

Pinellas County Council
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2011-2012
Handbook



Pinellas County Council PTA/PTSA 2011 – 2012

2011

- Thursday, September 15** County Council Meeting at School Administration Building*
- Saturday, September 17** PCCPTA Fall Workshop – Pinellas Park High School
- Thursday, October 20** County Council Meeting – South County at Douglas L. Jamerson Elementary
- Thursday, November 17** County Council Meeting – North County at Safety Harbor Middle School
- Friday, December 9** County Council Reflections Turn-In - Gus A. Stavros Center 3p-6p
Theme “Diversity Means ...”

2012

- Thursday, January 12** County Council Reflections Reception - Pinellas Park High School
6:30pm-8:30pm
- Week of January 16** Region 4 Legislative Days – Join PCCPTA in Tallahassee
- Thursday, January 19** County Council Meeting at School Administration Building*
- Thursday, February 16** County Council Meeting – South County at Bay Point Middle School
- Friday, February 17** PTA Founders Day
- Saturday, February 25** PCCPTA Health and Safety Fair – Largo Central Park 10a-2p
- Thursday, March 15** County Council Meeting – North County at **Clearwater High School**
- Thursday, April 19** County Council Meeting at School Administration Building*
PCCPTA Election of Officers
- Tuesday, April 24** PCCPTA Awards Deadline
- Friday, May 18** Celebration of Success – Banquet Masters in Pinellas Park
- Friday, May 25** All local PTA election results must be submitted to both Florida PTA and PCCPTA (look for instructions in their newsletters)
- June 21-24** National PTA Annual Convention – San Jose, CA
- Friday, July 13 –
Sunday, July 15** Florida PTA Annual Leadership Convention
Innisbrook Resort & Golf Club, Palm Harbor

* These meetings will be held at 7:00 pm in the Board Room of the Pinellas County Schools Administration Building, 301 Fourth Street SW, Largo. Hospitality is from 6:15 p.m. to 6:45 p.m. in Room D134-135.

Important PTA Contacts

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National PTA and Florida PTA

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Pinellas County Council PTA/PTSA Additional Resources

Your three best resources for PTA information are your county, state and national PTA. All three provide a great deal of beneficial material for your PTA on the Internet.

On the National PTA website, you will find information about PTA, its history, programs, legislative activities and events. Quick Reference Guides to help you effectively run your PTA unit may be easily downloaded from the site. There is a bulletin board where you can ask questions and share information. You will also find a wealth of information on parenting topics and many resources on the site are available in Spanish as well as English.

Visit the Florida PTA website to learn about our state PTA activities. The “Resource Library” has recent issues of *Dollars & Sense*, most of the President’s Kit of Materials and many PTA forms you may need. The Reflections packet of information is available for download on the site in the fall. Be sure to join the “Action E-list” by registering on CapWiz so you will receive emails alerting you to important legislative issues and informing you about how you can make a difference.

Some areas of the National PTA website and the Florida PTA website require a user name and password. National PTA changes theirs every year and lists them on the back of your PTA membership card. The user name and password for Florida PTA does not change often. You can email info@floridapta.org to obtain them.

You will find information about our county PTA Board, events, community partners and health and safety on the Pinellas County Council PTA/PTSA’s website. Our award-winning newsletter, the Pinellas PTA Courier is available on the website. It is published monthly from August to May and contains great articles to help your PTA officers and members. The “Running a PTA” area of www.pccpta.org has a lot of information and forms for your PTA officers. You can also find links to other local PTA websites so you can see what they are doing.

**The National PTA ~ www.pta.org
The Florida PTA ~ www.floridapta.org
Pinellas County Council PTA/PTSA ~ www.pccpta.org
Pinellas County Schools ~ www.pcsb.org**

Explore other media frequently to help you stay up to date. Be sure to read and share *Our Children Magazine* which is mailed to all PTA Presidents and the Florida E-News online. The Top of the Class Section of the St. Petersburg Times appears on Wednesdays and their Gradebook blog appears on www.TampaBay.com. Both have information on education, school news, meetings and other events. The Pinellas County School’s television station (WPDS - TV 14) broadcasts Pinellas School Board Meetings, interviews with the Superintendent, announcements of upcoming events and great educational programs.

Also be sure to log on to www.facebook.com and search for **PCCPTA**. Click on the ‘Like’ button to receive updates from the County Council.



This handbook is prepared by Pinellas County Council PTA/PTSA.

The Pinellas County Council Handbook shall not be used for any purpose other than the regular work of the Council and local PTAs.

Every attempt has been made to ensure that the information contained in this handbook is accurate at the time it went to press. However, due to the nature of the material, we recognize that some changes/corrections are unavoidable. Please forward any changes or corrections to the information contained in this handbook to:

Marsha O'Brien, Handbook Chair

3011 53 Street South
Gulfport, FL 33707
727-323-0859
mzobrien@gmail.com

Any changes or corrections that are brought to our attention will be published as necessary in the *Pinellas PTA Courier* – so please watch our newsletter and update your handbook regularly.

Special thanks for all the **TEAMWORK** to make this happen!

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Local, State and National PTA Mission, Vision and Values

The Parent Teacher Association Membership is open to anyone who believes in the mission and purposes of Parent Teacher Association. Individual members may belong to any number of PTAs and pay dues in each. Every person who joins a local PTA automatically becomes a member of both the state and national PTAs. Together we are a powerful voice for children. With your help, we can continue to work toward PTA's goal of a quality education and nurturing environment for every child.

PTA Vision: What the future will look like if PTA accomplishes its mission.

Making every child's potential a reality.

PTA Mission: The overall purpose of PTA

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PTA Values: What PTA stands for

Collaboration: We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals.

Commitment: We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.

Accountability: We acknowledge our obligations. We deliver on our promises.

Respect: We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves as we do from others.

Inclusivity: We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.

Integrity: We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.

PTA Purposes: Historical goals of PTA

To promote the welfare of the children and youth in home, school, community, and place of worship.

To raise the standards of home life.

To secure adequate laws for the care and protection of children and youth.

To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.

To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

What is PTA?

National PTA is the oldest and largest non-profit, all-volunteer child advocacy organization working exclusively on behalf of all children and youth. PTA was founded in 1897 to meet a profound challenge to better the lives of children and youth. Today PTA has almost 6 million members nationwide, with 300,000+ members in the State of Florida, including 23,000+ in Pinellas County. For over 100 years, PTA has continued to flourish because it has never lost sight of the goal to change the lives of children for the better.

PTA is noncommercial, nonsectarian and nonpartisan. PTA stands for Parent-Teacher Association, and PTSA stands for Parent-Teacher-Student Association, but they really stand for much more. They stand for common aims shared by millions of Americans to promote the welfare of children and youth in the home, school, community and place of worship.

PTA provides programs and resources that connect parents to schools, influencing millions of parents, past and present, to get involved in their children's education. PTA programs and resources enhance the school community by offering a forum for parents, teachers, administrators and community members to discuss education concerns and work together to help every child succeed. Parents who are knowledgeable about issues that affect schools, student achievement, children and their families can more effectively participate in the decision making process beyond the local school level. They are more equipped to participate in school district decisions and advocacy for children and youth in the community, as well as in the state Legislature and United States Congress, where school policies and legislation are ultimately determined.

Pinellas County Council PTA/PTSA

The Pinellas County Council PTA/PTSA (PCCPTA) is a group of local PTAs organized under the authority of the Florida Congress of Parents and Teachers (FPTA). Its purpose is to provide leadership, serve, assist and act as a resource for local PTAs.

The Pinellas County Council is affiliated with Florida PTA and National PTA, but we are self-governing. We have our own bylaws which have been approved by Florida PTA. The Council is directed by the same objects and basic policies as the National and Florida Congress of Parents and Teachers.

We develop our programs and define our projects to fit the needs of Pinellas County. The Council offers a wide range of training, resources and coordination of efforts for its member PTAs. Representatives of the Council are available to assist and provide individual support to our local units.

Local PTAs join the Council as self-governing organizations, paying dues as described in the Council and State Bylaws. The Pinellas County Council PTA/PTSA adds strength to local PTAs by enabling them to work more effectively in their schools and communities. Please join the Pinellas County Council PTA/PTSA as we work toward our goal for a better environment in which all children can grow and learn.



PTA and **PTSA** are registered service marks of the National PTA and may be used only by those in membership with the National PTA. Do not use hyphens, periods or small letters. When used as a plural noun, it should be **PTAs** or **PTSAs**. For information about the logo, see Marketing Tools in the *Running A PTA* section of www.pta.org.

PTA and Principals

The PTA is recognized by Pinellas County Schools as an Outside School Organization. See the Pinellas County Schools' Policy #9210 about PTA located in this Handbook.

What is the Mission of the PTA?

1. We support and speak on behalf of children and youth in schools, in the community and before governmental bodies and other organizations that make decisions affecting children (Legislative meetings with Pinellas delegation at home and in Tallahassee, parent representation at School Board meetings and on District committees as well as networking with other Pinellas organizations).
2. We assist parents in developing the skills they need to raise, protect and prepare their children (Parent training, newsletters, parenting resources, informational programs on FCAT prep, child safety, and homework help, etc.).
3. We encourage parent and public involvement in the public schools of this state (encourage home- school partnership, recruit volunteers and business partners, provide on-going support and training in parenting, parent involvement, etc.).
4. We enhance children's education by providing additional funds to augment the education of students (Reflections Arts Program, assistance for needy families, teacher and student incentives), but we do not directly fund education.

What is PTA not allowed to do?

1. We are not allowed to endorse candidates, religious organizations or commercial establishments.
2. We are not allowed to pay for Pinellas County School Board employee salaries.
3. We may not build buildings with PTA funds.
4. We do not purchase or lease copy machines. We may not enter into any lease or maintenance contract that extends beyond the PTAs fiscal year (July 1st to June 30). A present PTA Board may not commit a future Board to any contractual agreement.
5. We are not allowed to give Principals or any other individual a "discretionary fund." All finances must be in the budget, approved by the General Membership.

What is a Principal's responsibility to their PTA?

1. PTA wants every Principal to be a strong PTA advocate, and PTA wants to assist the principal in any way possible to promote student safety as well as higher student achievement.
2. The Principal is a member of the PTA Board, and has one vote on all issues. The principal or designee should attend every Board Meeting and General Meeting.
Principals may not appoint members to the PTA Board. It is the job of the Nominating Committee and the general membership to nominate and elect Officers (Executive Committee). The Executive Committee then appoints Committee Chairs and determines which Chairs will sit on the Executive Board.
3. The principal should receive a copy of the PTA's monthly bank statement.
4. At the beginning of the school year, the principal should receive the **six** documents (see Pinellas County Schools Policy) required for the School Board auditors. **A copy of the Final Bank Statement for the Fiscal Year showing the address of the school where the Bank Statement is sent and Proof of Insurance are also required.**
5. The Principal or designee must attend the PCCPTA Workshop Insurance Class yearly, to participate in the PCCPTA Blanket Liability Insurance Policy.
6. The Principal may not direct the budget or spending of the PTA (see number two).

You may download this form from www.pccpta.org

PTA Resources at Your Fingertips

The following information has been provided to assist in the location of important information and forms. **The local unit president's name and contact information must be sent to PCCPTA and Florida PTA after every annual election to receive resource materials.**

Where can I find ...

Bylaws - Florida PTA *Kit of Materials*. If you can't find your current bylaws, contact the PCCPTA VP of Leadership.

Financial Review Form - (see Financial Review Form on page 5) Refer to PCCPTA Website at www.pccpta.org, or call the PCCPTA Treasurer listed in this handbook.

Fund-Raising Regulations - Refer to *Dollars & Sense* in the Florida PTA *Kit of Materials* or *Money Matters* in the National PTA *Annual Resources for PTAs*.

IRS - NEVER IGNORE THE IRS. Contact the PCCPTA Treasurer listed in this handbook for guidance.

Kit of Materials - Available online beginning in July at www.floridapta.org

Membership Cards – Membership cards will be mailed from the Florida PTA office to local units beginning in July. On request, additional cards will be sent when dues are paid. For an extra order form, check your kit of materials or see the Florida PTA website. Remember to return all unused membership cards to the state office by March 31st.

National PTA - The Official Kit for Presidents will be mailed after registering for it at www.pta.org. You must have your National PTA local ID number to request it.

Nominating Committee - Refer to your PTA Bylaws: Article VI: Section 3.

Your National PTA Local ID Number - On National PTA address mailing labels & www.pta.org website. The ID number may also be found in the Membership card package.

Password and user name for www.pta.org can be found on the back of your PTA membership card and for www.floridapta.org, email info@floridapta.org.

State Sales Tax Information - Refer to *Dollars & Sense* in your *Florida Kit of Materials*.

