTA registration book or go to [www.capta.org](http://www.capta.org). Remember that the District registration form must also be completed, follow the instructions on the form. If you have any questions or need assistance, please contact Nettie Jones 925-676-8356 or [njones@onemain.com](mailto:njones@onemain.com).

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Both meetings held at the: Contra Costa Office of Education  
77 Santa Barbara Road  
Pleasant Hill, CA 94523

# Contra Costa County Superintendent of Schools

As you read this column, the California Legislature and the governor will be in the midst of attempting to agree on a state budget. It is important, as a member of PTA and an advocate for the children of California, to be fully informed on the budget development process as it occurs so that we can collectively provide information in a timely fashion to our state legislators and the governor regarding the impact of their decisions on our children and their future.

The proposed budget presented by the governor in January calls for a K-12 funding increase of approximately \$2 billion including funding for enrollment growth and a cost-of-living adjustment (COLA) of 1.84% for school district and COE revenue limits. The budget also includes \$106 million to fully fund CalPERS contribution rates. The governor asks for categorical programs to be consolidated and shifts 22 categorical programs to revenue limit funding for local education agencies. The governor also informs us of his intent to strengthen the AB 1200 process, which provides the legal authority for the County Superintendent to ensure fiscal solvency of local school districts. In Contra Costa County, this is done as a partnership with the local school districts.

Funding for Special Education includes \$70 million to fund the statutory COLA and \$37.4 million for enrollment growth. The increase of state funding for Special Education is accomplished by using anticipated federal dollars to satisfy the state obligation. Therefore, we will not realize fully the additional federal dollars beyond the state's obligated level. As it relates to childcare, the budget contains a number of proposed reforms and a reduction of \$164.8 million. Regarding state man-

dates, the governor has suspended or deferred payment to local school districts and other public agencies for mandated cost claims. Additionally, the budget provides nearly \$110 million for school district revenue limit equalization.

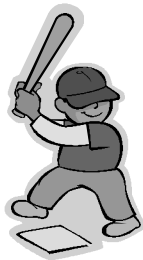
*K-12 education has lost \$7.2 billion since January 2002 as a result of state budget reductions.*

K-12 public education should have received, by statutory regulations, an additional \$4 billion for the 2004-05 school year. The governor is proposing to only fund \$2 billion, which will cover the cost of the items addressed above. The other \$2 billion will never be repaid to local school districts with a guarantee that beginning in 2005-06 Proposition 98 will be fully funded. Monies to fund the revenue limit and enrollment growth are coming at the expense of eliminating several categorical programs and by shifting local property tax from police, fire, city governments, and county governments to public education. Additionally, all of this is resting upon additional revenues generated by a statewide bond, Proposition 57, which will authorize the borrowing of \$15 billion to address the current budget shortfall. Voters will consider Proposition 57 in March, along with Proposition 55, the Kindergarten-University Public Education Facilities Bond Act, in the amount of \$12.3 billion. For the state of California to maintain fiscal solvency, it appears imperative that both bonds pass.

As you can see, much is occurring in Sacramento that requires our full attention and involvement. K-12 education has lost \$7.2 billion since January 2002 as a result of state budget reductions. PTA is a powerful advocate to whom the folks in Sacramento tend to listen. Please stay involved. *PTA*

Joseph A. Ovick, Ed.D.

## Calendar



March 29	General Membership Meeting, 6:30 PM Program: Parent Involvement
April 15	Annual Reports due to District
April 8	Convention Rally, 7:00 PM
May 3-6	California State PTA Convention in Long Beach
May 15	Unit/Council Officer Contact Information due to District
June 26-28	National PTA Convention in Anaheim

## 32nd District President

How important is your nominating committee? Very! The local PTA nominating committee plays an important role in ensuring that PTA as a whole continues to exist to advocate for all children in the future. All levels of PTA depend upon the unit nominating committee's ability to link the right member with the right PTA position. Without that first step, that individual might not return to volunteer again, and won't then serve at the council, district, state and national levels. Many of us began our PTA careers at the school site, as Hospitality Chairs, Membership Chairs, or Volunteer Coordinators. Our National PTA Secretary/Treasurer, Jan Domene, began her PTA career as Hamburger Chairman at Thomas Edison Elementary School PTA in Anaheim.

Electing capable members of the nominating committee is extremely important. Nominating committee members have a good working knowledge of PTA and understand the requirements for each position to be filled. They also know the qualifications of potential nominees. Nominating committee members are tactful, discrete, trustworthy and objective. A valuable tool is a short "application" where interested potential nominees list their experience and skills for consideration by the committee. Nominating committees should be

provided with a copy of the bylaws and standing rules, membership list, job descriptions and a phone number where the Parliamentarian can be reached to answer procedural questions. All committee business must be kept confidential. Committee members use sound judgment and have adequate time to strike a balance between new and experienced officers that represent the school attendance area and reflect the diversity of the school population. Committee members nominate the best-qualified, available member to serve in each position.

*Our National PTA Secretary/Treasurer, Jan Domene, began her PTA career as Hamburger Chairman at Thomas Edison Elementary School PTA in Anaheim.*

Check your bylaws today to see when your nominating committee is elected and when the slate of officers is presented for election. If you have any questions, please don't hesitate to consult pages 25-32 of your Toolkit, or call your Council or District PTA Parliamentarian. *PTA*

Cindy Wheeler  
32nd District President  
cindraw@pacbell.net  
*everychild.onevoice.*  
*cadaniño.unavoz.*

## Prop 55 and Prop 56 Phone Bank Calls for Volunteers

When: February 3 through election day  
Monday through Thursday (except holidays)

Hours: 5:00 p.m. to 8:00 p.m.

