



PTA Matters!

Volume 27 Issue 3

Illinois PTA District 28
January 2012

<http://www.illinoisptadistrict28.org>

A Message from Debbi...

I hope all of you had very safe and Happy Holidays and that you were able to take some time out for yourselves to recharge. It's hard to believe it's January already and half the PTA year is gone! Now is the time to finish planning your Founder's Day activities to honor not only Illinois and National PTAs founders, and your own PTA's founders as well. Make sure you invite your past presidents and thank them for their contributions to your PTA.

Your nominating committee needs to be formed within the next month or so, depending on when you will hold elections. Review your Bylaws for the number of people that need to be elected to it and how many of them need to be from your Board and how many need to be from your general membership. Don't forget to elect the alternates to serve in the case where one of your committee members is unable to fulfill his/her duty. Be sure to notify your membership at least 30 days prior to your elections who the Nominating Committee has slated for each office.

Have your Bylaws been updated within the last two years? Check inside this issue for the year they were last submitted. If you last submitted them in 2010 or before, then your Bylaws need to be updated. Form a committee to review your Bylaws and submit suggested changes to the Executive Board for approval to submit to your general membership. Always use the most recent set of Bylaws, which can be found on the Local Unit Packet CD your president received in the Fall, or on the Illinois PTA website: <http://www.illinoispta.org/information.html>. Submit your Bylaws to me for review and approval BEFORE you present them to your membership for adoption. Remember, your membership is the only body that can adopt them. Your Executive Board cannot. Once your membership has adopted the bylaws, the secretary and president should sign them. A copy should then be sent to me. I will sign, return a copy to you and, at that time, update the year your bylaws were done.

Did you remember to file your taxes by November 15th? Please do so as soon as possible if you did not. If you receive a letter from the IRS, contact me or the State PTA office.

District 28 will honor the children whose Reflections entries advanced to State judging on February 16, 2012, at Blythe Park School in Riverside. Blythe Park PTA and Blythe Park School have graciously agreed to host the event. Watch for a flyer with more details to arrive shortly. I hope all of you will be able to join us as we celebrate kids and their accomplishments!

Plan to attend the Illinois PTA Convention March 9-10, 2012. There are always many courses and workshops to attend on a variety of subjects, giving you the opportunity to expand your knowledge and learn new things. District Caucus will discuss advocacy items, resolutions, and Bylaws changes to be presented to the Convention delegates during General Session. Convention is an appropriate use of PTA money and delegates should present a report to the Board at the first meeting following it.

Are you in need of PTA courses? E-mail or call me to set them up. Trainers are available both day and evening. We will be happy to come to you at a time most convenient for you.

Debbi Scollard, District 28 Director dscollardpta@sbcglobal.net (708) 484-1472

Lest we forget:

PTA Vision

Every child's potential is a reality.

PTA Mission

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

La Visión de la PTA

El potencial de cada niño es una realidad.

La Misión de la PTA

Hacer una realidad el potencial de cada niño al comprometer y apoderar las familias y comunidades para que intercedan por todos los niños.

Current Bylaws

If the date of your most current bylaws is 2006 or earlier, then your bylaws are not up-to-date. Please review them as soon as possible. Contact the District Director for a copy of the most current, standard local unit bylaws