Tax ID Number (EIN) - Florida PTA Office (1-800-373-5782). Also located on mailing label from kit of materials. **NEVER USE THE SCHOOL'S TAX ID NUMBER!**

Federal Taxes - 990-EZ/Schedule A and E postcard (990-N). Refer to the Florida PTA *Kit of Materials* or *Money Matters* in the National PTA *Annual Resources for PTAs*.

Treasurer's Resources - *Money Matters* from the National PTA and *Dollars and Sense* from the Florida PTA.

Financial Review

_____ PTA/PTSA

FISCAL YEAR _____ BANK _____

Beginning Treasurer's Book Balance as of 7/1/_____ A \$ _____

Total Income (Receipts) \$ _____

State & National Dues Collected (subtract) - \$ _____

Income used for reporting to IRS = B \$ _____

Total Disbursements \$ _____

State & National Dues paid (subtract) - \$ _____

Expenses used for reporting to IRS = C \$ _____

Ending Treasurer's Book Balance as of 6/30/_____ D \$ _____

(Line A plus B minus C should equal this amount).

This amount should equal Line D

Last Bank Statement Balance - Checks not cleared = Ending Treasurers Book Balance

+Deposits not cleared

\$ _____ (-/+) _____ = \$ _____ = D

List of checks not cleared attached

Check Treasurer's records for the following:

Yes No

- | | | |
|-------|-------|---|
| _____ | _____ | 1. All Checks have an invoice or receipt. |
| _____ | _____ | 2. All Receipts have a signed Reimbursement form. |
| _____ | _____ | 3. All Checks are recorded in a journal/spread sheet with an explanation. |
| _____ | _____ | 4. All Deposits are recorded in a journal/spread sheet with an explanation. |
| _____ | _____ | 5. All Deposits are made in a timely manner. |
| _____ | _____ | 6. All cancelled checks have the required 2 signatures. |
| _____ | _____ | 7. Bank Statements are mailed to the PTA/PTSA at the school address. |
| _____ | _____ | 8. The Bank Account is reconciled monthly with the Treasurer's Ledger. |

- 9. Monthly Treasurer Reports are done summarizing all receipts and disbursements.
- 10. All Bank statements for the Fiscal Year are available.
- 11. Expenses are reasonable and within the approved Budget.
- 12. A Copy of the Annual Report is attached (showing all Income/Expenses for the Fiscal Year).
- 13. The monthly bank statements must be reviewed and signed by someone who does not have authorization to sign checks.

Federal taxes for the fiscal year have been completed – 990N (E Postcard) or 990EZ with Schedules A & G
(Circle one)

Comments: _____

We have reviewed the Treasurer’s books of _____ PTA/PTSA from _____ to _____.
 Beginning with Check # _____ and ending with Check # _____.

- We feel the Books are in order.
- We feel the Books are in order, except for the comments listed above.
- We feel the Books are incorrect.

Reviewed By: _____

 _____ Date: _____

Review must be signed.
 The completed Review form must be attached to your PTA/PTSA Insurance Application. The Review, Proposed Budget and Annual Report must be approved by the General Membership yearly. Copies of the Review, Budget, Annual Report and all Monthly Treasurer’s Reports must be given to the President, Secretary, and Principal.

PTA/PTSA Insurance Eligibility Requirements

1. Dues to the Florida PTA must be current.
2. PTA Bylaws must be current and approved by Florida PTA.
3. County membership dues to PCCPTA must be paid for the year for which coverage is requested.
4. The PTA/PTSA unit must be a functioning unit with duly elected officers.
5. Only activities which are consistent with Pinellas School Board Policy shall be covered.
6. The following items must be submitted with the insurance application.
 - a. Copy of minutes from the meeting when the officers were elected.
 - b. Copy of the approved front page of the PTA/PTSA unit Bylaws.
 - c. * **Copy of the 2010-11 Financial Review** which was completed at the end of the fiscal year, June 30th. The PTA/PTSA must conduct an annual review of the books by a Financial Review Committee or qualified accountant.
7. Unit officers must participate in Leadership training.
8. An officer of the PTA/PTSA must attend the Insurance class at the annual PCCPTA Fall Workshop.
9. Units must be represented at a minimum of two **(2) PCCPTA General Meetings** during the year, in addition to the Workshop.
10. **Units must attend a minimum of one PCCPTA sanctioned Advocacy training, program or event and provide proof of attendance.**
11. Principal and/or designee must attend the Insurance class at the annual PCCPTA Fall Workshop.
12. 2010 taxes have been completed with either 990N or 990EZ with Schedule A and G.
13. * **All checks must have 2 signatures.**
14. * **The monthly bank statements must be reviewed and signed by someone who does not have authorization to sign checks.**
15. * **PTAs may not use bank credit/debit cards because there is no way to provide two signatures.**

*** PER AIM INSURANCE COMPANY - COVERAGE IS VOIDED IF THESE REQUIREMENTS ARE NOT FOLLOWED!**

Insurance Policy Summary

TYPE OF POLICY

COVERAGE LIMITS

Property	\$	10,000.00 per occurrence
Commercial General Liability	\$	1,000,000.00 per occurrence
	\$	2,000,000.00 annual aggregate
Crime/Blanket Bonding	\$	10,000.00 per occurrence
Officer Liability	\$	1,000,000.00 annual aggregate
	\$	1,000,000.00 per occurrence

Property Insurance deductible - \$250.00
 Liability Insurance deductible - \$0.00
 Crime Insurance deductible - \$250.00
 Officer Liability deductible - \$1500.00

It is not the practice of PCCPTA to make copies of the Insurance Policy for distribution to local units. The policy will be made available upon request, for review by unit representatives. **(A Certificate of Insurance will be sent to your PTA/PTSA.)** In the interim, your copy of the approved application shall be used for proof of insurance.

Those PTA/PTSAs covered under the PCCPTA policy also benefit from the Pinellas County Schools Blanket-Lease agreement for the use of school facilities for meetings and activities, following School Board Policy.

If a claim needs to be filed, contact the Insurance Chair, Charles Derexson, 510-7683 – chasder@tampabay.rr.com.

'Open Board' Meetings The Brown Act and PTA

Dixie Leigh Baird

The Brown Act requires *public bodies* such as school boards, city councils or board of supervisors to hold open board meetings. PTA is a private non-profit, membership association and, as such, the Brown Act *does not* place the same restriction on a PTA executive board/committee. However, as a membership association, restrictions are placed on a committee's structure...those who make up the committee must be members of the association.

According to Robert's Rules of Order, Newly Revised, the official parliamentary authority of PTA, only committee members and those who the bylaws authorize as ex officio members may attend committee meetings. Neither Robert's Rules of Order nor PTA recognizes 'open board' meetings.

Each committee has a definite purpose and is at all times subject to the control and direction of the association. The executive committee/board is a representative group of the unit, small enough to handle certain details of business. (Composition is specified in bylaws). It gives continuity to the work of the association between meetings. The authority of the committee is limited to transacting the business assigned to it in the bylaws or referred to it by the association. Any action taken must be *reported to or recommended by* the association for action.

A board meeting is the business of the board members only. Guests may be invited to PTA board or committee meetings to bring special information, but they do not participate as voting members of the group. Generally, they leave the meeting after providing the information.

A 'courtesy seat' may be granted by general consent or by vote of the committee members to special guests such as past presidents or representatives of other organizations or agencies, giving them permission to attend that particular meeting only. Those granted a courtesy seat may speak with permission of the chair; however, they do *not* have the privilege of making motions, debating or voting.

Don't lose the privacy needed by board members to speak freely when nitty-gritty details or confidential matters must be discussed by inviting those who are not members of the board to attend meetings. If an individual is interested enough in the proceedings to attend a committee meeting of which he or she is not a member, shouldn't the board consider appointing that individual to a chairmanship that would enable him or her to be actively involved?

Local PTA/PTSA Unit Information Checklist

School Name: _____ Phone Number: _____

Mailing Address: _____

Fax Number: _____ Website Address: _____

Checklist For Your Records

_____ Bylaws updated and adopted Year: _____

_____ Books reviewed Date: _____

_____ EIN Number: _____

_____ National PTA Unit ID: _____

_____ State Form sent with Election Results

(http://www.floridapta.org/document/New_and_Returning_Officers_Form.pdf)

_____ County Council Form for Election Results completed online (www.pccpta.org)

_____ Submit list of 6 voting delegates to County Council along with county membership dues as required.

_____ Complete requirements of Pinellas County Schools Policy 9210

_____ Send contact information for your legislative/advocacy chair to the PCCPTA VP of Advocacy.

_____ List of check signers, two signatures on all checks

_____ Budget adopted Date: _____

_____ Attended PCCPTA Workshop and Florida Leadership/Convention at Innisbrook

_____ Insurance Class attended and insurance requirements met by deadline

_____ Received Reflections information (www.ptareflections.org/) and plan your timeline

_____ Copies of Minutes (monthly Board and General Meetings), Treasurer's Reports

_____ Membership dues sent to FPTA monthly. Date unused cards returned: _____

_____ Attend monthly PCCPTA General Meetings Dates: _____

_____ Attend one (1) PCCPTA sanctioned Advocacy Training or Event. Date: _____

_____ Review Nominating Committee information. Date of Nom. Comm. Election _____

_____ Submit applications for awards from County Council and State PTA.

Deadline dates: County _____ State _____

_____ Election of coming year's officers Date: _____

_____ PCCPTA Celebration of Success Date: _____

National PTA Reflections Program

In its more than 40-year history, the Reflections program has encouraged millions of students across the nation and in American schools overseas to explore their artistic talents. The program offers students the opportunity to create works of art for fun and recognition. Each year, the National PTA Reflections Program challenges students to create art inspired by a specific theme. The 2011-2012 theme is "Diversity Means..." Students enter the Reflections Program through their local PTA/PTSA. Any PTA/PTSA in good standing is eligible to sponsor a Reflections Program.

Students in preschool through grade 12 are encouraged to submit works of art in six arts areas:

Dance Choreography
Film Production
Literature

Musical Composition
Photography
Visual Arts

Students may take photographs; make videos; create paintings, drawings, and prints; write songs, sonnets, poems, plays, and short stories; choreograph a dance; or compose a symphony.

Students should enter the Reflections Program in the appropriate division for their grade. The divisions are as follows:

Primary	Preschool to Grade 2
Intermediate	Grades 3 through 5
Middle/Junior	Grades 6 through 8
Senior	Grades 9 through 12

Students must adhere to the General Student Participation Rules as well as the rules for their specific arts area. The General Student Participation Rules can be found at www.ptareflections.org/cs/general_student_rules

Top entries from each school are submitted to the Pinellas County Council PTA/PTSA for judging at the County level. **The Pinellas County Council PTA/PTSA recognizes all entries.** Winning entries at the County level are forwarded for judging by Florida PTA, and those winners are then forwarded to National PTA for judging.

2011-2012 Reflections Program Theme: "Diversity Means. . .

Now is the time to start planning your Reflections program. The deadline for submittal of winning entries to Pinellas County Council PTA/PTSA will be December 9, 2011. Additional information can be found in your *Kit of Materials* and on the PCCPTA website, www.pccpta.org. If you have further questions about the reflections program, please contact Debi Klein, PCCPTA Reflections Chair at debi_klein@hotmail.com or by phone at 727-687-9217.

Any local unit wishing to participate in the Reflections Program MUST have paid some dues to the State office by December 15, 2011 and Bylaws must be current through March 31, 2012.

Procedure Books

A procedure book is a very useful tool for a PTA/PTSA officer or chairman. It is designed to hold those materials considered important to the work of a particular office or committee. All officers and chairmen of PCCPTA and local PTA/PTSA units should keep procedure books. Such books, passed on to succeeding officers and chairmen, are most helpful in ensuring an ongoing and successful PTA / PTSA. Books may also be kept in electronic form on a flash drive.

If you do not receive a procedure book from your predecessor, now is the time to start one for the position you are performing. Any loose-leaf binder makes a serviceable and convenient cover to which pages can be easily added. The entries made in procedure books vary with the type of group and the year's activities, but materials need not be limited to PTA work.

What do you put in your Procedure book?

- Your name, address, telephone number.
- The name of the organization, office held, and period served.
- Your Plan of Work and calendar. (The 'Plan of Work' form can be downloaded from www.pccpta.org)
- Information from State and National PTA pertaining to your position.
- Directory of board members, faculty, committee and other contacts.
- Job description, Association bylaws, policies and procedures, current budget, newsletters and Florida PTA E-News, and meeting minutes.
- All correspondence pertaining to your office or chairmanship.
- Copy of any reports sent to County Council, State or National offices. Notes from workshops, conferences and conventions you have attended.
- *Florida PTA E-Newsletter* and *Pinellas PTA Courier*.
- Any other resource material you have found to be helpful.
- Evaluation of the year's work with specific suggestions for improvement.
- Electronic files pertaining to the office.