Where: Mt. Diablo Education Association  
2255 Contra Costa Blvd., Second  
Floor, Pleasant Hill (use free city  
parking garage)

Phone: 676-4664 (RSVP before 4 p.m.)

Perk: Pizza/beverage provided.



Join teachers, administrators and parents in contacting voters throughout Contra Costa County

regarding Proposition 55 and Proposition 56 on the March 2004 ballot, measures endorsed by the California State PTA and 32nd District PTA.

A brief training and proven phone scripts are provided while contact lists of voters who support education are used.

Your presence is welcomed for one evening, multiple evenings or even for part of an evening. You'll be pleasantly surprised how easy and fun phone banking can be! Together we can assure the passage of these two propositions to help our public schools: funds for facilities and timely annual passage of the State of California budget. *PTA*

# Membership

**Membership** *n.* 1. the state of being, or status, as a member 2. members collectively, as of an organization 3. the number of members. (According to Webster's New World Dictionary.)

I thought it would be interesting to look up what exactly membership meant and why we belong to any group. If you look at the definition of membership, you will notice that one of the definitions is collectively belonging to a group. If you think about what PTA does for all children, by being a member of PTA we give a huge voice for all children. So thank you for believing in PTA and being a member!

Congratulations to the following Units for increasing their membership ( as of January 19) from last year:

## Alhambra Council:

John Muir Elementary PTSA  
Las Juntas/Vine Hill Elementary PTA

## Bayside Council:

Adams Middle PTA  
Carquinez Middle PTA  
Castro Elementary PTA  
El Cerrito High PTSA  
Elizabeth Stewart Elementary PTA  
John Swett High School PTSA  
Olinda Elementary PTA  
Seaview Elementary PTA

## Del Valle Council:

California High School PTSA  
Charlotte Wood Middle School PTSA  
Country Club Elementary PTA  
Coyote Creek elementary PTA  
Golden View Elementary PTA  
Greenbrook Elementary PTA  
Los Cerros Middle School PTA  
Montair Elementary PTA  
Monte Vista High School PTSA  
Neil A. Armstrong Elementary PTA  
San Ramon Valley High PTSA  
Stone Valley Middle School PTA  
Sycamore Valley Elementary PTA  
Vista Grande Elementary PTA

## Delta Council:

Bidwell Elementary PTA  
Dallas Ranch Middle School PTSA  
Gehringer Elementary PTA  
Jack London Elementary PTA  
John B. Turner Elementary PTA  
John Muir Elementary PTA  
Lone Tree Elementary School PTA  
O'Hara Park Intermediate PTSA  
Oakley Elementary PTA  
Timber Point Elementary School PTA

## Las Trampas Creek Council:

Camino Pablo Elementary School PTA  
Donald L. Rheem Elementary School PTA  
Las Lomas High School PTSA  
Joaquin Moraga Intermediate School PTA  
Walnut Creek Intermediate PTA

## Mt. Diablo Council:

Gregory Gardens Elementary PTA  
Holbrook Elementary PTA  
Pleasant Hill Middle School PTSA  
Silverwood Elementary PTA  
Strandwood Elementary PTA  
Valle Verde Elementary PTA  
Ygnacio Valley High School PTSA

Congratulations to Del Valle Council of PTAs for having a 5% increase in Membership over last year.

If your PTA/PTSA has not turned in their per capita, please send it to your Council Treasurer ASAP.

If you have already remitted per capita, but you have had new members join; you need to send in the per capita for the additional members. Please send the additional per capita to your Council Treasurer no later than March 1st. Remember, it is never too late to join PTA! And, you don't have to have children in school to join, just be passionate about kids and what is best for them! *PTA*



Kim Lonie  
Membership Chair  
32nd District PTA  
925-828-9463  
*everychild.onevoice.*

# Auditor

*“An Audit...determines the accuracy of the books, detects inconsistencies and errors, provides recommendations for corrective action, protects the financial officers, verifies that funds were sent through channels as appropriate, and assures the membership that the association’s resources were managed in a businesslike manner within the regulations established for their use.”* Toolkit, 5.4.2

Excellent information regarding preparation for, procedure and a checklist to perform a PTA audit can be found in the Toolkit, pages 214-216. *Audits are important for PTAs, and must be conducted.*

**Mid-year audits** (July 1, 2003 – December 31, 2003 finance activity) of each PTA/PTSA Unit, Council, and District, should be underway in January. Completed audits for each organization need to be presented to its Executive Board, and then adopted at an Association meeting. After adoption, Units send two copies to their Council Auditor. Council Auditors forward copies of their Council audit and each of their Units’ audits on to District. This process can usually be completed by March or April.

## **Council Auditors:**

- Watch for Units that do not submit audits on a regular basis; they may need advice or encouragement.
- If a Unit does not have an elected auditor, suggest that they appoint an audit committee or assist them with their audit.