Addams PTA	90
Ames PTA	08
Berwyn Council PTA	10
Blythe PTA	08
Eagle Power PTA	No bylaws
Edison PTA	10
Emerson PTA, Berwyn	10
Forest Hills PTA	10
Franklin Park PTA	10
Freedom Middle PTA	10
GGW PTA, Forest Park	08
Garfield, Maywood PTA	91
Havlicek PTA	07
Heritage Middle PTA	10
Hiawatha PTA	10
Hollywood PTA	07
Home School PTA	06
Irving PTA, Berwyn	10
Irving PTA, Maywood	06
Komarek PTA	09
Komensky PTA	97
Leigh PTA	11
Lexington PTA	09
Lincoln PTA Middle, Berwyn	06
Lincoln PTA, Brookfield	10
Lincoln PTA, Cicero	95
Lincoln PTA, Maywood	09
Lincoln, Elementary PTA, Bellwood	11
Mannheim Middle	07
Melrose Park PTA	No bylaws
John Mills PTA	08
Northlake Middle PTA	03
Pershing PTA	08
Piper PTA	05
Pleasantdale PTA	09
Prairie Oak PTA	06
Rhodes PTA	10
Riley PTA	06
River Grove PTA	08
Roosevelt Middle PTA, Bellwood	11
Roy PTA	08
Scott PTA	08
Special and Gifted Education PTA	No bylaws
Stevenson PTA	09
Sunnyside/McArthur PTA	08
Union Ridge PTA	03
Washington PTA, Maywood	No bylaws
Westdale PTA	05
Whittier PTA	06

The Treasurer's Corner

Records Retention



As the treasurer you are responsible for keeping the financial records of the Local PTA. Some of the records must be kept permanently. These records include:

- √ Annual Audit Reports
- √ Articles of Incorporation
- √ Bylaws
- √ Minute books of the local unit
- √ Current contracts and leases
- √ Corporate Reports filed with the Illinois Secretary of State
- √ Legal correspondence
- √ Equipment owned by PTA
- √ Insurance records
- √ PTA charter
- √ Standing rules
- √ Tax-exempt status documents
- √ IRS correspondence
- √ Tax filings
- √ Records-Retention Policy

Most of the day-to-day financial records must be kept for 7 years, with a few exceptions. Accounts payable, bank statements and cancelled checks, cash receipts, contracts and leases that are expired, inventories, purchase orders, invoices, payment vouchers and sales receipts are to be retained for 7 years. Annual Financial Statements and Annual Budgets must be kept for 10 years. Checks for important payments, such as taxes, should be filed with the related paperwork and kept permanently.

On the Illinois PTA website, <http://www.illinoispta.org>, under the Financial Facts tab there is a very detailed records retention schedule. Your local PTA may want to adopt this example for their use.

Source: 2010-2011 PTA Money Matters Quick-Reference Guide

Pat Denofrio
District 28 Treasurer
(708) 516-8315

Please remember to send your Audit Report and a copy of last year's tax forms to the State PTA office. Sending them in with a dues payment would be a good practice.

Are You Asking?



Great Job District 28 Locals in getting your dues into the State Office. We do have a few who did not get them in before the deadline of October 1st. Check with your treasurer to make sure that he/she remits dues on a monthly basis. If dues were not sent in by December 30, 2011, your unit is considered delinquent.

Remember Membership is ongoing all year long. Continue to remit dues to the State PTA office on a monthly basis all year long, even if you only have one or two to send in.

As of the first of October we only have 3,474 members in District 28. This number is down from 5,314 last year at this time. You need to go out and look for members in your community; make sure that teachers and support staff are asked to join.

Don't stop, don't get discouraged, just keep going. Ask, Ask, Ask! People won't become members unless you ask them to join. Make sure you have a membership table whenever the PTA or school has a meeting or an event. Maybe you can set incentives for your PARENTS, not your students; they are not joining PTA. Do an event in which only members can participate like a bowling night or a parents' prom. This has been a hit in some schools that are having them. Parents get dressed up, wear flowers, — the whole works. It takes them back to their prom days. You can even have a catered dinner with a small fee to cover the meal. Be creative!!!!

If you have any questions please contact me.

Kathy Meitzler
District 28 Membership Assistance
Meit1422@comcast.net (708) 345-1310

Founders' Day — What is it?

Founders Day is a reminder of the substantial role that PTA has played locally, regionally, and nationally in supporting parent involvement and working on behalf of all children and families. It's a time to reflect and take pride in our many accomplishments, and to renew our commitment to be a powerful voice for all children, a relevant resource for parents, and a strong advocate for public education. PTA Founders' Day is celebrated each year during February to coincide with the first meeting of the National PTA in 1897 (then known as the National Congress of Mothers). Local units are encouraged to hold their own events to remind their members of our stellar PTA history, recognize their own accomplishments, and honor their volunteers who work on behalf of the children.