Local Unit PTA/PTSA Yearly Agenda

June- July

1. Books must be reviewed after June 30 and prior to being passed to incoming treasurer.
2. Establish check signers for the year (At least three people).
3. Bylaws must be current through March 31, 2012 prior to County turn-in deadline to participate in Reflections Program and awards.
4. Meet to plan programs and fundraisers for the coming year.
5. Prepare a budget to be approved at your first General Meeting of the year.
6. Attend State Leadership Convention at Innisbrook.
8. Plan to attend at least one PCCPTA sanctioned Advocacy training or event - you MUST attend 1 for insurance.
9. Sign up for the PCCPTA Fall Workshop held in September. Registration forms are on www.pccpta.org.

August

1. Plan a meeting with the principal to discuss the year ahead. Set an agenda.
2. Establish your PTA goals for the year – Advocacy, NOT fundraising! Plan of Work Template is on our website, www.pccpta.org
3. Have each Board member establish a procedure book for the year.
4. Attend bi-annual School Board Candidates' Forum if scheduled.

September

1. Have a delegate attend the First General PCCPTA meeting - you MUST attend two for Insurance.
2. Remember the PCCPTA General Meetings are the third Thursday of the month.
3. Attend the PCCPTA Fall Workshop - The Insurance Class is mandatory.
4. Update bylaws if not current through March 31, 2012 to participate in Reflections program and awards.
5. Approve Budget and Bylaws (if updated) at your General Meeting.
6. Have a membership drive to increase membership.
7. Register for "International Walk to School Day."
8. Plan a health or safety program.
9. Register to receive Florida PTA and National PTA legislative alerts via their websites
10. Plan to invite the PCCPTA Board to your programs.
11. Submit voting delegates list and pay Council dues to PCCPTA.
12. Submit completed Insurance packet with payment.
13. Begin planning your Reflections Program.
14. Send any collected dues to Florida PTA and apply for awards. (Send dues in monthly.)

Local Unit PTA/PTSA Yearly Agenda (Continued)

October

1. Attend PCCPTA Meet Your Legislator Events.
2. Get involved legislatively. Send the name of your legislative chair to the PCCPTA VP of Advocacy
3. If you are a strong PTA, “adopt” a struggling PTA and apply for that award.
4. Set up a website if you do not have one and link it to www.pccpta.org.
5. Start a PTA Newsletter, or at least a column in your school newsletter.
6. Have a delegate attend the PCCPTA general meeting – third Thursday of the month.
7. Send any collected dues to Florida PTA and apply for awards.

November

1. Have a delegate attend the PCCPTA general meeting – third Thursday of the month.
2. Carry out your Reflections program to select winners.
3. Possibly plan a holiday luncheon as a thank you for the staff.
4. Attend Legislative Meetings with your Senator or Representative.
5. Send any collected dues to Florida PTA and apply for awards. (Send dues in monthly.)

December

1. No PCCPTA General Meeting - Happy Holidays!
2. Some dues MUST be paid to the State office by December 15 for participation in the Reflections Program (Dues should be paid monthly).
3. Look at the need to amend your budget - present this in January to your General membership for their approval.
4. Submit an article to the PCCPTA Newsletter with your news and event information (Articles are due the second Thursday of the month).
5. Reflections entries due to PCCPTA, with judging and reception to follow.
6. Send any collected dues to Florida PTA and apply for awards.

January

1. PCCPTA General Meeting - January speaker is usually the Superintendent of Schools.
2. Elect your Nominating Committee for the next year’s board. Check bylaws for the makeup of the Nominating Committee.
3. Attend the Florida PTA Legislative Days in Tallahassee week of January 16-21.
4. Plan which PCCPTA awards you will apply for and send in applications as soon as possible after your qualifying event or program.
5. Plan Founders Day Program to have during Take Your Family to School Week (Feb. 13-19).
6. Send any collected dues to Florida PTA and apply for awards.

Local Unit PTA/PTSA Yearly Agenda (Continued)

February

1. Nominating Committee should be meeting to select the Slate of Officers.
2. Invite another school to partner with you for a program. (You MUST have three programs for every fundraiser per IRS guidelines!).
3. Assess yearly goals and see if you have achieved them.
4. Check status of attendance at PCCPTA meetings in Pinellas PTA Courier.
5. Send any collected dues to Florida PTA and apply for awards.

March

1. Make sure a delegate of your PTA has attended two PCCPTA General Meetings and one PTA sanctioned Advocacy training event.
2. Pay ALL dues (\$3.50 per member) and return unused cards to State by March 31.
3. Plan to attend National Convention in June.
4. Apply for awards.

April

1. PCCPTA General Meeting – Election of Officers.
2. PCCPTA Awards deadline – be sure to send your applications in on time.
3. Send any collected dues to Florida PTA and apply for awards.
4. Plan to attend State PTA Leadership Convention in July.

May

1. Attend the PCCPTA Celebration of Success and Installation of Officers.
2. Have your election and install your new officers. PCCPTA is glad to come and assist you.
3. Make sure you appropriately thank your PTA Board, Administration and staff.
4. Have the new Executive Committee meet to establish Board positions and PLAN for next year!
5. Submit Election Results online at www.pccpta.org. Also, send Florida PTA their form which is available online at www.floridapta.org. Sign Up to receive National PTA “Kit of Materials”.
6. Sign up for the State Leadership Convention at Innisbrook in July. The registration forms are in the pre-conference mail-out sent to PTA Presidents or on the Florida PTA website.

Frequently Asked Questions

BYLAWS

1. How often do the bylaws need to be reviewed? *Every 3 Years*
2. How do I know if the bylaws need to be reviewed? *Check the date in the upper right hand corner.*
3. Where do I send the updated bylaws? *To the State PTA Office in Orlando*
4. Do I need to change my bylaws if the last General meeting is May not June as previously stated? *Yes*
5. Can the terms of officers be amended from 2 to 3 years? *Yes, by amending the Bylaws.*
6. How do I amend the Bylaws? *After approval of the Executive Board, present the proposed changes to Bylaws at one general meeting and vote on them at the next general meeting, with at least 30 days in between.*
7. Who should have a copy of bylaws? *Every Board member and the Principal*

PTA BOARD

1. What Board members need to be nominated and voted on? *This is called the Executive Committee, and consists of the President, VPs, Secretary and the Treasurer. All others do not need to be voted on, only approved by the Executive Committee. All Board members (the Executive Committee, your Principal, and chairs that were asked to be on the Board) collectively make up the Executive Board.*
2. Can a School Board Employee sit on the PTA Board? *Yes*
3. Can a School Board Employee be a check signer? *Yes, as long as they are NOT a signer on the school's checkbook. (i.e. Principal or bookkeeper)*
4. Can a student sit on a PTSA Board. *Yes, in fact this is in the bylaws.*
5. Are Board meetings open to the public? *NO. According to the Brown Act, Boards are not governed by the Sunshine Law, and are therefore closed meetings. General meetings are open to everyone, but only PTA members may vote.*
6. Does the Principal sit on the Board? *Yes, but that person has only one vote.*
7. Can a Board change its make-up from year to year? *Yes, as agreed to by the new Executive Committee. In fact we are suggesting that EVERY Board have a Health and Safety Chair and Advocacy or Legislative Chair.*

BUDGETS AND FUNDS

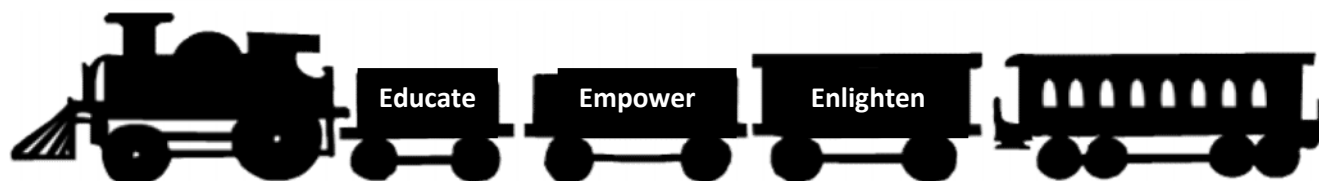
1. Can a PTA function without a budget? *NO*
2. When is the budget approved? *Usually at the first General Meeting of the year.*
3. Can the previous year's Board tell the next year's Board how to spend the money? *No. The budget needs to be approved every year.*
4. Can the budget be amended? *Yes, by a two-thirds vote (with previous notice, a majority vote) at a General Meeting.*
5. Can PTAs use vendors to assist with fundraising? *Yes, but PLEASE use vendors who are approved by Pinellas County Schools. Check with PCS Risk Management for approved vendors.*
7. How many programs should be done for every fundraiser? *3*
8. What should be done if it is suspected that funds are missing? *Call the Pinellas County Council PTA/PTSA Treasurer IMMEDIATELY, and advice will be given as to how to proceed.*

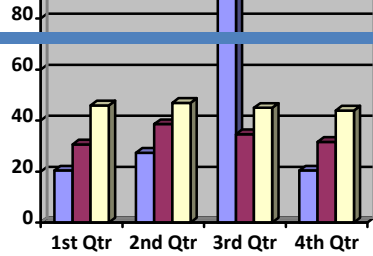
Frequently Asked Questions (Continued)

BASIC INFORMATION

1. How does one conduct and keep control of a meeting? *Have an agenda (possibly a timed agenda), require written reports, follow Roberts Rules of Order, possibly have a parliamentarian to assist with proper procedure, and refer to the President's Kit of Materials on How to Chair a Meeting.*
 2. Who decides what your PTA does? (Fundraisers, programs, activities) *This is up to the Board and Committee Chairs, but polling the membership is a good idea.*
 3. When does the newly elected Board take over? *At the end of the school year; however, the Treasurer does not take over the books until they are closed and reviewed.*
 4. When should the new board start work for the next year? *In the summer, right after the election. Planning is the key to a successful year.*
 5. How does a PTA get volunteers? *ASK! Try calling members, and have a "Call Me Once List", which allows you to call the person once in a year. Give them something specific to do. Once they get involved, they will enjoy it.*
 6. How does a PTA get members? *ASK! Send membership forms home the first day of school and in newsletters. Sign-up members at orientations, school events and Back to School nights. Send letters and forms to faculty and community partners. See President's Kit of Materials for more ideas.*
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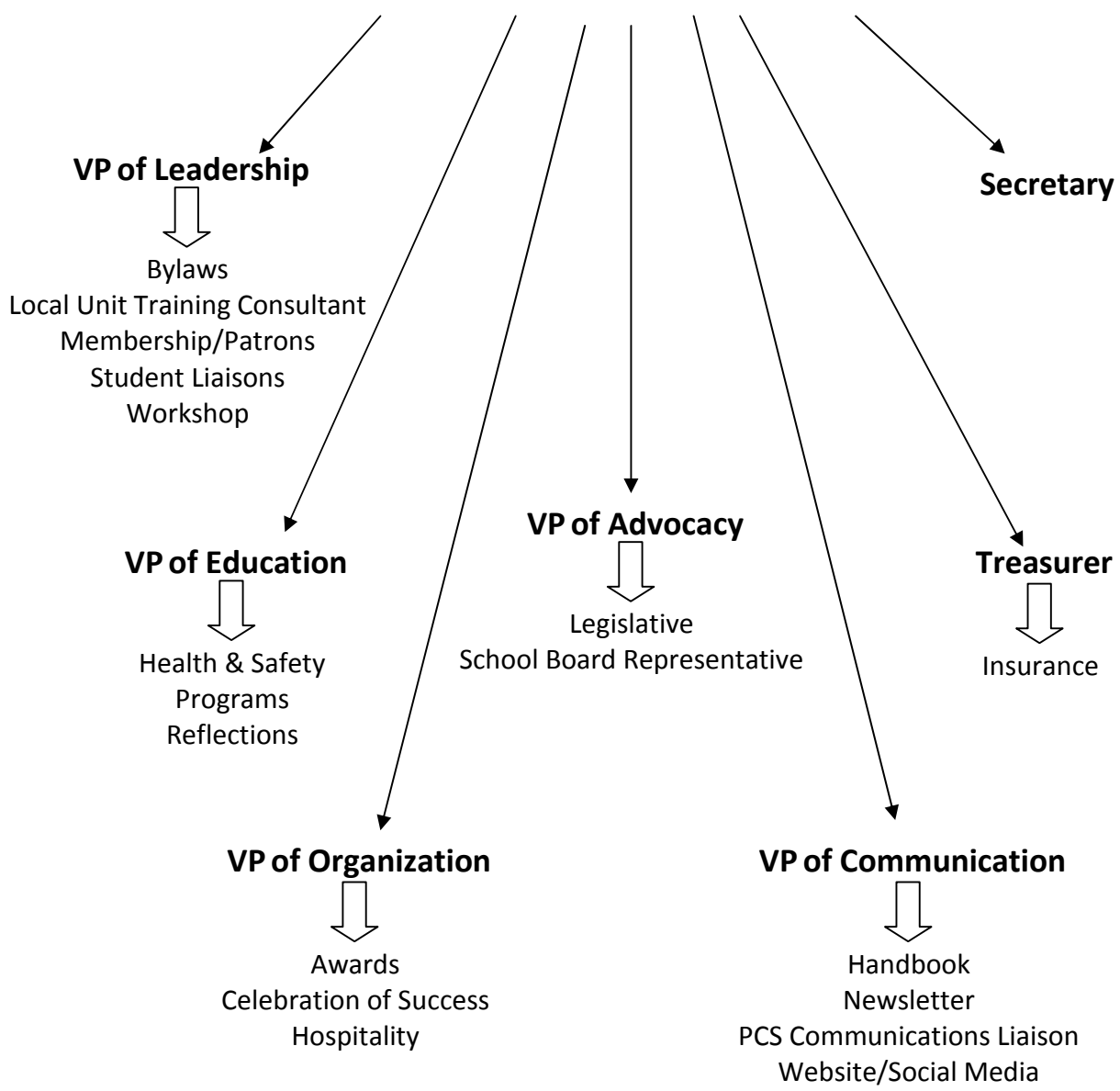
Climb Aboard the
PTA Express!