**All auditors:** please use the audit report form found in the Toolkit (pg. 347). *PTA*



Aleta Schnaitter, Auditor  
32<sup>nd</sup> District PTA  
925-244-1106

# Audit News

Twice a year, audits of the books and financial records of every PTA/PTSA Unit, Council of PTAs, and District PTA need to be performed. Consult your organization’s bylaws so you know when the audit process starts for you. GENERALLY, most PTAs perform their mid-year audit after December 31, and their year-end audit at the close of the officers’ term, June 30. Suggested timeline:

	<u>Mid-year Audit</u>	<u>Year-end Audit</u>
Complete audit	January	July
Present to Executive Board	February	August/September
Adopt @ Association meeting	March	September/October
(Units) Forward to Council by...	end of March	end of September/October

All financial business (expenditures, ratification/approval of checks, fundraisers, etc.) should be documented in the minutes. There should be a Treasurer’s report at every meeting (even if the treasurer is not there)! Auditors depend on these, and many other documents, to reconstruct the financial activity of each PTA. A separate audit form must be completed for each bank account (checking, savings, etc.) *PTA*

The Finer Points—

**MS. MANNERS on  
The Etiquette of an Audit**



Dear Ms. Manners:

**Why do we have to have an audit?**

Always Organized

Dear Always: An audit determines the accuracy of the books. It assures the membership, the council/district/state PTA, and the IRS that your resources were managed with good business practices using proper accounting procedures. The auditor is your friend — prepare your books with a smiling face.

Dear Ms. Manners:

**How often do we have to have an audit?**

I'd Rather Be Doing Something Else

Dear I'd: Audits are done semi-annually as specified in your bylaws. The mid-year audit usually takes place in January; the end-of-year audit takes place in July after close of the fiscal year June 30th. And audit is also done when there is a change of financial officers. The most polite time for a mid-year audit is AFTER the unit has paid per caps and insurance!

Dear Ms. Manners:

**What happens if we do not do an audit?**

Procrastination is My Middle Name

Dear Pro: If you do not do a mid-year audit, your lagging paperwork will be even more lagging by June 30th. If you procrastinate doing a year-end audit, a NEW treasurer cannot take over the books until the audit is complete. Your books should be turned over to the auditor after you reconcile the bank statement that comes in July. You will have the books back in a few weeks, ready for fall activities!

Dear Ms. Manners:

**Can an ongoing treasurer write checks and make deposits during the time the books are in audit?**

Okay, So I'm Impatient

Dear OK: Yes, an ongoing treasurer can cheerfully write checks and make deposits.

Dear Ms. Manners:

**What does an auditor actually do?**

Not That I Want To Be One, You Understand

Dear Not: There is an audit checklist in the Toolkit, check it out!

Dear Ms. Manners:

**What does an audit report look like?**

New Bifocals, Don't Tell Anyone

Dear New: An audit report is included in the Toolkit. All executive board members should be able to understand the audit report.

Dear Ms. Manners:

**I am just an ordinary PTA member who knows nothing about finances. What should I look for when the audit report is presented?**

Clueless Chairman

Dear Clueless: The dedicated PTA volunteer should be looking for the following things throughout the whole year as well as at audit time:

- Monthly, written treasurer's reports in an easily understood format.
- No petty cash fund. All payments should be made by check.
- Proper receipts for all expenses.
- A treasurer who attends meetings and answers phone calls and emails.
- Whether or not recommendations made by a previous auditor have been carried out; attention to recommendations suggested by the current auditor should be carried out.
- A record of expenses and when they were approved in the secretary's minutes.
- Last but not least, reconciling of all bank statements to the treasurer's books.

Dear Ms. Manners:

**Why do I have to know about audits?**

Just a Member of the Board

Dear Just: As a member of the executive board, it is your job to know things, and a large part of that knowing pertains to finances. Do not be an ignoramus. The more you know how your PTA should work, the better off your PTA will be.

Dear Ms. Manners:

***Why all the emphasis on audits? Our PTA officers are trustworthy. This is just more work for them.***

Sticking Up For My Friends

Dear Sticking: Your financial officers are probably very nice, trustworthy people. It is easy, however, to get behind schedule in carrying out the duties of treasurer. An audit can help find more efficient ways of doing things.

Your treasurer may not be doing things exactly the way PTA requires. Our rules take into consideration all the IRS requirements that we are obligated to follow. What you think is merely a PTA rule may actually be a very important IRS regulation.

How well do you really know your fellow officers? Some PTA regulations are based on some past unfortunate incidents. A system of checks and balances is vital to the proper functioning of both governments and business organizations. Appreciate the balance of power in your PTA.

You may be missing something vital in your record keeping. Following are hair-raising things we have heard:

***Our treasurer does not use a ledger.***

This is the primary document that is audited. You DO need a ledger.

***Our president does not get bills approved.***

Why not? That is a vital part of a president's job!

***Our secretary does not write down expenses in our minutes.***

She should be.

***Our treasurer writes checks between meetings and does not get them ratified at the next meeting.***

(This is getting worse and wors(er).)

***How do we audit other people's money in our bank account?***

No one else's money should be in your bank account. This is co-mingling of funds and is prohibited under the IRS rules regulating 501- (c)(3) Organizations.

***We cannot find our bylaws.***

(Aaaarrgh. ) I can see I am losing my politeness. I had better shape up. (Ed. Note: *Contact your Council Parliamentarian for a copy of your bylaws.*)

Dear Ms. Manners:

***If we are audited by the IRS, you will help us out, right?*** Paranoid Pauline

Dear Paranoid: Wrong. You notify us of the impending IRS audit and the result of the audit. The rest is up to you. This is why keeping accurate books is so important. That is your treasurer's name on those reports, not mine.