PTA's founders Phoebe Apperson Hearst and Alice McLellan Birney, and the founder of Georgia's Congress

of Colored Parents and Teachers, Selena Sloan Butler, were women of imagination and courage. They understood the power of individual action, worked beyond the accepted barriers of their day, and took action to literally change the world. They had a simple idea—to improve the lives and futures of all of our children. As much as other conditions in America may have changed, that idea has not. PTA keeps it alive.

One way to recognize volunteers is through the purchase of Illinois PTA Volunteer Recognition Awards, which can be presented at your PTA celebration. Volunteer Recognition awards include the following: Life Membership (honorary), Book of Recognition, Achievement Award, Distinguished Service Scroll, Certificate of Recognition, T.H.A.N.K.S., and Educator of the Year. Find complete descriptions of these awards and the awards applications on the Illinois PTA web site at www.illinoispta.org/Scholarship.

With the purchase of these awards, your PTA is also providing support for the Illinois PTA Scholarship Fund. The Illinois PTA Lillian E. Glover Scholarship Program provides \$20,000 in scholarships each year. All of the applicants are Illinois public high school seniors in the top 33% of their class who plan to become future teachers or other members of the education system (school nurses, counselors, etc). Be sure to include a line item in your budget for the PTA Scholarship Fund.

Help fund the Illinois PTA Scholarships! Celebrate Founders' Day in your PTA!

Barb Miralgio, Scholarship Assistant

Deadline for Scholarship Applications Approaching

The deadline for applications for the Illinois PTA Lillian E. Glover

Scholarship is February 15, 2012. This Scholarship is awarded to high school seniors who intend to study in the field of education, as a primary or secondary teacher, guidance counselor, school psychologist, or other education-related fields. Two scholarships will be awarded in each Field Service Area of the Illinois PTA: one for \$2500 and one for \$1500. The student does NOT have to attend a high school with a PTA or PTSA. Application forms have been mailed to high school guidance departments throughout District 28. Applications are also available online on the Illinois PTA Web site:

<http://www.illinoispta.org/scholarship.html>. If you, as a local PTA leader, are aware of high school seniors who are eligible for this scholarship, please encourage them to apply. The application must be postmarked on or before February 15, 2011!



Barbara Miralgio, Scholarship Assistant

PTA Secretary Update



Just a reminder to PTA secretaries: be sure that you are carefully preserving the minutes of each of your PTA meetings – whether the meeting is a general membership meeting (all members), an Executive Board meeting (officers and committee chairmen), or an Executive Committee meeting (officers only). While many of us now type our minutes on a computer, a computer record is not a sufficient means of preservation for association minutes. The minutes of all of these meetings should be pasted in a bound ledger book, which may be purchased at any office supply store. Corrections should be made in red on the original page. Minutes of previous meetings should always be brought to meetings, in case there is a question regarding action taken at a previous meeting. Minutes of the PTA must be kept permanently so every care should be taken to protect them.

Barbara Miralgio, District Secretary

Advocacy - Are you getting the word out?

I have heard some rumors that some local units are considering the omission of the Legislation/Advocacy committee. If your PTA is one of these local units I strongly urge your PTA to reconsider. Illinois and National PTA have board members watching what our congressional bodies are doing and giving us updates very quickly. If it weren't for our "Legislative Network" and the mobilization of our membership, our children and communities could have been the victims of some very destructive legislation as recently as this past October 2011.

At that time our state congress had a bill on the floor that would specifically affect school districts that were affected by "tax caps." Had the proposed bill been approved, the affected school districts would not be entitled to increase their tax levy if Equalized Assessed Value (EAV) of real estate decreased in their community, even though operational expenses continue to rise.

Additionally, the "Classroom First Commission" created by HB 1216 and lead by Lieutenant Governor Sheila Simon has held four meetings to study the feasibility of school district realignment and/or consolidation. Unfortunately, the Illinois PTA has no seat on this commission. Access the following link to learn more about this subject: [Classroom First Commission](#). We must stay vigilant so that local control of our school districts is not taken away.

