

COUNCIL MESSAGES

HAMILTON COUNTY COUNCIL of PTAs
every child. one voice

May, 2010

Issue 4

HERE'S YOUR CHANCE TO GET NEXT YEARS' OFFICERS OFF TO A GOOD START

Hamilton County Council of PTAs'

School of Information

May 19, 2010

Supper, General Meeting & Workshops

Beginning at 5:45 p.m. at the HCESC

(please refer to the registration form in this newsletter)

MEMBERSHIP – LET'S THINK AHEAD

I can hear a sigh of relief from all the Membership Chairmen because their job for this year is complete. But to all the new Presidents who are forming their Boards for next year, please start to plan ahead.

The new President will be getting a Summer Packet of information from Ohio PTA which will include all the membership materials. Be sure you forward this membership information to your Chairman. Then, my first suggestion for you would be to talk with your Principal about sending your Membership letter and information home to the **P**arents in the school's summer packet of papers to be returned to the school. In your letter, be sure to brag about the PTA's accomplishments. You have done so much for your schools – make sure your parents know how important PTA is and why their support is needed. Make them all feel welcome. This will give your drive a "jump start" right at the beginning of the school year.

My second suggestion would be to have a memo ready for the **T**eachers' mailboxes asking them to join. They can be very helpful and supportive. This is one way to strive for your 100% Teacher Membership Award.

When the **A**ssociation meets for the first time in the Fall, be sure to have a Membership table ready for additional sign-ups. When they enter, some of them will say they are already members. That's because you have planned ahead and already have a nice list of members signed up. Always be on the lookout for strong leaders. They are there – just keep looking.

We are proud of your hard work this year. Be sure to look for the Outstanding Membership Award Winners and the list of 100% Teacher participation schools in this "Council Messages."

Carol Kiradjieff carolchili@fuse.net
HCC Membership Chair



PLEASE DON'T TURN THE PAGE until you think about joining HCC 2010-2011 Board. There are many different jobs to be done; some big, some small but all VERY important. You'll meet interesting people from other districts and learn more about PTA from a larger prospective. Won't you think about joining us. Call/email incoming president, Elise Fessler, 931-4234, bfsing@cinci.rr.com

WRAPPING UP THE YEAR

(Linda Day, Council Messages Editor)

Can you believe it, we're coming to the end of another school year. I don't know about you but to me it sure seems like we just got started on this year. And just like we do when we are planning for the beginning of a PTA year, there is also planning in ending the year. I've listed below some of the things the current President and board should be thinking about in order to help the incoming President and board get off to a good start.

Installation of the new officers:

You should always plan some type of installation ceremony preferably in front of the general membership because it makes it seem more official and shows the importance of holding a PTA office. If you don't have an Association/General Meeting at the end of the year or near the time of your elections, then you can install the new officers at a board meeting. If you need ideas or someone to perform the installation ceremony, Council is here to help you. Also asking a Past president of your unit is a nice touch.

Disbursements:

After you have completed most everything in your Budget that you planned, you can now look to buying gifts for your school with the money you have left. It is best to set up a Disbursement Committee consisting of both parents and teachers, ask for suggestions of items to buy and then as a committee decide on the items to recommend buying. The Disbursement Committee makes a recommendation to the board and then the board votes on it. The board then makes a motion to the General membership and the membership votes on it.

Procedure Books:

Each chairman should prepare a Procedure Book that includes all the information regarding their committee that occurred throughout the year. It should include (but not limited to) a year end report detailing what you did and how you did it, an explanation of expenses and information from anyone else involved. The books are turned into the president and then they are updated with or made sure to have: current Bylaws, Standing Rules, Budget, Board Member List and job description for that committee.

Budget Committee:

Refer to your Bylaws and previous agendas to determine when to form this committee and who should be on it. The incoming and outgoing president and treasurers are usually on it. Also you may want your ways & means person (s). The Committee presents the budget to the unit board for their input and vote. Then the Board recommends the budget to general membership in the form of a motion. The general membership **must** approve the budget **before** any money can be spent.

Audit Committee (refer to the article on doing the audit, in this Messages)

Evaluating the Year:

Ask parents/teachers/principal/students to evaluate the PTA on the year's programs/events. Self-evaluate and then discuss your successes and your failures at a unit meeting in order to plan for next year. *Toot Your Own Horn* – announce in your last newsletter or packet of information going home all the good things your PTA did for the school. This is a good way to show everyone in school (not just members) what your unit provided.

Making the Transition Smooth:

Presidents be sure to complete a Procedure Book which should include (but not limited to) –Agendas, Master Copy of Bylaws & Standing Rules, copies of your correspondence/articles written, the Annual Reports from the board, any NPTA or OPTA resources, and any mailings you receive as the year was ending

Preparing for the next year:

Filling next year's board is not only the President's job everyone should help in suggesting names. The new board takes over according to your Bylaws. The new Treasurer takes over after the books have closed on June 30. Be sure the officers/committee chairs attend any training provided. Council provides training through our School of Information in May and usually sometime in August OPTA offers Leadership Training. A properly trained officer/chairman makes the whole unit run much more smoothly.