Dear Ms. Manners:

***If we have any questions, we can contact you, right?*** Sometimes Swimming Upstream

Dear Sometimes: Of course! Definitely! Please do. That is why we are here. We will tell you the truth, even if you do not like it. We will tell you nicely, politely, with a smiling face. But we will still tell you the truth.

Forever sincere,  
Ms. Manners

For treasurer and audit questions (answered with a smile!), please contact:



Will Sanford, Treasurer  
32<sup>nd</sup> District PTA  
925-963-4950  
WillSanf@aol.com

Aleta Schnaitter, Auditor,  
32<sup>nd</sup> District PTA  
925-244-1106  
aschnaitter@hotmail.com

# PROCEDURE BOOKS

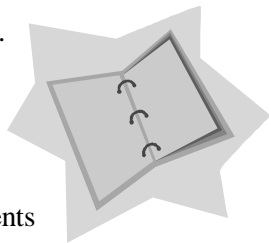
PTA leaders need guidance because of regular changes in leadership and volunteer personnel. Each officer and chairman must have a procedure book to ensure continuity and progress. The procedure book, together with all material belonging to the office or chairmanship, should be delivered promptly to one's successor.

## A PROCEDURE BOOK IS NOT PERSONAL PROPERTY

A procedure book should contain all materials which will be needed to carry out the work of the office or chairmanship plus any additional information which a new volunteer would find helpful. It is recommended that the procedure book be a loose-leaf binder, large enough to hold 8-1/2" x 11" paper. The president needs an additional loose-leaf binder for the National PTA Handbook, Guidebook of the California State PTA, Guidelines notebook and additional support material.

A procedure book should include:

1. Introductory section
  - Title page with:
    - Name of office or chairmanship
    - Name of association, council (if in council) and district
    - Previous officer/chairman and dates served
    - This statement "THIS PROCEDURE BOOK BELONGS TO THE OFFICE OR CHAIRMANSHIP AND NOT THE INDIVIDUAL."
2. Job description including California State PTA worksheet page (if one exists) for specific position.
3. Bylaws and Standing Rules.
4. Agendas and minutes.
5. Finance section with:
  - Budget
  - Auditor's report
  - Financial reports
6. Program/calendar events
7. Reports
  - From current and previous officers/chairmen
  - Information from conferences, workshops and correspondence.
8. Newsletters
9. Directory *PTA*



# NOMINATING COMMITTEE

## CHECKLIST



Committee elected at an association meeting

- At least 60 days prior to the annual election in \_\_\_\_ (month)
- Number of committee members \_\_\_\_ and alternates \_\_\_\_
- Eligibility of committee members verified
- Membership verified
- Service on previous nominating committee checked

Committee meeting scheduled

- Parliamentarian arranges date
- Principal included as advisor
- Alternates called if elected member not able to attend

Committee meeting

- Instructions given by parliamentarian (stays only if an elected member)
- Committee chairman elected
- Review officer positions and duties (Bylaws and Standing Rules)
- Membership list available (with list from feeder school if appropriate)
- Slate prepared
- Calls to potential nominees (chairman or other committee member)

Close of meeting

- Follow up meeting scheduled if needed
- Reminder to all that all discussions are confidential

After meeting

- Notify chairman of responses of potential nominees
- Final slate prepared, including any unfilled positions
- Committee members sign slate

Membership notified of nominees at least 30 days prior to election.

*For additional information refer to:  
California State PTA Toolkit,  
Association 1.5,  
Nominations and Elections*



## PTA Nominating Committee- A Search for the Best

*The nominating committee members have the responsibility of bringing the names to the membership of those they consider to be the most qualified to lead the next year's PTA.*

*In considering which PTA members are the best qualified to serve in the officer positions, the criteria listed below should be considered and evaluated.*

*Each nominee:*

- Must be a PTA member. (See Unit Bylaws for Local PTAs/PTSAs, ARTICLE V, Sections 1, 5 and 6.)
- Must be enthusiastic and supportive of PTA.
- Must believe in the basic policies and purposes of the PTA.
- Must be fair and objective and concerned for the best interests of PTA.
- Should have experience in PTA, although other organizational work may also be considered.
- Should have knowledge of the organization and its role in the school and in the community.
- Should be willing to give PTA a satisfactory level of priority and commitment, including attendance at meetings.
- Should be able to work well with people.

*In contacting potential nominees, the nominating committee chairman (or other designated committee member) should:*

- Give a clear indication of the responsibilities of the office and how much time may be involved.
- Include any expectation of officer representation at leadership training workshops, council and PTA district meetings and/or the California State PTA annual convention.
- Never try to talk a reluctant individual into accepting a nomination.
- Never try to 'fill the board' just to have names in place. A vacancy at the time of the election may be filled by a nomination from the floor or later by the newly elected executive board. *PTA*



## The Election

1. The president presides at the election meeting.
2. The privilege of voting shall be limited to members of the association who are present, whose dues are paid, and who have been members of the association for at least thirty (30) days.
3. Election of officers is held at the annual meeting and will come under "new business" on the agenda. The president calls upon the parliamentarian to read the sections of the bylaws pertaining to nominations and elections.
4. After the parliamentarian has finished, the president calls upon the chairman of the nominating committee to read the report of the committee. If a nominee has withdrawn prior to the election and another nominee has been selected, the chairman will read a revised report to inform the membership of the new nominee.
5. The president restates the slate of nominees and asks each one to stand. The president conducts the election of officers even if (he/she is) nominated for an office. The president thanks the nominating committee for its report and states: "According to our bylaws, nominations from the floor are now in order."