It is because of situations like the ones I have shared with you that we must be vigilant in watching our

congress and stand together for education and "our children" in general.

My suggestion to you is to hold a drive to get your membership registered on the "Legislative Action Network." This is a way to introduce those parents that may be reluctant to join PTA to what our association is about! The forms are available on the [Illinois PTA website](#). Offer to mail them into Illinois PTA so you could be certain to get the applications processed and have the opportunity to have more voices heard!

Remember when you contact your legislators and other elected officials remind them "I am PTA!"

Ann Marie Suter, Legislation Assistant

Get Your Flu Shot Today

The Illinois Department of Health and the Centers for Disease Control and Prevention is recommending people get vaccinated against the Flu as soon as possible. The vaccine takes about two weeks to provide protection against influenza. It is recommended that children age six months through eight years need two doses of influenza vaccine during their first flu season. If the child in this age group received at least one dose of vaccine last year, they will only need one dose this year because the vaccine has not changed for this year. The typical flu season runs from October through May with the peak in January.

To reduce the spread of influenza and other contagious diseases, it is always important to **practice the 3 C's:**

- Clean** Properly wash your hands frequently
- Cover** Cover your cough and sneeze
- Contain** Contain your germs by staying home if you are sick

For more information, log onto:

www.idph.state.il.us/flu/index.htm

Audrey McAdams, Juvenile Protection and Safety

Anchor for Safety

According to the U.S. Consumer Product Safety Commission (CPSC), a child is killed once every two weeks, and tens of thousands are injured every year from TV and furniture tip overs. More than 22,000 children eight years and younger are treated in hospital emergency rooms every year for injuries related to instability or tip over of televisions, furniture, and appliances. A majority of these injuries are to the head. Others were crushed by the weight of the television, furniture or appliance.

The CPSC has received 176 reports of fatalities that occurred because of a falling television between 2000
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and 2010. It appears that the occurrence is growing due to flat-screen televisions becoming the norm. They are heavier and tip easier. It may also be common for the older style TV finding its way onto dressers or tables not suitable for that type of weight.

A conceivable scenario could involve toddlers who have climbed onto, fallen against or pulled themselves up on a stand holding a flat- screen TV. What is the recourse to prevent an accident waiting to happen? According to the U.S. Product Safety Commission follow these safety tips in any home where children live or visit:

- Place TVs on sturdy, low bases
- Anchor the furniture and the TV on top of it, and push the TV as far back on the furniture as possible
- Keep remote controls, toys, and other items that might attract children off TV stands or furniture
- Keep TV and/or cable cords out of reach of children
- In addition, check with your child's school, daycare center, baby sitter, or playmate to ensure they have properly secured TVs.

To research and find many different companies selling all types of television wall mounts, as well as mounts for audio speakers and components, Google TV (or television) mounts, mounts for audio speakers, or mounts for audio components. Be sure to research what type of wall surface the wall mount will be attached to. Get the proper wall anchors. Be safe, not sorry.

Illinois PTA Awards: Juvenile Protection and Safety

It is not too late to take action on some of the Illinois PTA 2011-2012 Awards. Please take the time to apply. **There is a deadline of February 17, 2012.**

Environmental Concerns: Examples of projects such as planting trees, recycling etc. can be found at the go green web site www.gogreeninitiative.org

Healthy Students Award: Consider holding a health fair. Host a "Let's Fight Flu Together" program. Look for information at <http://www.flubusters.com/pta.html>

Juvenile Protection & Safety Award: The month of October is dedicated to National Bullying Prevention Month. This would be an appropriate time to focus on the Juvenile Protect & Safety Award by hosting a bullying workshop. Don't forget that October is Fire Prevention & Safety month. If your local Fire Department doesn't already come to your school, invite them to speak to the students.