Las County Council PTA/PTSA Organizational Chart

County Council President



Leadership (training and operation of local units);
Education (providing programs and services to our membership);
Organization (organizing activities necessary for the function of the council);
Advocacy (speaking on behalf of children and families)
Communication (informing members and the community about the mission, purpose, programs and activities of the PCCPTA)

Pinellas County Council PTA/PTSA 2011-2012 Executive Board

President

Maria Kinzer
727-545-2930
pccptapresident@yahoo.com

Vice President of Organization

Debbie Stotts
(please use email)
pccptaorganization@yahoo.com

Vice President of Leadership

Mary Bartholf
727-542-3836
marypta@gmail.com

Treasurer

Cassandra Riddick
727-278-7078
mommy2littleboys@yahoo.com

Vice President of Advocacy

Judy Owen
727-644-5704
judyowen_2000@yahoo.com

Secretary

Suhailly Morales
727-459-4483
suhailly_morales@yahoo.com

Vice President of Education

Michelle Alfred
727-584-8180
malfred@tampabay.rr.com

FPTA Board Member/PCCPTA Legislative Chair

Charles Derexson
727-510-7683
chasder@tampabay.rr.com

Vice President of Communication

Linda Kearschner
727-669-7979
lk-pta@tampabay.rr.com

FPTA Board Member

Karen Gardner
727-726-5404
gardnerka@verizon.net

PCCPTA Student Liaisons

Megan Bartholf
Stefanie Caros
Ashley Stotts
pccpta.students@gmail.com

Pinellas County Council PTA/PTSA Vice Presidents/Committees

Vice President of Leadership, *Mary Bartholf*

The Vice President of Leadership is responsible for the coordination of the PCCPTA Fall Workshop, Florida PTA Leadership Conference, coordinating Pinellas County Council visits to local PTAs and the activities of these standing committees:

Membership/Patrons

Jessica Summers

727-804-0317

pjlsummers@msn.com

Local Unit Training Consultant

Carol Conaway

727-430-3707

carolconaway@verizon.net

Student Liaisons

Megan Bartholf

Stefanie Caros

Ashley Stotts

pccpta.students@gmail.com

Vice President of Advocacy, *Judy Owen*

The Vice President of Advocacy is responsible for speaking on behalf of children and families and coordinates the activities of these standing committees:

Legislative

Charles Derexson

727-510-7683

chasder@tampabay.rr.com

School Board Representative

Cindy Ehrenzeller

727-799-0840

dehrenzeller@tampabay.rr.com

Pinellas County Council PTA/PTSA

Vice Presidents/Committees (continued)

Vice President of Education, *Michelle Alfred*

The Vice President of Education is responsible for the coordination of services and information to our membership and coordinates the activities of these standing committees:

Health & Safety

Jill Jackson
727-773-8508
jjacks2001@yahoo.com

Programs

Debbie Sawa-Szostak
727-595-9546
debbiesspta@gmail.com

Reflections

Debi Klein
727-687-9217
debi_klein@hotmail.com

Vice President of Communication, *Linda Kearschner*

The Vice President of Communications coordinates the activities of these standing committees:

Handbook

Marsha O'Brien
727-323-0859
mzobrien@gmail.com

PCS Communications Liaison

Sharon McNeal
727-348-5369
mcneals@pcsb.org

Newsletter

Paula Keyser
727-415-7339
paulakpta@gmail.com

Website/Social Media

Bonnie Choate
727-804-8304
bonniepta@gmail.com

Pinellas County Council PTA/PTSA Vice Presidents/Committees (continued)

Vice President of Organization, *Debbie Stotts*

The Vice President of Organization is responsible for organizing activities necessary for the function of the Pinellas County Council and coordinates the activities of these standing committees:

Awards

Gina Wilson

727-504-0954

ptaawardschairperson@yahoo.com

Celebration of Success

Audrey Goginsky

727-543-3344

audreygo@tampabay.rr.com

Hospitality

Dottie Russell

727-742-4800

Russells.2@verizon.net

Treasurer, *Cassandra Riddick*

The Treasurer coordinates the activities of this standing committee:

Insurance

Charles Derexson

727-510-7683

chasder@tampabay.rr.com

Pinellas County Council PTA/PTSA Committees/Chairs Job Descriptions

Audit of Financial Records - Meet to review and audit the books after the closing of the fiscal year on June 30th. The Executive Board will appoint an auditor or an audit Committee according to the Bylaws.

Audit for Minutes - Meet to review and audit the last set of PCCPTA General Meeting minutes for the closing year. The committee shall consist of at least three (3) people.

Awards - Coordinate awards given by PCCPTA.

Budget - Prepare PCCPTA proposed and revised budget and may recommend changes as indicated by changing circumstances.

Bylaws - Evaluate and recommend Council Bylaws revisions at least every three years. Responsibilities include notifying and assisting local units with Bylaws review.

Celebration of Success - Select site, date, menu and ticket cost upon approval of the Executive Board. Coordinate ticket sales, decorations and entertainment. Send out invitations to special guests. Committee shall consist of at least one (1) board member.

Handbook - Responsible for compiling the Handbook and revising it for distribution before the start of the school year. Advise Council membership of Handbook changes.

Health and Safety - Attend the SHAC Meetings as the representative or get another person to attend. Recruit healthcare professionals for advice and representatives for committees. Attend the Safe Kids Coalition Meetings and Bicycle/Pedestrian/Wheeled Safety Committee Meetings or get a representative to attend. Work closely and collaboratively with Safe Kids Coalition on International Walk to School Day events. Act as chair for the PCCPTA Annual Health & Safety Fair. Prepare articles for the newsletter and function as a resource for local units regarding health and safety programs. Assist in promoting service learning projects aimed at awareness of the health, safety and welfare of children.

Hospitality - Coordinate refreshments for Council functions. Promote a welcoming and comfortable experience, particularly for new guests and attendees. All board members should feel the responsibility to meet people and make them feel welcome. Will serve on the PTA Workshop Committee. Coordinate hospitality reception as requested for Pinellas County delegates at the Florida PTA Leadership Convention.

Insurance - Maintain accurate insurance records and provide forms for each local unit. Serve as our contact with the insurance company. Notify local units of premium due dates in a timely manner. Work with administration regarding Council coverage. Provide list of insured PTAs/PTSAs/OSOs to Pinellas County School Auditing, Real Property and Risk Management departments. Coordinate Insurance class at the PCCPTA Fall Workshop.

Legislative* - Provide PCCPTA with information about pending legislation involving education or child and youth welfare, urging action upon such proposed legislation when indicated. Promote and encourage local units to attend the Florida Legislative Days in Tallahassee, schedule appointments with

Pinellas County Council PTA/PTSA

Committees/Chairs Job Descriptions (continued)

Legislators, and lead the Pinellas delegation at the event. Coordinate the annual legislative program in partnership with Pinellas County Schools. Promote local unit development of legislative program/committee. In an election year, work with the School Board Representative to coordinate a School Board Candidate Forum. Assist in promoting voter registration and participation in the electoral process.

Membership/Patrons - Provide a current voting delegate roster, voting delegate cards and proof of attendance cards for each meeting. Maintain an accurate record of Council attendance. Assist local unit membership chairs in promoting unit and Council membership. Cultivates PCCPTA Patrons.

Newsletter - Prepare and distribute County Council newsletter. Encourage administrators and Board of Education members to contribute articles to the Council newsletters. Encourage local units to submit news items. Distribution electronically to include: Local Unit presidents, treasurers, and principals; Council officers and chairs; School Board members; Superintendent; Deputy Superintendents; Region Superintendents; patrons; FPTA President; FPTA Region Representative; PCTA; and others as directed by the board. We encourage Presidents to distribute news in weekly updates to members.

Nominations - Submit slate of County Council officers for election at the annual meeting. Committee members are eligible for nomination but may not be present for discussion of their nomination. Committee members should, as much as possible, represent all areas of the county. No two members may represent the same school. Committee members elected as per County Council Bylaws.

Outreach Chair - Reach out to local units with large ESOL populations. Work with PTA boards and school Community Involvement Liaisons to identify parent resources and provide information. Act as a resource point for all schools needing direction on providing information to ESOL families.

Parliamentarian - Provide information for proper use of Parliamentary procedure and Bylaws at request of President. In the absence of a Parliamentarian, the Secretary or VP of Leadership shall fulfill this role.

Resolutions - Educate local units on the content of the annual proposed FPTA Resolution and official state and national PTA positions. Promote representation of local units at annual FPTA Convention and lead the Pinellas delegation at that event. Assist the Council in the preparation, promotion and presentation of any board directed proposed resolution items at convention

Programs - Responsible for the inspirational message and Pledge of Allegiance at each Council function. Coordinate programs for PCCPTA meetings as directed by the Board. Provide information regarding program and presenter for the newsletter. Maintain an up-to-date list of program materials and ideas and function as a resource for local unit PTAs. Coordinate outreach of PTA programs to local unit PTAs as requested. Assist in promoting service learning projects. Write articles for PCCPTA newsletter as needed or requested.

Pinellas County Council PTA/PTSA

Committees/Chairs Job Descriptions (continued)

PCS Communications Liaison - Plan press releases for all events, and then assist in publicizing PCCPTA events. Establish contacts with area print and broadcast media. Write articles for the Newsletter and website as needed. Assist in publicizing any State or National PTA programs or campaigns.

Reflections - Encourage participation of local units in the National PTA Reflections Program. Coordinate all PCCPTA events regarding the Reflections Program. Write newsletter articles as necessary and provide monthly reminders of important Reflections timeline dates. Coordinate PCCPTA Reflections program Reception and recognition of winners. Submit PCCPTA county winners list for publication in end of year newsletter. Ensure that all participating units and student participants are appropriately recognized and that all artwork, certificates, medals, etc. are returned to local unit PTAs as soon as possible for distribution back to the students.

Scholarships - Provide information to local units about scholarships available through PCCPTA as directed by the board.

School Board Representative - Responsible for representation of PCCPTA at all Pinellas County School Board Meetings and, when feasible, School Board Workshops. Report to the School Board on behalf of the Council as directed. Provide reports of each School Board meeting to the Board and ensure members are kept informed of priority school board issues.

Social Media - Will coordinate PCCPTA's social media activities such as blogging, web community development, social bookmarking, commenting, etc. to including management of the Council's Facebook page and other new media.

Student Liaison* - Provide student perspective on a variety of issues. Work collaboratively with board members and committee chairs to ensure that student PTSA members are able to understand the issues and voice their opinions. Encourage local unit PTSAs to have student board members, as well as a student voting delegate to county council. Promote Florida PTA Scholarship Program. Act as student ambassador for PCCPTA at Council events.

Voting Delegates - When attending a county, state or local function as a representative of the Council, delegates are required to attend the general meetings, workshops and functions scheduled for that event. Delegates will be chosen as representatives with due consideration as the budget allows.

Website - Design and maintain PCCPTA website and coordinate data as directed by the Board.