The privilege of nominating from the floor is extended to members of the association who are present, whose dues are paid, and who have been members of the association for at least 30 days. A qualified member may nominate his or her self.

Nominations do not require a second, only the nominee's consent.

The president can:

- a. Ask for additional nominations for all positions in the order in which they are listed in the *Bylaws for Local PTA/PTSA Units*, Article V, Section 2, before closing nominations for all elected offices and then proceed with the election; or
- b. Ask for additional nominations for each position, one at a time, in the order in which they are listed in the *Bylaws for Local PTA/PTSA Units*, Article V, Section 2, and then proceed to elect the officer after nominations are closed on each position.

The president states,

"\_\_\_\_\_ has been nominated for president, are there further nominations for president?" (Pause).

"\_\_\_\_\_ has been nominated for vice president, are there further nominations for vice president?" (Pause). This procedure is used for each office.

The president then says,

"Are there further nominations for any of these offices?" (Pause) "Hearing none, I declare the nominations closed. The bylaws state that where there is but one nominee for an office, the ballot may be dispensed with and the election held by voice. Is there any objection to this procedure?" (Pause) "Hearing none, the following are presented for election \_\_\_\_\_ for president, \_\_\_\_\_ for vice president, etc." After all offices have been presented say the following: "All those in favor say aye, those opposed say no."

The president states,

"The ayes have it and you have elected the following officers." (The president restates names and offices.)

### VOICE VOTE

If there is but one nominee for any office, the ballot vote for that office may be dispensed with and the election held by voice vote, as described above.

If a member requests a vote by ballot for any office, the request must be recognized and voted upon without debate.. *PTA*

From the California State PTA Toolkit

## 2004-2005 Unit and Council Officers and Chairmen

Please complete and submit both sides of this form to 32nd District PTA and your Council President no later than **May 15, 2004**. Updates are requested as necessary so that your unit will receive all mailings from District, State and National PTA. Mailings are not sent to school addresses, with the exception of the principal.

*Please mail or email to:*

### **32nd District**

Cindy Wheeler  
266 Montego Drive  
Danville, CA 94526  
cindraw@pacbell.net  
Fax 925-831-9680

*And to your council president:*

### **Alhambra Council**

Denise Elsken  
160 Camino del Sol  
Martinez, CA 94553  
mtnlvrs@att.net  
925-228-3676

### **Bayside Council**

Charlie Cowens  
18 Ardmore Road  
Kensington, CA 94707  
charley@cowens.net  
510-524-5097

### **Del Valle Council**

Rachel Hurd  
9474 Broadmoor Dr.  
San Ramon, CA 94583  
rmshurd@juno.com  
925-833-9455

### **Delta Council**

Rochelle Smahl  
5056 Union Mine Dr.  
Antioch, CA 94531  
imachildadvocate@yahoo.com  
925-757-3499

### **Las Trampas Council**

LasTrampasPTA.org  
Teresa Gerringe  
3433 Shangri La Road  
Lafayette, CA 94549  
tgerringe@comcast.net  
925-943-7911

### **Mt. Diablo Council**

Wanda Waltman  
962 Getoun Dr.  
Concord, CA 94521  
wandawalt@aol.com  
925-685-3483

### **PLEASE PRINT**

Unit \_\_\_\_\_ Council \_\_\_\_\_

School Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

**Principal** \_\_\_\_\_

**President** \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Executive Vice President** \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Secretary** \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Treasurer** \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Historian** \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Auditor** \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Parliamentarian** \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

*Over*

**Parent Education**

Phone(\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Newsletter**

Phone(\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Programs**

Phone(\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Other**

Phone(\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Other**

Phone(\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

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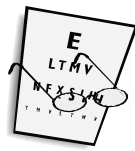
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

*Officers authorized to sign checks (may not be related by blood or marriage or reside in the same household):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To receive PTA Summer mailings, please submit by May 15, 2003**

## Children's Vision



Almost all learning in school happens visually, but unfortunately, almost one child in four has vision problems that are significant enough to impair academic performance.

Most of us grow up appreciating the wonder of sight, but children cannot tell that they are not seeing well or that their poor vision is affecting their ability to learn. Adults must act on their behalf, even though the symptoms of poor vision are often very subtle and may not be obvious to parents and to teachers.

The earlier a vision problem is detected, the better it is for the child's visual development and the greater the opportunity to learn.

Some of the warning signs of vision problems may include:

- Difficulty in tying shoes or buttoning clothes.
- Stumbles or trips while going up steps.
- Sits very close to the television set, or holds a book very close to his or her eyes.
- Uses a finger or marker to keep place while reading.
- Reverses letters or words.
- Often omits small words or phrases when reading.
- Writes crookedly.
- Has trouble seeing movie screen.
- Avoids sports or close eye to hand coordination work such as reading, writing or drawing.

An eye and vision examination should determine not only how clear a child sees, but also how well the child is able to use his or her eyes. Vision screening are not a comprehensive assessment of a child's vision skills. A complete vision examination by an eye care professional is the only way to fully assess a child's eyesight.

## School Health Councils\*



A school health council, sometimes called a school health advisory committee, is an advisory group of individuals who represent segments of the community. The group acts collectively to advise the school system on aspects of school health programs. Most commonly, these school health councils serve an entire school district, but sometimes they may serve just one school.