Audrey McAdams, Juvenile Protection & Safety

A Better Report Card for Illinois

In the June 2011 Bulletin an article was presented regarding the work being done to create a new State School Report Card. Many of us who are on the Governor's P-20 Council (Illinois PTA is a member of the P-20 Council) have worked with the State Board of Education to create a report card that would be shorter and would have the most important information in a more user-friendly summary sheet, all designed with parents in mind. The article was presented specifically to inform parents of upcoming focus groups that were to be held with the explicit goal of incorporating feedback from sample groups around the state into a final draft of a State School Report Card.

Report Card has been unprecedented. During August 2011, 24 parent, family and community focus groups were held around the state that provided 160 participants the opportunity to view the draft, ask questions and provide valuable information/feedback. Those 160 participants included not only parents, but Spanish-speaking community members, school board members, business owners, and leaders of before/after school programs. Additionally, there were 22 separate focus groups held with school administrators and principals, and 11 separate focus groups with teachers. In summary, the feedback from the focus groups on the overall value of the new report card was overwhelmingly positive with 90% of participants saying that they are likely to use the new report card and 80-90% finding the report card easy to understand. This substantial body of work has culminated with HB605, introduced in the legislature the week of October 24.

NOVEMBER 2011 UPDATE: Illinois PTA is very excited to share that HB 605 has been passed by the legislature!!!!

Below is an excerpts from a communication dispatched from the desk of Robin Steans, Executive Director, Advance Illinois on November 11, 2011.

HB 605, passed this week by the Illinois legislature, makes it possible for communities to get a more accurate and meaningful picture of their school's health based on a wide array of indicators. The bill will transform the current dense and inaccessible state school report cards into relevant, user-friendly tools packed with information communities can use to make good decisions for their children and their schools. The new design will be rolled out statewide in 2013, at which point families will be able to go online and see "at a glance" information about their child's school, including:

- **School environment:** Parents will see what programs, activities, courses, and resources are available, as well as school climate indicators and key retention and attendance data for teachers and students.

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- **Student outcomes:** This report will provide snapshot and comparison data on student outcomes, including test results, college readiness measures, and information on how students perform after they head on to high school or postsecondary education.
- **Student progress:** Among other things, reports will provide student growth data, and information on how developmentally ready students are to learn as they begin school.
- **Comparisons to similar schools and state averages:** For every measure, parents will be able to see how their school compares to similar schools and to state averages.
- **Progress over time:** Where available, the redesigned report will show performance on measures over the past five years.

Click here to view the sample [report card](#) and [legend](#).

Source Illinois PTA December Bulletin

National PTA E-Learning Courses: With PTA budgets tight and your schedule even tighter, traveling to workshops and seminars may be out of the question. Luckily, PTA e-learning is available to you all day, everyday. Available to PTA members at www.pta.org/e_learning.asp.

PTA e-learning is a no-cost way for you to expand your PTA leadership skills from the comfort and convenience of your home, or anywhere you can connect with the Internet.

Corresponding with Your Members of Congress

Interaction between any elected official and his or her constituents is a crucial part of the democratic process. This is especially true for members of an advocacy organization such as the National PTA. PTA wants senators and representatives to think of PTA members as a useful resource when it comes to matters that concern the well-being of children. Building this relationship is done in a variety of ways, not the least of which is a regular correspondence between you and your member of Congress. Hearing the needs and concerns of their constituents is of the utmost importance to elected officials, as constituents are the ones who decide whether or not they remain in office.

When you decide to advocate on behalf of children, it is important to consider your audience. While it may be tempting to send out a mass e-mail or letter to all or many members of Congress, only the members who

represent your district will respond to what you have to say. The PTA Takes Action Center at <http://capwiz.com/npta2/home/> can provide you with contact information for your members of Congress, should you need assistance.

Things to Remember when Corresponding with Your Members of Congress

- Always be polite and courteous. Members of Congress and their legislative staff are considerably less likely to respond to rude or profane letters.
- Be as concise as possible. Remember that each congressional office has dozens of legislative issues to cover and hundreds of constituent requests each day.
- Include your home or work address in every letter, even in e-mails. Letters and e-mail with no return address are likely to be disregarded.
- Thank the member of Congress for taking the time to read your letter.
- Remember that correspondence with any elected official is about building an ongoing relationship and persuading them to think of you as a resource. Even if an elected official does not agree with your point of view on an issue today, they might in the future.