*** Member of the PCCPTA Executive Board.**

Pinellas County Council PTA/PTSA Representatives to Committees

These people represent PCCPTA and its membership to committees of Pinellas County Schools. They share the PCCPTA point of view when sitting on these committees. These representatives should be contacted whenever you have questions or need information about the committees that are listed below:

Calendar Committee

Charles Derexson

727-541-4440 or 727-510-7683

chasder@tampabay.rr.com

Pupil Assignment Appeals Committee

Debbie Sawa-Szostak

727-595-9546

debbiesspta@gmail.com

Charles Derexson

541-4440 or 510-7683

chasder@tampabay.rr.com

District Monitoring Advisory Committee (DMAC)

Gina Wilson

727-504-0954

ptaawardschair@yahoo.com

Bonnie Choate

727-804-8304

bonniepta@gmail.com

Family Life Education Committee

Carol Conaway

727-397-3707

carolconaway@verizon.net

Independent Citizens Referendum

Oversight Committee (IROC)

Linda Kearschner

727-669-7979

lk-pta@tampabay.rr.com

PCS Strategic Planning Committee

Linda Kearschner

727-669-7979

lk-pta@tampabay.rr.com

Code of Conduct

Karen Gardner

Pony #1 – Safety Harbor El

727-726-5404

gardnerka@verizon.net

School Health Advisory Committee

Jill Jackson

727-773-8508

jjacks2001@yahoo.com

School Transportation & Enhanced Pedestrian Safety Committee (STEPS)

Michelle Alfred

727-584-8180

malfred@tampabay.rr.com

Senior Review Committee

Debbie Sawa-Szostak

727-595-9546

debbiesspta@gmail.com

Superintendent's Advisory Committee

Linda Kearschner

727-669-7979

lk-pta@tampabay.rr.com

Virtual Schools

Amy Shafran

727-773-1325

ashafran@gmail.com

Pinellas County Council PTA/PTSA Representatives to Other Organizations

These people represent PCCPTA and its membership to organizations in our community. They share the PCCPTA point of view when sitting on these committees. These representatives should be contacted whenever you have questions or need information about the committees that are listed below:

Arts for a Complete Education (ACE)

Audrey Goginsky

727-545-2133

audreygo@tampabay.rr.com

Children's Movement of Florida

(MILK Party)

Linda Kearschner

727-669-7979

lk-pta@tampabay.rr.com

Community Relations & Events Committee for the Pinellas Education Foundation

Judy Owen

727-644-5704

judyowen_2000@yahoo.com

Grant Committee for the Pinellas Education Foundation

Michelle Alfred

727-584-8180

malfred@tampabay.rr.com

Juvenile Welfare Board Committee

Carol Conaway

727-397-3707

carolconaway@verizon.net

Pinellas Education Advocacy Coalition (PEAC)

To be announced

Ready For Life

Linda Kearschner

727-669-7979

lk-pta@tampabay.rr.com

SAFE KIDS Coalition

Jill Jackson

727-773-8508

jjacks2001@yahoo.com

Suncoast Voices for Children

Carol Conaway

727-397-3707

carolconaway@verizon.net

**Pinellas County Council PTA/PTSA
may send representatives to the following
committees if needed:**

- Educational Community Partnership Committee Elementary**
- Reading & Language Arts Core Committee Elementary**
- Curriculum Committee**
- Emergency Management & Crisis Response Advisory Committee**
- Professional Development Advisory Committee**
- Response to Intervention (RtI) Leadership Team**
- Character Education Committee**

THIS IS PTA.®

This is **NO ORDINARY** parent group, this **PTA®** of ours. This is a national movement to represent all **CHILDREN**. This is millions of members speaking with one voice for children, **EDUCATION**, and families. This is how the school **COMMUNITY** comes together before school, in school, after school with programs to help every **SCHOOL** partner with **FAMILIES**, to help every child achieve their **POTENTIAL**. This is school spirit. This is an **EXTRAORDINARY** group of moms, dads, teachers, principals, aunts, uncles, grandparents, caregivers, businesspeople, advocates. **THIS IS ALL OF THE ABOVE, ALL AT THE SAME TIME. THIS IS PTA.®**

For more information on how you can join your school's PTA or to learn about becoming a community sponsor please contact:

The Pinellas County Council of Parent Teacher Associations / Parent Teacher Student Associations at pccpta@gmail.com

NOT YOUR MOMMA'S

PTA

everychild.onevoice.®

ASK US



 Find us on Facebook

PCCPTA.ORG

Pinellas County Council PTA/PTSA Advocacy Partnerships

In addition to these partnerships the PCCPTA Board has been asked to provide a representative for many Pinellas County School committees. Providing a voice for children as we advocate on these committees is a privilege.

All Children's Hospital / Florida Suncoast Safe Kids Coalition - The goal of the Florida Suncoast Safe Kids Coalition, sponsored by All Children's Hospital, is to fight the unintentional injury of children. Unintentional injury remains the leading cause of death among children in the United States. The Coalition addresses the greatest injury risk areas for children 0 - 14 years: motor vehicle injury, bicycle and pedestrian injury, drowning, and other injuries in the home, school and community. Each year, PCCPTA partners with Safe Kids for International Walk-to-School Day.
www.allkids.org/body.cfm?id=259

All Pro Dad/iMom- This national program was started in the Tampa Bay area by Coach Tony Dungy. PCCPTA first partnered with Brian Davis the Area Director five years ago. Since then, countless All Pro Dads groups have been started in Pinellas and there is now a partnership with the National PTA and All Pro Dad. iMom is a refreshing, inviting space for moms offering a wide variety of ideas, information and inspiration. **www.allprodad.com**

Clothes To Kids -- The mission of Clothes To Kids is to provide new and quality used clothing to low-income, school-age children in Pinellas County, free of charge. Clothes To Kids envisions a community in which every school-age child has quality clothing so that he or she may attend school with the confidence and self-esteem needed to achieve academic success. **www.clothestokids.org**

Crime Stoppers - Campus Crime Stoppers is a non-profit school based program involving students, school administration and School Resource Officers (SRO) in the fight against crime. Campus Crime Stoppers allows students to report crime occurring on their school campus or in the community by calling a 24 hour anonymous Tip Line, reporting online or using a cell phone, text keyword TIP144 plus the tip information to C R I M E S (274637). The information is then forwarded to the SRO for investigation and/or action by the school administration. We are assisting Crime Stoppers in setting up programs at our local schools.

Guardian ad Litem (GAL) - This group represents abused, abandoned and neglected children in the Dependency Care System. PCCPTA partnered with the GAL program at both the District and State Level this year to assist in recruiting GALs for children as well as to provide a backpack for each child in the District 6 area. **www.guardianadlitem.org**

Pinellas Education Foundation - The mission of the Pinellas Education Foundation is to enhance and improve education in Pinellas County. Their vision: Each student will be prepared for life after high school, whether the choice is to attend college, to enter the workforce, or to obtain technical training. **www.pinellaseducation.org**

Suncoast Voices for Children (SVC) - This board was formed in response to the needs of children in the Dependency Care System. Under the direction of President, Carol Conaway, thousands of dollars are raised each year to supplement the financial resources for the neediest children. PCCPTA partners with SVC in the Angels on Call Program as well as the Backpack Program. PCCPTA has a member on this board. www.suncoastchildren.org

The Children's Movement of Florida - The Children's Movement of Florida believes that the well-being and education of our children in Florida must be the highest priority of government, business, non-profit institutions and families. The economic future of our state and the stability of the communities we live in depend on achieving this goal. The major objective of the citizen-led, non-partisan Children's Movement of Florida is to inform the political, business and civic leaders, and the parents and people of this state, about this issue and encourage them to make the well-being and education of our children our highest priority, including in the way we invest our public resources. www.childrensmovementflorida.org

Juvenile Welfare Board (JWB) - JWB ensures positive development and well-being of all children and families in Pinellas County through prudent investment in community-based solutions that work. The mission of the Juvenile Welfare Board is to support the healthy development of all children and their families in Pinellas County through advocacy, research, planning, training, communications, coordination of resources and funding. www.jwbpinellas.org

2010-2011 Patron Members

We thank the following contributors who have shown their support for the Council's work. The Donations from our 2010-2011 Patrons were used for Doorways Scholarships; enabled us to support local participation in National PTA's cultural arts program, Reflections; and provided funds to local PTAs, enabling them to send representatives to the National PTA Convention in Orlando and the Florida PTA Leadership Convention at Innisbrook. The designation of a number after a name indicates years of patronage. If you would like to be a Patron, contact Jessica Summers, Membership Chair, via phone or email at **804-0317** or pjlsummers@msn.com.

Carol and Mike Conaway (9)
Linda and James Kearschner (6)
Les and Mary Bartholf (5)
Debbie Sawa-Szostak (4)
Kathy DeSantis

Maria Kinzer
Terry Krassner
Cassandra Riddick
Carwise Middle PTSA
Pinellas Classroom Teachers Association

Thank You!

Sponsors

Pinellas County Council gratefully acknowledges the generous support of its community sponsors.



Special thanks also to:

Bill Howell – Herff Jones Photography
Les Bartholf, L&M Photography

Bylaws

Bylaws define and explain the rules under which your PTA functions. PTA board members should review the bylaws for important unit regulations, including information on officers, general meetings, membership, quorum requirements, nominating committees, elections and audit information. If you cannot locate a copy of your unit bylaws, an official copy can be obtained by calling the FPTA state office.

Every three years, your local unit bylaws must be reviewed and presented to your general membership for approval, using the bylaws guide and form provided in the *FPTA Kit of Materials*. Any changes or amendments to your bylaws require a 2/3 vote by your general membership, with 30 days notice having been given. In the event there are no changes, this same process for membership approval is still required. **After adoption of the bylaws, the original and one copy must be sent to the Florida PTA Bylaws Chair. Upon approval, a stamped copy will be returned to the unit President.**

Revised bylaws become effective upon receipt of the approved, stamped copy from the FPTA Bylaws Chair. Three copies should be on hand at all times: one with the president, one in the secretary's permanent minute book and one at the school. Copies should be distributed to all board members.

Standing Rules

Standing rules of the Pinellas County Council PTA/PTSA are determined by the general membership to supplement and interpret the bylaws. These rules, except those parts taken from the bylaws, may be amended or rescinded without notice by a two-thirds vote or by a majority vote if previous notice has been given. However, no standing rule, resolution or motion is in order that conflicts with the Bylaws of the Council or those of Florida PTA or National PTA.

Pinellas County Council PTA/PTSA Adopted November 18, 2010

Appointment of DMAC representative - Pinellas County Council PTA/PTSA is an appointing authority member of the PCS District Monitoring Advisory Council (DMAC). PCCPTA (according to DMAC bylaws) must appoint two representatives to the committee. Each appointment must be a publicly disclosed mechanism (e.g. either elected or appointed) within the organization notification method. One representative must be black and one must be non-black. Neither may be PCS employees. Terms are 4 years in length, alternating every two years from the start date of October 12th, 1999. The term for the first non-black member will be 1999-2001 and the black member 1999-2003. Vacancies will be filled by the PCCPTA Executive Board as needed.

Audit for Minutes - Auditors of the minutes of the annual meeting shall be appointed by the president before the April meeting. Review and audit annual meeting minutes and report to Council at the September meeting.

Voting Delegate Cards - Each local unit is entitled to voting delegates as outlined in the Bylaws. Each voting delegate card is assigned to a specific individual whose name has been provided by the local unit president. If a named delegate is unable to attend a PCCPTA meeting, an alternate delegate will be accepted with a signed note from the president authorizing the substitution. The alternate will then have voting privileges. Cards must be retained by delegates for the purpose of voting and proof of attendance. Non-voting PTA representatives will be provided a proof of attendance card for the purpose of insurance eligibility.

Dues - The annual dues for council membership shall be \$50.00 per local unit.

Facility Use Authorization Forms - The Insurance Chair, or President's designee, shall be the official signer of all Pinellas County School Board Facility Use Authorization Forms.

Handbooks - Handbooks shall not be used for any purpose other than the regular work of the Council.

Honorary Life Membership - The Council may award a maximum of five life memberships each year. A special committee, including at least one executive board member, shall be appointed by the president to select the recipients. Nominations may be submitted to the committee by any PTA member throughout the county.

Meeting Attendance - For the purpose of insurance eligibility, meeting attendance shall be defined as no less than one hour.

PCCPTA Membership Requirements - A minimum attendance at 2 PCCPTA General Meetings and 1 sanctioned Advocacy Event (as stated in the PCCPTA Insurance Eligibility Requirements).

Scholarship Contributions - FPTA Scholarship Fund: PCCPTA shall donate a minimum of \$100.00 during convention to the FPTA Scholarship Fund to be budgeted in the convention line item. Other contributions that meet PTA objectives to be determined at the discretion of the board on an annual basis, as budget allows. (Example: Doorways Scholarships, etc.)

Travel Expense Reimbursement - Reimbursement will be made for approved PTA business related travel expense at the following rates:

- Mileage -- reimbursed at a rate of .45 cents per mile for approved vehicles.
- Per Diem - advanced at a rate of \$10.00 per breakfast, \$10.00 per lunch and \$20.00 per dinner. Lodging - arranged directly by treasurer as budgeted and approved by the board.
- Function Fee/Meals/Additional Costs - arranged directly by treasurer as arranged and approved by the board.

Vice Presidents - The 5 Vice Presidents elected per the Bylaws shall be: Leadership, Education, Advocacy, Communication, and Organization.