School health councils do not all look alike. Some school health councils only include school district members. Others also include community agency representatives to help provide better communication and resources as they advise school health programs. Most school health councils need parents who care about school health issues to help provide perspective and ideas. Parents are important council members, and they should represent the community the school system serves. School health councils often also ask students to participate because they present ideas and concerns not usually thought of by adults.

School Health Councils can do all or some of the following: 1) work together to develop new school health services, curriculum and resources for students, 2) work with school districts to make school health issues a priority among decision makers, 3) provide input about how funds will be used for school health programs, 4) bring together community health professionals, parents, and interested partners to share ideas and resources, and 5) meet with school health program staff on program process or concerns. Some topics that could be discussed are obesity, asthma and potentially fatal allergies.

Are you interested? Locate a staff person in your school district who works with health issues and would know if a council already exists -- a school nurse, health or physical education teacher, director of student or nutritional services, or a principal. For more information, check out "Health and Safety" at [www.pta.org](http://www.pta.org) or [www.nga.org/center](http://www.nga.org/center). A School Health Starter Kit is available at [www.cdc.gov/nccdphp/dash](http://www.cdc.gov/nccdphp/dash). The American Cancer Society can provide Improving School Health Guides, Promoting Healthy Youth, Schools, and Communities: A Guide to Community School Health Councils; just call 1-800-ACS-2345.

\*information from issue seven of the American Cancer Society's Healthy Kids Network. PTA

# SCHOOLS SHOULD PLAN FOR LIFE-THREATENING MEDICAL EMERGENCIES

*Below is a news release on a policy statement endorsed by the American Academy of Pediatrics (AAP) and published in the January issue of Pediatrics, the peer-reviewed, scientific journal of the American Academy of Pediatrics (AAP).*

School officials should establish an emergency response plan to deal with life-threatening medical emergencies, just as they do for tornadoes or fires, according to the new policy statement, "Response to Cardiac Arrest and Selected Life-Threatening Medical Emergencies: The Medical Emergency Response Plan for Schools." The statement is supported by the American Academy of Pediatrics (AAP) and several other public health organizations.

Life-threatening emergencies can occur in any school, at any time. They can be caused by pre-existing health problems, violence, injuries, and other unexpected events. They can affect students, or the adults who teach and supervise them. At the same time, schools now employ fewer nurses than ever before, leaving teachers, coaches and other staff in charge of first aid before the arrival of Emergency Medical Services (EMS) personnel. Yet in one recent Midwestern survey, a third of teachers had no training in first aid, and almost half had never completed a course in CPR.

The policy statement recommends the following core elements of a school medical emergency response plan be enacted in all schools:

- Effective and efficient communication between the school campus, EMS personnel and other important emergency contact people (i.e., parents).
- A coordinated response plan that is practiced and evaluated throughout the year.
- Risk reduction, including injury prevention programs.
- Training and equipment for first aid and CPR, including classes for teachers, staff and at minimum, graduating high school students.

This statement was written to address both the need for school medical emergency planning and to address questions raised by the recent publicity and unfunded legislation requiring schools to acquire an automated external defibrillator (AED). The statement makes the point that schools should not focus on a piece of equipment such as an AED, which may only have the potential to help in a small percentage of occurrences. Rather, schools should focus on more important and more common events through comprehensive school medical emergency planning as outlined in the statement.

*...in one recent Midwestern survey, a third of teachers had no training in first aid, and almost half had never completed a course in CPR.*

This American Heart Association policy statement is endorsed by the AAP, American College of Emergency Physicians, National Association of School Nurses, National Association of Emergency Medical Technicians, National Association of State EMS Directors, National Association of EMS Physicians, Centers for Disease Control and Prevention and the National Center for Disaster Preparedness.



*EDITOR'S NOTE: The American Academy of Pediatrics is an organization of 57,000 primary care pediatricians, pediatric medical subspecialists and pediatric surgical specialists dedicated to the health, safety and well-being of infants, children, adolescents and young adults. PTA*

## INSPIRATION: THREE OF A KIND IN THE FRESHMAN CLASS: TRIPLETS ENTER UC BERKELEY



The Mireles sisters, Erica, Monica and Sonia. Photo by Brandy Ramos Nikaido/UCOP

By Carol Hyman, University of California Media Relations | 02 September 2003

**BERKELEY** – In today's economy, it's a struggle for almost any family to send a child to college. But Abel and Emma Mireles of Sanger, Calif., didn't hesitate a moment when their triplets, Erica, Monica, and Sonia, set their sights on what the family considered "the crown jewel of the University of California system."

This past spring all three students learned they'd been accepted. They could barely contain their excitement and breathed a collective sigh of relief. The 18-year-olds give much credit to their family for getting them ready for college.

"Everyone knows college is expensive," said Erica Mireles. "But my mom and dad said, 'Somehow, we'll find a way.'"

Monica added, "Dad always said, you can't put a price on education."

Abel and Emma Mireles started exposing their daughters to college life when the girls were still small. "We didn't go to college, so we stressed to them that they could do better," said Abel Mireles, a manager at a car dealership. "We'd take them to sports events at Fresno State so they could envision that they could do that—they could be college students."

The sisters prepared for a rigorous academic career for years by attending special summer enrichment programs and taking advanced placement classes in high school. They all graduated from Sanger High School with better than 4.0 grade point averages.