Sample Phone Conversation:

Staff Member: Thank you for calling Congressman Smith's office, how may I help you?

Caller: Hello, My name is _____ (your name) from _____ (City and State) and I am calling on behalf of the National PTA.

Staff Member: Wonderful, what can I do for you?

Caller: As a concerned member of the Congressman's district, I support H.R. 2 and would like know his position on this bill. (Feel free to insert any helpful information you might have at this time, in addition to why it is of concern to the member of Congress's constituents. **But remember, be brief!**)

Staff Member: Congressman Smith does support H.R. 2. Thank you for sharing your concerns with us, I will relay your comments on to the member of Congress.

Caller: Thank you, have a great day.

For more information on this subject, please access: http://www.pta.org/Corresponding_with_Congress.pdf

Source National PTA Web site

You are invited to join us on February 16th to honor the students whose Reflections entries have advanced to state PTA judging.

Blythe Park PTA/School, Riverside IL

Watch for more information!



everychild.onevoice.®

Illinois PTA District 28

Debbi Scollard, District Director
1514 Euclid Avenue, Berwyn, IL 60402
(708) 484-1472 dscollardpta@sbcglobal.net

<http://www.illinoisptadistrict28.org>

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Berwyn, IL 60402
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Vacant

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Leadership Development Committee

Debbi Scollard
Barb Miralgio
Kathy Meitzler
Mary Ann Daugherty
Ann Marie Suter

Please contact the District Director at (708) 484-1472 to arrange for Leadership Courses.

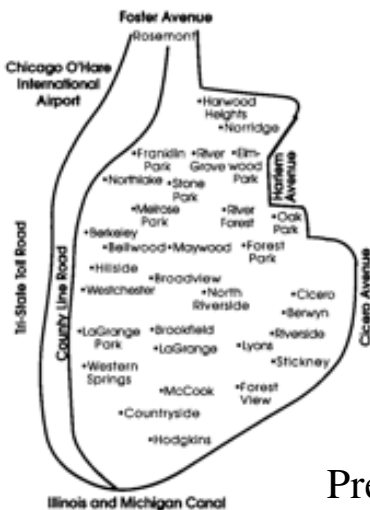
— Illinois PTA/District Events/Workshops 2011 - 2012 —

<i>Packet Orientation</i>	<i>Saturday, August 6, 2011</i>	<i>Berwyn Recreation Department 6501 - 31st Street, Berwyn, IL 60402</i>
<i>Annual Meeting and District 28 Awards</i>	<i>October 18, 2011</i>	<i>Home School PTA, Stickney</i>
<i>Deadline for District Reflections Entries</i>	<i>December 5, 2011</i>	<i>District 28 c/o Gail Galioto-Fang, 2944 N 76th Ave., Elmwood Park 60607</i>
Reflections Recognition	February 16, 2012	Blythe Park PTA, Riverside
Illinois PTA Convention	March 9 - 11, 2012	Schaumburg IL
National PTA Convention	June 21 - 24, 2012	San Jose CA

Keep your PTA on Track

- ☛ Make plans to attend an event to showcase the Reflections entries from District 28 that advanced to state PTA judging. Put February 16th on your calendar. More information coming.
- ☛ Review and update your bylaws! Send to the Director for approval before you take them to your membership for adoption.
- ☛ Check out the District 28 Web site for the latest information.
<http://www.illinoisptadistrict28.org>.
- ☛ Call the District Director to set up a date for PTA Courses. Leaders are available day or evening! Build Leadership in your PTA.
- ☛ Make plans to attend the Illinois PTA Convention.
<http://www.illinoispta.org/iptaconvention.html>

Debbi Scollard, District Director
1514 Euclid Avenue
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Presidents: Please share this newsletter with your PTA Members.