Pinellas County Council PTA/PTSA Nominating Committee Guidelines

The election of officers is one of the most important duties of the association because effective work depends in large measure on good leadership. It is the responsibility of the nominating committee to recognize and seek qualified nominees for the elected leadership of the PTA. The members of the committee, therefore, have a tremendous influence on the future of the PTA and must take this responsibility seriously.

In order that the committee may know exactly what it can and cannot do, at the first meeting the bylaws and standing rules of the association which are pertinent to the nominations should be studied. Tools necessary for the committee should be available, such as the PTA Handbook, membership list (including phone numbers), telephone, paper and pencil.

1. Selecting a chairman: Following the meeting at which the nominating committee is elected, the committee members elect a chairman.
2. Confidentiality: Do not discuss the work of the committee outside of the committee group.
3. Duties of Officers: Committee members should know who is eligible to hold office and the duties of each officer to be nominated as well as specific duties and obligations of each individual office to be filled. (Refer to PTA Handbook and bylaws for information concerning the duties of the officers.) Officers should be chosen for their abilities and their willingness to serve the interests of the association.
4. Qualifications for nominees: Each committee member should feel responsible for presenting names for consideration, selecting them from his own recommendations and from the suggestion submitted by other members. Then all such names should be considered thoughtfully and discussed freely. Questions such as the following might be reviewed:
 - Does he have the ability and the commitment to promote the interests of the association?
 - What is his past experience?
 - What is his past performance?
 - What is his record of attendance at meetings?
 - Has he had any special preparation for leadership?
 - Does he have knowledge of the association's purposes and programs?
 - Can he work well with others?
 - Can he work in harmony with other prospective officers on the slate?
 - Is he dependable - and available?
 - Does he have special talents or skills (such as typing, or bookkeeping or a thorough knowledge of parliamentary procedures), which would especially qualify him for a certain office?
 - Does he have the personal qualities, which will present and represent the association well in the community?
5. Securing names: Members of the association should be invited and urged to share their ideas on prospective nominees with the committee. Any member may make suggestions to the committee. These are advisory and not mandatory, and are confidential. The consent of the person is not needed for a suggestion to the committee. Regardless of the number of suggestions received, the committee's major responsibility is to secure the best qualified person for each office whether that person was recommended or not.

Nominating Committee Guidelines (continued)

6. Agreeing on a candidate: Selection of a candidate should be by a majority vote. Each committee member should be urged to express his views before a vote is taken. No deliberations of the committee should be discussed outside the committee meeting. When agreement is reached the prospective candidates should be contacted by telephone if this can be done, preferably while the committee is together.

7. When to call a candidate: A prospective candidate should be contacted only after the committee has approved doing so. Generally the chairman asks the member if the committee may place his name in nomination. Another committee member may do so if agreed upon in committee.

8. Office to be discussed first: Practically speaking, the nominee for the office of president should be agreed upon first, with vice president(s), treasurer, and secretary (or secretaries) secured in that order. As a courtesy, the committee may ask the presidential nominee for suggestions. (Note: Courtesy means the committee is not bound by the suggestions. Never select a person the committee is not in favor of because another nominee wants that person.)

9. Discussion with a prospective candidate: The prospect should be informed about the duties, obligations and responsibilities of the office, and be approached in such a way that he will regard being asked an honor. He should be given time to consider and should agree to serve if elected. He should be asked not to divulge the information that he has been contacted.

10. Number of nominees: The number of nominees for each office depends upon provisions in the bylaws. PCCPTA bylaws indicate the committee will make one nomination for each office. Association members will have an opportunity to nominate from the floor at the proper time.

11. Selection of committee members as nominees: The question is frequently asked about the propriety of having members of the Nominating Committee named by that committee for office. Robert's Rules of Order, Newly Revised, page 364, states:

"Members of the Nominating Committee are not barred from becoming nominees for office. To make such a requirement would mean, first, that service on the Nominating Committee carried a penalty by depriving its members of one of their privileges, and second, that appointment to the Nominating Committee could be used to prevent a member from becoming a nominee."

Members of the committee may be nominees without resigning from the committee. (If committee members are themselves considered, they should excuse themselves while their nomination is discussed and recuse themselves from a vote on the nominee for that position.

12. Report of the committee: The committee report is presented by the committee chair on behalf of the committee. The report of the Nominating Committee is made at a meeting as stipulated in your unit/council bylaws. Nominations from the floor are in order as provided for in the bylaws. If the Nominating Committee is unable to fill a position, it reports this fact and then nominations from the floor take effect.

13. Withdrawal of a nominee: If a nominee withdraws before the election is held, the committee is revived unless the bylaws or standing rules provide otherwise.

14. Completion of obligations: The committee's work is completed when its report has been presented to the association's membership and the election has been held. If an officer is not elected at the election meeting or a vacancy occurs after election, check your bylaws. Most will say it is the responsibility of the Executive Committee to fill the vacancy.

Additional Duties of Pinellas County Council PTA/PTSA Officers

In addition to the duties described in the Bylaws, these PCCPTA Officers shall assume the following additional duties:

The President, with the help of the Executive Board, shall:

- Create all special committees and appoint chairmen

The Vice President of Leadership shall:

- Coordinate the activities of the Bylaws committee;
- Serve as Chair of the PCCPTA Fall Workshop;
- Be responsible for the scheduling, coordinating and staffing of all leadership workshops;
- Be responsible for purchasing outgoing President's pin;
- Be responsible for official courtesies to the President on special occasions (examples: convention, banquets, etc.);
- Make sure outgoing President receives National membership or FPTA brick if already a National Life Member. This acknowledgement to be given at the PCCPTA Celebration of Success.

The Secretary shall:

- Have copies of the Bylaws and other Council rules;
- Have copies of the current committee chairmen's "Plan of Work."

Duties of Committee Chairmen and Representatives to Committees

Activities shall be limited to those presented in their plan of work or approved by action of the Executive Board. The chairmen of standing committees and PCCPTA representatives shall:

- Maintain current local PTA membership;
- Submit a plan of work to the Executive Board;
- Notify the President and the appropriate Vice President of all committee meetings;
- Obtain the President's or appropriate Vice President's approval on all PCCPTA correspondence;
- Advise and assist local PTA chairmen upon request;
- Maintain a procedure book and deliver it to the incoming chairman, PCCPTA representative or the President by the end of the current school year;
- Representatives to committee submit a written report within two (2) weeks of committee meetings to the appropriate Vice President with a copy for the procedure book;
- Submit an annual report to the appropriate Vice President by the end of the current school year with a copy for the procedure book;
- Encourage PCCPTA to exercise leadership regarding committee concerns and take appropriate action if necessary.

Pinellas County Council PTA/PTSA Awards

PLEASE VISIT www.pccpta.org TO ACCESS AND PRINT INDIVIDUAL AWARD FORMS

Administrator Award

The purpose of this award is to recognize the close working relationship between a local unit and a school administrator and to honor administrators for their support.

Adopt or Mentor a PTA/PTSA Award

The purpose of this award is to recognize local units that demonstrate fellowship and cooperation by reaching out to another local unit in need by supplying money, manpower or materials.

Community Award

The purpose of this award is to recognize some of the outstanding community service projects/events sponsored or supported by local units this year. Local units are invited to submit their special service programs. The local unit must not profit from the program or event.

Excellence in Advocacy Award

This award is given to a local unit that best demonstrates excellence in their efforts to support & speak on behalf of children and youth. We will be looking for outstanding nominations.

Golden Participation Award

The purpose of this award is to recognize all local units that are active participants in the PTA process by having had representation at most of the PTA/PTSA events and meetings this year.*

Health and Safety Award

The purpose of this award is to recognize local units focusing on the health and safety of children by keeping up-to-date on health and safety topics, participating in countywide health & safety events and offering an effective health and safety related program or event for their school.

Legislative Advocacy Award

The purpose of this award is to recognize local units who demonstrate a commitment to fulfilling the PTA Purpose: "To secure adequate laws for the protection of children and youth." All local units who earn 200 or more points by participation in the Legislative activities listed on the awards form will qualify to receive this award. *

Newsletter/e-Newsletter Award

The purpose of this award is to recognize the best PTA/PTSA newsletter/e-newsletter published. A completed form & two newsletters from the current school year must be sent by the deadline.

Outstanding Program Award

The purpose of this award is to recognize some of the outstanding programs sponsored by local units this year. Local units are invited to submit their special programs or events. The local unit must not profit from the program or event.

Partnership Award

The purpose of this award is to recognize local units that demonstrate teamwork by partnering with fellow units and/or community organizations to collaborate on a successful program by pooling resources (money, manpower, materials) to provide and promote programs.

Pinellas County Council PTA/PTSA Awards (Continued)

President Award

The purpose of this award is to recognize the contributions or accomplishments an outstanding PTA/PTSA President has made to your school.

President's Membership Award

The purpose of this award is to recognize local units that have the highest percentage increase over last year's memberships. Membership totals will be received from Florida State PTA according to your paid dues submitted by March 31. No application needs to be completed. (Minimum of 50 members the previous year.)

President's Theme Award

The purpose of this award is to recognize the local unit that has, through the programs and events they sponsored this year, best demonstrated a commitment to your PCCPTA President's theme, (Not Your Momma's PTA) "EDUCATE. EMPOWER. ENLIGHTEN. "

Student or Student Group Participation Award

The purpose of this award is to recognize all local PTAs/PTSAs that encourage active student participation. Students are a valuable and integral part of PTSA. Student awareness and involvement today will ensure that PTA continues to be a strong voice in the future. This award is designated for a PTA/PTSA at a secondary level.*

Volunteer of the Year Award

The purpose of this award is to recognize the PTA/PTSA volunteer who has made a valuable contribution to their local unit over the past year. Nominee must be a current/active member.

Website Award

The purpose of this award is to recognize the best PTA/PTSA website published by a local unit.

The aforementioned information provides an overview of awards available. Please refer to each individual application form for the complete criteria. No awards can be presented unless the individual unit submits the application by the deadline. *Applications may be submitted by a local PTA or local PTSA in good standing. No email applications will be accepted.* **Application deadline: April 24. Applications will be accepted throughout the year. No late applications will be accepted.** Submit completed application to: PCCPTA Awards Chair: Gina Wilson, 15 Linden Lane, Palm Harbor, FL 34683. Questions? Contact Gina Wilson at ptaawardschairperson@yahoo.com or 727-504-0954.

Your local unit may also be eligible for Florida PTA and National PTA awards. Check the awards section of your *Kit of Materials* for further information on those award application forms. Questions? Visit www.floridapta.org, Awards Chair. **Note: new deadline date for Florida PTA awards is May 1st.**

*These PCCPTA awards are not in competition with other local units; you can earn them just by being great advocates, leaders and being involved. You must complete these applications; start completing these awards immediately as they will continue throughout the year.

School Board of Pinellas County Meeting Schedule 2011-2012

All School Board meetings are held in the Conference Hall, Pinellas County Schools Administration Building, 301 Fourth Street SW, Largo, FL, 33770.

The School Board meeting agenda for each regular Board meeting is posted on the district's website (www.pcsb.org) several days prior to the meeting. In addition, approved School Board minutes are posted on the website and are available to read and search (2001-present). Please keep in mind that Board minutes are not posted until they are approved at a subsequent Board meeting.

Additional information may be acquired by contacting either the School Board Office, **588-6300**, or the District's Communication Office, **588-6122**.

JULY, 2011

26th — 5 p.m.**

NOVEMBER, 2011

8th — 10 a.m.

22nd — 9 a.m.*

MARCH, 2012

6th — 10 a.m.

20th — 5 p.m.

AUGUST, 2011

9th — 10 a.m.

DECEMBER, 2011

6th — 10 a.m.

APRIL, 2012

24th — 5 p.m.

SEPTEMBER, 2011

13rd — 5 p.m.**

27th — 10 a.m.

JANUARY, 2012

10th — 10 a.m.

24th — 5 p.m.

MAY, 2012

8th — 10 a.m.

22nd — 5 p.m.

OCTOBER, 2011

11th — 10 a.m.

25th — 5 p.m.

FEBRUARY, 2012

7th — 10 a.m.

21st — 5 p.m.

JUNE, 2012

12th — 10 a.m.

* Organizational Meeting

** Budget Hearing

See www.pcsb.org for Meeting Calendar and Agenda.

Meetings Televised

The board meetings are rebroadcast on WPDS-TV14 Wednesday and Thursday at 6pm. Friday at midnight and Saturday at 8am for two weeks following the meeting date. WPDS-TV14 is located on Bright House Networks Ch. 614, Knology Ch. 2 and Verizon Ch. 46.

Pinellas County Council PTA/PTSA School Board Liaison

The Pinellas County Council PTA/PTSA is represented by Cindy Ehrenzeller. She can be contacted by email (dehrenzeller@tampabay.rr.com) or phone (799-0840). If you have a question regarding a specific agenda item, please contact Cindy Ehrenzeller or the School Board Office at 588-6300.