But during the past year, their hard work was not limited to academic studies. With the one used computer

they had at home, the triplets took turns poring over Internet sites looking for scholarship possibilities, and they diligently worked with their high school counselors to find financial aid.

They weren't haphazard in their quest for funds. A calendar was marked with due dates for applications, and they kept a checklist so they wouldn't forget deadlines. While being in a threesome can have drawbacks, in this case the triplets relied on each other and shared resources.

"Erica is really organized," said Monica of her sister. "She kept the calendar up to date and made sure everything went out on time." Monica and Sonia said they consider Erica the threesome's "mother hen."

*"From the day they were born, we made our children our priority," said the girls' father. "We never missed a back-to-school night, a parent conference."*

The triplets' steadfast commitment paid off. They received state scholarships as well as private scholarships, and next year they will work part-time through UC Berkeley's Work-Study Program. They won't hold part-time jobs their freshman year; they and their parents agreed they should focus exclusively on their studies.

Financially, the family is making sacrifices so the triplets can attend UC Berkeley.

"In addition to their scholarships, we've taken out loans, the maximum amount we could, and we're looking into refinancing the house," said Abel Mireles. "It does affect our lives, but we know in the long run it's worth it."

He credits the girls for understanding the family's tight finances. "They don't have to have the latest fashion," he said. "They've always worked with us."

The triplets, who all plan to major in science, also credit their participation in the Mathematics, Engineering & Science Achievement Program, or MESA, for helping them get accepted at a top

*Continued page 16*

university. MESA has programs at universities, colleges and community colleges throughout California, and the Mireles triplets attended at Fresno State University. This program assists students at middle and senior high schools, and even at some elementary schools, so they can excel in math and science and become competitively eligible for the most prestigious colleges and universities. It works in partnership with teachers, administrators, school district officials and industry representatives to provide this academic enrichment model.

"MESA really exposed us to the UC system," said Sonia. The program, along with academic workshops and study skills training, included career and college exploration, with guest speakers and field trips to show students different opportunities.

As they prepared to enter UC Berkeley, the Mireles triplets received incredible support from not just their parents, but from many relatives in the Central Valley. On the campus's Move-in Weekend, grandparents, cousins and aunts left Sanger at 5:30 a.m. and drove with the family to Berkeley to help haul boxes up to the triple room the girls are sharing in a residence hall.

The girls considered living in separate rooms so they would meet more people, but they ultimately decided that, at least for their first year, they would stick together. Because they are so family-oriented, they thought this might keep them from getting too homesick.

The evening of their first day of class, they phoned home, their voices full of excitement. "They loved it," said Abel Mireles. "They were already working on their first reports."

For now, the sisters have to share a laptop do to homework, but as soon as the family can afford it, they'll each get their own.

While the Mireles family realizes its situation is unique—they have the first set of triplets admitted to UC Berkeley - they feel that other families can benefit from their experience.

"From the day they were born, we made our children our priority," said the girls' father. "We never missed a back-to-school night, a parent conference."

"Even though I work crazy hours," said Mireles, whose wife is a teacher's aide, "I told my coworkers

that my family would come first. I coached the girls' softball and basketball teams." "Parents just have to be really involved," he continued. "You have to make sacrifices for them - not just for 18 years, but for the rest of their lives. We set the groundwork. We helped them open the door, but they had to go through it." *PTA*

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## Count on PTA



It's "Annual Report" time! Annual Reports are due to District historian, Annette Lewis (975 Walnut Drive, Oakley, CA 945651) by May 15, 2004. Send the report through channels (in other words though your Council historian). Council historians will set a due date before May 15, so check with them for their deadline.

Find a copy of the Annual Report form on page 17. It is also available in the Toolkit and online at [www.capta.org](http://www.capta.org). (If you do not have a historian, the president should complete it or get help from another board member.) Hours to report include the time members of your unit have spent volunteering in the school and community for the benefit of children. Also add meetings, preparation and travel time, training and Convention (except for time spent eating and sleeping).

The California State PTA uses this information to educate others about how much volunteer time is spent for children both in and outside of the classrooms. This information is used to help influence legislators to provide adequate laws and funding to improve the lives of all children.

At your local level, you can take this information and show your school district how much work is being done by volunteers. You might even create a mock check to present to the school or school board. Multiply the numbers of hours volunteered by the minimum wage and make the check out for that amount. School administrators are able to use the volunteer information to help them apply for special grants and programs, too!

The Annual Report covers the period from July 1 through June 30. So, how do you report volunteer time you have not done? Project the number of hours you anticipate spending through the end of the year. Help us count up all those hours we give to children! *PTA*



everychild.onevoice.

930 Georgia Street, Los Angeles, CA 90015-1322

(213) 620-1100 • FAX (213) 620-1411 • info@capta.org • www.capta.org

UNIT ANNUAL REPORT
REPORTING PERIOD: JULY 1 TO JUNE

The California State PTA requires filing of annual reports in accordance with unit, council and PTA district bylaws. Information on this report is used for advocacy and program planning purposes. Please total your unit members' volunteer hours (which should be projected through June 30). These should include participation in school and community service or activities benefiting children, unit, council, district, state and National PTA programs, projects, training, and PTA-related travel, phone, meetings, paperwork time. Then complete the back side of this report.