Pinellas County School Board Members

Chairperson

Carol J. Cook

(Single Member Dist. #5)

Terms: 2000-04 2004-08
2008-12

Vice Chairperson

Robin L. Wikle

(Single Member Dist. #4)

Term: 2008-12

Terry Krassner

(At Large Dist. #2)

Term: 2010-14

Peggy L. O'Shea

(At Large Dist. #3)

Terms: 2006-10 2010-14

Janet R. Clark

(At Large Dist. #1)

Terms: 2004-08 2008-12

Linda S. Lerner

(Single Member Dist. #6)

Terms: 1990-94 1994-98

1998-2002 2002-06

2006-10 2010-14

Lew Williams

(Single Member Dist. #7)

Term: 2010-14

Messages will be taken for Board Members at the Board Office, (727) 588-6300, by Deborah Beaty, Administrative Assistant to the Board, or Mary Capps, Secretary to the Board. You may contact the entire board or an individual member by email at board@pcsb.org. Send correspondence to:

Administration Building
301 4th Street SW Largo, FL 33770

Pinellas County Schools Administration

Administrative Office:

Pinellas County Schools Administration Building

301 Fourth St. SW

Largo 33770

588-6000

Interim Superintendent of Schools:

John A. Stewart, Ed. D.

588-6011

super@pcsb.org

Deputy Superintendent, Chief of Staff

James Madden, Jr.

588-6022

Deputy Superintendent, Chief Academic Officer

William (Bill) Lawrence

588-6121

Click Logo to visit the
Centennial Site



centennial.pcsb.org

A complete set of Pinellas County Schools Organizational Charts and contacts may be found at
<http://web.pcsb.org/hr/Compensation/OrgCharts/Total.pdf>

Frequently Requested Numbers

Administrative Office

Central Telephone Number
588-6000, Fax 588-6202

Auditing and Property Records

Pat Riggs
588-6228

Campus Police

Thomas A. Gavin, Chief
547-7221

Communications

Andrea Zahn, Director
588-6122

Curriculum Services

William (Bill) Lawrence
Associate Superintendent
588-6121

District Call Center

Transportation (6am-6pm)
587-2020

Dropout Prevention

588-6069

Emergency Information

588-6424

Family & Community Relations

Dr. Valeria Brimm
588-6405

Financial Aid

Jane Howell
588-6013

Florida KidCare

888-540-5437

Food Services

Arthur Dunham, Director
547-7155

Governmental Services

(Legislative Information)
Steven Swartzel, Director
588-6033

Gus Stavros Institute

588-3746

Health Education

Pre K-12
Peggy Johns, Supervisor
588-6346

Homework Help Line

(5pm-8pm)
547-7223

Human Resources

Dr. Ron Ciranna
Associate Superintendent
588-6198

Pinellas Education Foundation

588-4816

Real Estate and Concurrency Services

541-3526

Risk Management and Insurance

Ted Pafundi, Director
588-6282

Prevention

Lynn Mattiace
588-6130

Safe Kids Coalition

Jean Shoemaker, Coordinator
767-8581

School Board

Deborah Beaty
Administrative Assistant
588-6300

Student Assignment Call Center

588-6210
Dee Burns, Director
588-5186

Pinellas County Schools Website

www.pcsb.org

Pinellas County School Board Policy #9210 Re: PTAs

Amended: July 26, 2011

The School Board encourages people to form PTAs(Parent/Teacher Associations) and PTSAs(Parent/Teacher/Student Associations) to support individual schools.

The Board authorizes principals to give written permission to PTAs or PTSAs to use the name, logo, mascot, or trademark of their school as part of the PTAs or PTSAs name or in its fundraising or other activities. The principal will give written permission prior to the beginning of each school year.

All PTA/PTSA activities will be approved in advance by the Principal and be beneficial to students, volunteers, employees of the school, or the school and will not conflict with programs administered by the Board.

All officers of the PTA/PTSA will be registered volunteers with the Board and all members are encouraged to become registered volunteers.

The PTA/PTSA will provide the Principal with a copy of the following at the beginning of each school year:

- A. annual budget
- B. list of officers
- C. list of check signers
- D. annual report from the previous year
- E. financial review from the previous year
- F. copy of bylaws approved by Florida Parent Teacher Association, Inc. within the last three (3) years
- G. proof of liability insurance either obtained through PCCPTA or secured separately
- H. final bank statement

There will be a clear delineation between the school and the PTA/PTSA with respect to financial controls.

- A. Adequate, auditable records will be maintained at all times.
- B. The fiscal reporting period will begin July 1st and end June 30th
- C. The PTA/PTSA will use its own accounting procedures as set by National PTA, their own bookkeeping system and their own accounts.
- D. Only elected officers may be authorized to sign checks drawn on the bank account of the PTA/PTSA.
- E. A Board employee may also be a signor on the PTA/PTSA account as long as the employee is not an authorized signor on the school account.
- F. Two (2) signatures are required on all PTA/PTSA checks. Persons authorized to sign may not be related or live in the same household.
- G. The PTA/PTSA will secure its own Federal ID Number.
- H. Bank statements will be sent to the school's address.
- I. Copies of the bank statements and the treasurer's report shall be provided to the principal on a monthly basis.
- J. The PTA/PTSA will not use the Board's sales tax exemption number when paying with a PTA/PTSA check.
- K. The PTA/PTSA will report any allegations of misappropriation or misuse of funds to PCCPTA (Pinellas County Council of PTAs) and the principal. The PCCPTA and the principal will review financial records to determine if the allegations are supported. If the allegations are supported, they will be reported to law enforcement.

If the PTA/PTSA plans an activity requiring the assistance of any Board employee while the employee is not on duty (example: custodial, cafeteria), the PTA/PTSA will be responsible for all wages earned. The school secretary will notify the PTA/PTSA of the amount due and the check will be written to the District.

While on duty, Board employees may not handle money that is collected for a fund-raising activity of a PTA/PTSA at the school in which they are employed during normal working hours. Normal working hours also includes hours worked and paid by a supplement.

The principal may revoke the authorization to use the school's name, logo, mascot, or trademark if the principal determines that the PTA/PTSA has failed to comply with the terms of this policy. The principal will notify the PTA/PTSA in writing of the reason for the revocation. The PTA/PTSA may appeal the revocation in writing to the Regional Superintendent no later than five (5) business days from the date of the principal's letter.

The Regional Superintendent's decision may be appealed to the Superintendent in writing no later than five (5) business days after the decision. The Superintendent's decision shall be final.

In the event a PTA's/PTSA's authorization to use the school's name, logo, mascot, or trademark is revoked, the Pinellas County Council of PTAs (PCCPTA) shall be notified. PCCPTA will disband the PTA/PTSA and all property, records and funds of the local unit are to be turned over to PCCPTA within five (5) business days.

A PTA/PTSA is not an agent or representative of the school, the Board or of the school system and will not hold itself out as an agent or representative.

All PTAs/PTSAs must operate within liability insurance either obtained through PCCPTA or secured separately. A list of PTAs/PTSAs securing insurance through PCCPTA will be provided yearly by September 30th to Risk Management, Real Estate and Concurrency Services and the Auditing & Property Records Departments. The Board assumes no liability for the actions of the PTAs/PTSAs or for the loss of their property.

The principal must verify the existence of the separate policy or that the PTA/PTSA is on the list provided to Risk Management.

Adopted 12/9/09; Revised 7/26/11

Florida PTA Scholarships

Available for Graduating High School Seniors

Florida PTA sponsors scholarships each year for graduating high school seniors wishing to continue their education in the state of Florida.

Annual scholarships are awarded for each academic year in the amount of \$1,000 and may be renewed annually, provided the recipient has maintained a 2.5 or "C" GPA, for the equivalent of two semesters.

In addition, the Florida PTA offers non-renewable scholarships in the amount of \$1,000 for the following: Vocational/Technical, Community/Junior College and Fine Arts. Seniors must be enrolled in a school with an active PTA or PTSA in good standing (with up to date bylaws and having paid dues to Florida PTA). Students must also be a member of their PTA or PTSA. There are additional qualifications which will be posted with the applications in October 2011.

We encourage all eligible students to apply for this great opportunity! For specific details and applications, visit the Florida PTA website: www.floridapta.org/scholarships.html or contact Florida PTA Scholarship Chair, Kathie Lasky, KLaskyECCPTA@aol.com. Submitted applications must be received by February 1, 2012 (postmarked by that date).

These scholarships are funded by money derived from Honorary Life Memberships, Scholarship Fund meal functions and other contributions. Donations to the Florida PTA Scholarship Fund are always welcome.

International Walk to School Day

October 5, 2011

The Florida Suncoast SAFE KIDS Coalition, sponsored by All Children's Hospital, coordinates International Walk to School Day events at interested schools in Pinellas County. Walk to School Day is intended to help parents, children and school leaders review safe routes to school, as well as teach children overall pedestrian safety. It's also designed to encourage walking as a healthy behavior for children and families. We encourage all elementary and middle school PTAs to take part in this event. If you would like your school to participate, please call Jean Shoemaker, SAFE KIDS Coordinator, at 727-767-8581 or 800-756-7233, or email her at Jean.Shoemaker@allkids.org.

Acronyms and Abbreviations

ACE - Arts for a Complete Education	FDLRS - Florida Diagnostic and Learning Resource System
ADD - Attention Deficit Disorder	FEFP - Florida Education Finance Program
AIP - Academic Improvement Plan	FEIC - Family Education and Information Center
AP - Advanced Placement; Assistant Principal (depending on context)	FESP - Florida Elementary School Principals
AYP - Adequate yearly progress	FIN - Florida Inclusion Network
BLT - Bargaining, Leadership Team	FLV - Florida Virtual Schools
CAT - Center for Advanced Technologies	FPTA - Florida Parent Teacher Association
CCSSI - Common Core State Standards Initiative	FSBA - Florida School Boards Association
CEC - Council for Exceptional Children	FSP - Family Support Plan
CEP – Comprehensive Education Plan	FTE - Full Time Equivalent
CLS - Classroom Learning System	FTP - NEA – Florida Teaching Profession - National Education Association
CQI - Continuous Quality Improvement	GED - General Educational Development
CRISS - Creating Independence through Student-owned Strategies	IAP - Individual Achievement Plan
CTAE - Career, Technical and Adult Education or Workforce Education	IB - International Baccalaureate
DARE - Drug Abuse Resistance Education	IDEA - Individuals with Disabilities Education Act
DMAC - District Monitoring and Advisory Committee	IEP - Individual Educational Plan
DOE - Department of Education	IMAST - Integrated Math and Science Technology
EBD - Emotional/Behavioral Disorder	IRA - International Reading Association
EGO - Early Graduation Option	IVE - Integrated Varying Exceptionalitie
ELP - Extended Learning Program	JWB - Juvenile Welfare Board
ESE - Exceptional Student Education	LSP - Literacy Success Program
ESOL - English for Speakers of Other Languages	Magnet Schools - Schools specializing in an area of expertise
FAHSS - Florida Association of Health and Social Services	MEGSSS - Mathematics Education for Gifted Secondary School Students
FASA - Florida Association of School Administrators	NCLB – No Child Left Behind
FCAT - Florida Comprehensive Achievement Test	NEH - National Endowment for the Humanities

Acronyms and Abbreviations (continued)

NPTA - National Parent Teacher Association

OCIP - On-Campus Intervention Programs

OERI - (US Department of Education) Office of Educational Research and Improvement

OPS Team - Operations Team

PAA – Professional Administrators Association

PACTE – Pinellas Adult Career Technical Education

PAEOP - Pinellas Association of Educational Office Professionals

PCA - Pinellas Counselors Association

PCCA - Pinellas County Center for the Arts

PCCPTA - Pinellas County Council PTA/PTSA

PCEPA - Pinellas County Elementary Principals Association

PCSB - Pinellas County School Board

PCTA - Pinellas Classroom Teachers Association

PCTM - Pinellas Council of Teachers of Math

PDSA - Plan, Do, Study, Act

PE - Physical Education

PEAC - Public Education Advocacy Coalition

PEF - Pinellas Education Foundation

PESPA - Pinellas Educational Support Personnel Association

PI - Physically Impaired

PIAP - Pinellas Individual Assessment Portfolio

PICC - Program for International Culture and Commerce

PRC - Pinellas Reading Council

ProEd - Professional Education

PTA - Parent Teacher Association

PTEC - Pinellas Technical Education Center

PTSA - Parent Teacher Student Association

R/LA - Reading/Language Arts

RIF - Reading Is Fundamental

Rtl - Response to Intervention

SAC - School Advisory Council

SACS - Southern Association of Colleges and Schools

SAM - School Achievement model

SAP - Special Attendance Permit

SIP - School Improvement Plan

SIT - School Improvement Team

SLD - Specific Learning Disabilities

SPC - St. Petersburg College

SRO - School Resource Officer

SSS - Sunshine State Standards

STEPS - School Transportation and Enhanced Pedestrian Safety Committee

SUNSPRA - The Sunshine State School Public Relations Association

SVE - Supportive Varying Exceptionalities

TABE - Test of Adult Based Education

TDE - Temporary Duty Elsewhere

TEC - Technical Education Center

Title I - Federal education funding program targeting schools with large low-income populations

TPR - Teacher Pupil Ratio

VE - Varying Exceptionalities

WFTE - Weighted Full Time Equivalent

WPSC - Walter Pownall Service Center

Glossary of Education Finance Terms

Base Student Allocation – The dollar amount in the FEFP formula the state funds for each weighted FTE

CAPS – Limits the number of weighted FTEs a county may earn in total with a grouping of programs

Categorical Programs – Specific and separate programs funded by the legislature in addition to WFTE (e.g., instructional materials, transportation, safe schools, pre-K intervention, education technology and parental involvement)

Counter Cyclical Funds - Monies released during periods of economic recession for school construction and maintenance

District Cost Differential – (Cost of Living Index) A three-year average reflecting the differences of living costs among the districts

DLE – (Discretionary Local Effort) Additional millage districts may choose to levy locally – the district keeps all funds collected

FEFP – Florida Education Finance Program

FTE – Full time equivalent (student)

Hold Harmless – A guaranteed minimum level of funding to protect districts from drastic changes in funds. These include declining enrollment, allocation and quality assurance guarantee

PECO Funds – Public education capital outlay funds primarily for new construction

RLE – (Required Local Effort) The amount determined annually by the legislature that the district must raise locally in order to receive funding from the state for education

Roll Back Rate – Millage rate on the current year certified tax roll required to produce the same amount of funds produced by the prior year levied millage and the prior year tax roll

Special Allocations – Instructional television, student assessment and evaluation

TRIM Bill – Truth in Millage or procedures to be followed by taxing authorities to notify property owners of the actual amount of tax paid, proposed increases and amounts of proposed budgets

WFTE – Weighted Full Time Equivalent; a cost factor applied to the FTE to reflect actual cost of different programs

An additional list of Financial Aid related acronyms and abbreviations may be found at:
https://www.pcsb.org/index.php?option=com_content&view=article&id=170:acronyms&catid=44:financial-aid&Itemid=1232

Introduction to Florida PTA Resolution Procedures

Contact PCCPTA VP – Advocacy, Judy Owen at 727-644-5704 or judyowen_2000@yahoo.com for resolution information.

Since its inception in 1897, the PTA has recognized that an organization dedicated to the welfare of children and youth must inevitably concern itself with the existing laws, or those that may be needed to protect children and youth. Although the PTA may never support or oppose a candidate for any public office, it may support or oppose legislation and policies affecting children and youth to the extent allowed by its tax-exempt status. Historically, much of the legislation protecting the health, education and well-being of children and youth owes its existence to PTA support.

The authority for PTAs to engage in legislative activity is the third PTA objective: *To secure adequate laws for the care and protection of children and youth.* (Florida PTA Bylaws, Article III, Sec. I.c.). The annual state convention is the mechanism that serves to direct the collective intentions of PTA members.

The Florida PTA convention convenes for the purpose of conducting the business of the association and determining the legislative program which guides our advocacy efforts for children and youth. The Florida PTA's Legislative Program is the declaration of the association's stand on the state legislation, rules, regulations, or issues relating to children and youth. It consists of three parts: the Action Platform, Position Statements, and Continuing Concerns.

The Action Platform represents PTA's current priorities for action. It is adopted by the delegate assembly at the annual convention. The platform calls for action by the State PTA, councils, local units, and individual PTA members to address problems, situations or concerns that affect children and youth statewide and which require priority statewide action for solution. New action items are added to the platform annually and remain a part of the platform until either: 1) the item is achieved, accomplished, or otherwise becomes historical in nature; or 2) is declared a Position Statement by the convention delegation. Action items that remain on the action platform from year-to-year are continued in priority.

Position Statements are officially adopted platform items which, for a variety of reasons, lose priority status on the action platform, yet remain important reminders of PTA's advocacy for children and youth. Items are moved from the Action Platform to Position Statements by a vote of the delegates at convention. There is no debate on the items themselves, since they have previously been adopted by the Florida PTA; however, convention delegates may vote to prevent the item from being moved (i.e., continuing it in priority).

Continuing Concerns represent the permanent platform of the Florida PTA. These represent long-range and broad-based goals and objectives to which the Florida PTA is dedicated. They continue year-to-year and administration-to-administration, but may be amended by a two-thirds vote of the delegate assembly at the convention. Proposed changes must be submitted through the platform committee, in the prescribed manner, to be considered at convention.

To ensure that the grassroots concerns are reflected in the platform, certain democratic procedures have been established and must be adhered to:

Resolution Procedures (continued)

- January – Submit draft resolution materials.
- January/February – Work with Resolutions Committee to refine resolution.
- February – Submit final resolution materials.
- March – Florida PTA Resolutions Committee reviews and makes recommendation of resolutions to be considered at Florida PTA Leadership/Convention. Submitters notified.
- April/May – Proposed resolutions are distributed to local units for review prior to Florida PTA Leadership/Convention.
- July – Proposed resolutions debated at Leadership/Convention.

At convention the platform items are presented in resolution form. The following **Sample Resolution** is in keeping with the format used.

CHILD TRAFFICKING (adopted by National PTA June 2009)

WHEREAS Children are potential victims of both commercial and sexual abuse by traffickers due to lack of education, gender disparity, inequality, violence, corruption, poverty, lack of employment opportunities, demand for cheap labor and services and an expanding globalized sex industry; and

WHEREAS UNICEF estimates that globally, 1.2 million children are trafficked each year within countries, as well as across borders including the United States; and

WHEREAS At least 200,000 or more children may be victims of domestic trafficking within the United States, leaving no state immune from trafficking; and

WHEREAS The majority of child trafficking cases go unreported due to the highly clandestine nature of the crime; policies and practices encouraging civil anticipation and cooperation in the prosecution of traffickers must be developed and enforced; and

WHEREAS It is also important that police, prosecutors and courts punish traffickers within a system that is quick and respects and safeguards the rights of the victims to privacy, dignity, and safety; and

WHEREAS The Federal Trafficking Victims Protection Act and existing state anti-trafficking statutes need improvement to fully protect and support the child victims of trafficking and approximately 25% of states have no anti-trafficking laws at all; now therefore be it

RESOLVED That National PTA and its constituent organizations support the adoption and enforcement of laws that will deter the recruitment, transportation, transfer, harboring, or receipt of children for the purpose of exploitation; and be it further

RESOLVED That National PTA and its constituent organizations advocate for the protection of rights of victims and support efforts to provide measures for the physical, psychological, and social recovery of victims of child trafficking; and be it further

RESOLVED That National PTA and its constituent organizations encourage and call for members, policy makers in government, inter-governmental bodies and non-governmental, school and community organizations to raise awareness and to address those conditions and situations that contribute to child trafficking.

PTA Resolutions and Position Statements

Resolutions and Position Statements are official documents outlining the opinion, will, or intent of the association to address National, State or Local problems or concerns that affect children and youth and require action to seek resolution on the issue.

For information on Resolutions and Positions adopted by National PTA visit:

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

For information on Florida PTA positions visit the Legislation tab on their website:

<http://www.floridapta.org>

PCCPTA “Meet Your Legislator” Series

To be scheduled as early as September and running through November, due to 2010 census resulting in a January – February legislative session in 2012. Check www.pccpta.org for updates.



Meet Your Legislator!

The Pinellas County Council PTA/PTSA, in cooperation with Pinellas County Schools, is coordinating the “Meet Your Legislator” series again this year. Through this program, we facilitate meetings with each of the Florida State Representatives and Senators in each district throughout the county.

These meetings are scheduled to allow PTA members, SAC members, parents, teachers, school administrators and interested community members the opportunity to meet the legislator for their respective district. This is an opportune time to reach out and share your comments, questions and concerns regarding the education, health, safety, and well-being of our children. Legislators must hear from us so they can have the benefit of our opinions when making decisions affecting our children and our schools.

One school in each district is a host for the event, and school communities from all other feeder schools within that legislative district are invited to attend. The program will include a brief presentation by the legislator and an opportunity for questions and comments from the audience. Following the meeting, time providing, audience members will have an opportunity to personally meet and greet their legislator.

We are in the process of securing host PTAs and scheduling legislators for the “Meet Your Legislator” series. If your school is interested in hosting a meeting please contact Judy Owen at judyowen_2000@yahoo.com or 727-644-5704.

Implementing Legislative Activity in Local Units

- Contact PCCPTA Vice President of Advocacy, Judy Owen at 727-644-5704 or judyowen_2000@yahoo.com for information and to be put on our mailing list.
- Encourage PTA members to participate in all elections by providing voter registration information, time and place of elections.
- Invite legislators, school board members, city council and county commission members to your PTA meetings to discuss issues.
- Have representatives from your PTA attend “Meet Your Candidates” meetings and meetings of groups referred to above.
- Attend PTA workshops, PCCPTA General Meetings, Florida PTA Convention and the PTA Legislative events in Tallahassee.
- Learn to lobby effectively through personal contact, letter writing, telephone calls, faxes and e-mail. A handwritten letter is the most effective communication next to a personal visit.
- Promote CapWiz registration so members can receive PTA Legislative Alerts directly.

Checklist for Writing a Letter to a Legislator Be Brief – Be Legible – Be Polite – Be Timely

- Keep your letter to a single page. If you need more space, enclose a brief summary statement.
- Do not use form letters. Write in your own words. Handwritten letters may be considered even more effective than typewritten ones.
- Cover only one subject per letter. Identify the subject and bill number.
- Ask for a response. How will he/she vote? How does he/she feel on this issue?
- Be courteous and businesslike. Do not make threats or be abusive.
- Always say “thank you.” Even if you disagree with your elected official’s position, they are more likely to listen to you if you find some way to praise them.

Forms of Address

The Governor:

The Honorable _____
Governor of Florida
(Address)
Dear Governor _____:

State Senators:

The Honorable _____
Florida Senate
(Address)
Dear Senator _____:

State Representatives:

The Honorable _____
Florida House of Representatives
(Address)
Dear Representative _____:

United States Senators:

The Honorable _____
Senate Office Building
(Address)
Dear Senator _____:

United States Representatives:

House of Representatives
The Honorable _____
(Address)
Dear Congressman/woman _____:

Commissioner of Education:

The Honorable _____
Commissioner of Education
(Address)
Dear Commissioner _____:

Pinellas County Legislative Delegation

The Florida Legislature is made up of both the Senate and the House of Representatives. Listed below are the Senators and Representatives who represent the people of Pinellas County, often referred to as the “Pinellas Legislative Delegation.”

State House of Representatives:

District 45 – Richard Corcoran

District 48 – Peter Nehr

District 50 – Ed Hooper

District 51 – Larry Ahern

District 52 – Jeff Brandes

District 53 – Rick Kriseman

District 54 – Jim Frishe

District 55 – Darryl Rouson

State Senate:

District 11 – Mike Fasano

District 13 – Dennis Jones

District 16 – Jack Latvala

District 18 – Arthenia Joyner

Your Senate and House districts are determined by your residential address. You are represented by both a State Senator and House Representative. Your voter identification card reflects your Florida Senate and House of Representative district numbers. Match the number on your voter identification card to the Senate and House Representative districts listed above. If you are not a registered voter or if you have lost your voter identification card, contact the Supervisor of Elections office at **464-6788** or visit the website at **www.votepinellas.com**. For more information, contact Judy Owen, Vice President of Advocacy or Charles Derexson, Legislative Chair.

For a list of National, State and Local elected officials visit:

<http://capwiz.com/npta2/fl/home/>

Legislative Information

The Florida Legislature’s home page also provides in-depth information about all state legislators, committee appointments, and personal information. House and Senate calendars and journals, Florida Statutes and Constitution, bill text, bill history, voting records and lobbyist information can also be found via the internet at Florida Legislature’s Home Page, **Online Sunshine**, **www.leg.state.fl.us**

Speak Up!

As members, we support the PTA mission of advocating for services and policies that benefit children, educating parents to be advocates for their children, and engaging community members in support of public education. The practice of examination and debate of legislation that concerns education, health, safety, and well-being of our children must be watched carefully. Learn how to take an active role. Stay informed. Get involved. Contact your legislators regularly and speak for those who cannot.

For more information contact Judy Owen, Vice President of Advocacy, at
727-644-5704 or **judyowen_2000@yahoo.com**.

Pinellas County Council
PTA® | PTSA®
everychild. one voice.®

This handbook is prepared by the Pinellas County Council PTA/PTSA in collaboration with Pinellas County Schools.

The Pinellas County Council handbook shall not be used for any purpose other than the regular work of the council and local PTAs.

Visit the PCCPTA Website at:

www.pccpta.org