Instructions

Complete this form (front and back) and make two copies

File ONE copy in unit Historian's procedure book

Send TWO copies to your council

Council Name \_\_\_\_\_

Council Address \_\_\_\_\_

DO NOT SEND THIS REPORT TO THE CALIFORNIA STATE PTA OFFICE—SEND THROUGH PTA CHANNELS

COUNCIL DUE DATE: APRIL 15, 2004

Or, if out-of-council, send TWO copies to your PTA district

PTA District Address: Annette Lewis, 975 Walnut Drive, Oakley, CA 945651

PTA DISTRICT DUE DATE: APRIL 15, 2004

PTA UNIT INFORMATION

NAME OF PTA/PTSA \_\_\_\_\_

Pre-school Elem. Jr./Middle High

STATE PTA IDENTIFICATION # \_\_\_\_\_

HISTORIAN, or name of person making report \_\_\_\_\_

PRESIDENT'S NAME \_\_\_\_\_

Address of above \_\_\_\_\_

PRESIDENT'S SIGNATURE \_\_\_\_\_

City, Zip \_\_\_\_\_

Phone/Fax \_\_\_\_\_

TOTAL UNIT VOLUNTEER HOURS REPORTED \_\_\_\_\_





We're off to Sacramento...  
 Wednesday, March 17  
**DON'T MISS THE  
 BUS!!**

The Del Valle and Las Trampas Creek PTA Councils and Livermore schools are preparing for our annual trip to Sacramento to hear from our state legislators and other education insiders. You can make a difference in affecting our state's educational policies by joining our group of over 250 people at the Convention Center in Sacramento to demonstrate our commitment to children.

In past years, our trip has received newspaper and TV coverage. More importantly, we have received the attention of not only our legislators, but other members of the legislature as well. Given current budget conditions that exist in California, it is **CRITICAL** that we be well informed and advocate for our children's educational future.

**WE ARE MAKING A DIFFERENCE!**

Invited morning speakers include the following:

- Elizabeth Hill, Legislative Analyst for the State of California
- State Senators Tom Torlakson and Don Perata, and Assembly Members Guy Houston and Loni Hancock
- Dick Riordan, California Secretary of Education
- Kevin Gordon, Executive Director of the California Association of School Business Officials

Afternoon choices include the following activities:

- |  |   |
|--|---|
| 1) <i>Basic Advocacy Workshop (EdVoice)</i>          | 2) <i>No Child Left Behind Workshop</i> |
| 3) <i>A Capitol Experience—a tour of the Capitol</i> | 4) <i>Free Time</i>                     |
- sign-up early: space limited*

We will board the buses at 7:15 am at the Lafayette Orinda Presbyterian Church, 49 Knox Drive, Lafayette (alternate pickup location is the 68-0/Sycamore Park and Ride in Danville — please specify), and return at 4:30 pm. Transportation, a gourmet box lunch, and a full packet of information will be provided. Buses are comfortable, and a leader on each bus will walk you through the day's events and address any questions. **WHETHER YOU'RE AN OLD HAND AT LEGISLATIVE MATTERS OR A NEWCOMER, THIS TRIP IS FOR YOU!** You are guaranteed a learning experience and a fun day, too! If you have any questions, please call Kitty Rudman at 925-284-3399.

**REGISTRATION DEADLINE: MARCH 12, 2004**

Yes! I'll be on the bus to lobby for our kids!

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Non-vegetarian     Vegetarian

PM choice 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_  
Advocacy    NCLB    Capitol Tour    Free Time

Cost is \$50 per person until March 3; \$60 after March 3. Please make checks payable to **Las Trampas Creek Council of PTAs** and mail to:

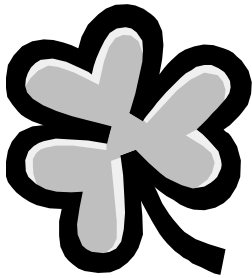
Kitty Rudman  
 1151 Camino Vallecito  
 Lafayette, CA 94549

32nd District PTA

**PTA**<sup>®</sup>

*everychild. one voice.*

Cindy Wheeler, President  
266 Montego Drive  
Danville, CA 94526



**Non-Profit  
Organization  
U.S. Postage Paid  
Concord 94520  
Permit 464**

**Ballot**  
**Prop 55 ✓ Yes**  
**Prop 56 ✓ Yes**

## REMEMBER TO VOTE ON MARCH 2ND

### California State PTA supports both Propositions 55 and 56.

Proposition 55, the Kindergarten-University Education Facilities Bond Act of 2004, was put on the ballot by the State Legislature, and will allow the state to sell \$12.3 billion in bonds to build and repair K-12 schools and public colleges. Local districts must have matching dollars to use this state money, unless they qualify for special state assistance. Most of the money from earlier state bonds has been spent and K-12 school districts say they need new classrooms for 1 million students.

Proposition 56, the State Budget, Related Taxes, Reserve, Voting Requirements, and Penalties Act, is an "initiative" that was placed on the ballot by people who collected enough signatures. If passed, Proposition 56 would change the State Constitution to lower the vote required to pass the state budget and budget-related tax increases from 67% to 55%. It also requires that 25% of any extra state income goes into a reserve. The state legislature must stay in session until the budget is passed, and the legislators and governor lose their pay for each day the budget is late. Passage of Proposition 56 makes it easier to pass the state budget, but the 55% rate is still higher than for forty-seven other states. On-time budgets will help state programs and workers, and can also improve the state's credit rating. *PTA*