THE PTA AUDIT
(Linda Day, Council Messages Editor)

The purpose of an audit is to certify the accuracy of the books and records of the financial office and to assure the membership that the association's funds are being managed within the regulations established for their use. An audit involves following financial transactions through records to be sure that receipts and expenditures have been properly accounted for and conform with the unit bylaws, standing rules, budget and minutes. PTA audits are usually done over the summer after the books close on June 30 and before the start of the new school year; however, an audit should also be done if the treasurer resigns during their term or at any other time deemed necessary by the unit. The outgoing treasurer cannot pay bills after the books are closed (usually June 30) for the audit. During the audit process it is recommended that expenditures within an adopted budget be limited to those of an emergency nature. The audit should be completed as quickly as possible.

The process for selecting individuals or retaining a professional firm will be found in your bylaws. The treasurer shall deliver, in a timely manner, the following to the auditors: copy of last audit report, checkbook & cancelled checks, bank statements & deposit receipts, treasurer's book/ledger, annual financial report, itemized statements & receipts of paid bills, and check requests. The auditors should also have copies of the board & association minutes, adopted budget (& any amendments approved during year), current bylaws and standing rules.

Start the audit with the records posted after the last audit. The amount shown on the bank statement should correspond to the starting balance recorded in the checkbook and ledger. Make sure all checks written have a receipt or is an approved budgeted item. Verify cancelled checks, deposit slips, and checkbook entries with the bank statement. Check all cash receipt slips issued and verify with proper entry in ledger. Check each month's ledger entries for errors and cross-check against checks issued and receipts posted. Cross-reference checkbook stubs with checks issued. Check treasurer's reports and annual report for accuracy. And of course don't forget to make sure the additions and subtractions are correct in all instances. (For a step by step audit procedure, please refer to resources from the NPTA/OPTA.)

Once the audit is completed and the books are found to be in order, the committee will prepare a statement and sign it. Statement example: "The auditing committee has examined the records of the treasurer of ___ PTA for the period of (time covered) and found them to be correct. Balance on hand \$___."

The audit report must be presented to and officially adopted by the general membership. Please refer to your bylaws as to when this should be done.

HCC PTA General Meetings 2010-2011

Even though it is the responsibility of the delegate/alternate delegate to attend Council meetings *ALL* PTA members are welcome to attend.

September 22	11:30 a.m.	The Meadows	Executive Luncheon
October 20	10 a.m.	HCESC	Program TBA
November 17	7 p.m.	HCESC	Program TBA
January 19	10 a.m.	HCESC	Program TBA
February 15	6:30-8:30 p.m.	HCESC	Reflections Open House
February 16	9:30 a.m.	HCESC	Reflections Display prior to the
	10 a.m.		Founders Day Mtg/Program
March 16	10 a.m.	HCESC	Program TBA
April TBA	7 p.m.	Three Rivers Hosts	Evening Dessert Meeting
May 18	5:45-8:45 p.m.	HCESC	School of Information



EVENING DESSERT PROGRAM



If you missed it then you missed a great evening. Hamilton County Development Disabilities Services was our host and the event took place at the Margaret B Rost School. The group Hands in Harmony entertained us and the PTAs provided delicious refreshments for the recipients and their guests. The following students and teachers were honored.

Reflections 2009-2010 Theme: Beauty Is.....

The National PTA *Reflections* Program is an arts competition in the areas of Literature, Musical Composition, Photography, Dance Choreography, Video/Film Production, and Visual Arts. Students compete within four age levels – primary, intermediate, junior/middle, and senior. Ohio PTA presents the *Award of Excellence* (1st place), *Award of Outstanding Achievement* (2nd place), *Award of Merit* (3rd place), and two *Honorable Mentions* for each arts category in each age division. Winners of the Ohio PTA Award of Excellence are forwarded to compete in the National PTA *Reflections* contest.

STATE WINNERS/HONORABLE MENTIONS

VISUAL ARTS

Award of Excellence	Macey R. Hollingsworth	Struble Elementary (Inter. 3-5)
Honorable Mention	Rosie Weber	Struble Elementary (Pre-2)

PHOTOGRAPHY

Award of Outstanding Achievement	Jenna N. Duebber	Rapid Run Middle
Award of Merit	Shelley S. Heck	Colerain High
Honorable Mention	Renuka Bajgain	Colerain High

LITERATURE

Award of Merit	Ebenezer E. Semere	Ann Weigel Elementary (Pre-2)
Honorable Mention	Vivian E. Sprague	Colerain Middle School
Honorable Mention	Tara M. Keller	Finneytown Middle School
Honorable Mention	Madeliene M. Fessler	Finneytown High School

MUSIC COMPOSITION

Award of Outstanding Achievement	Joey A. Barnett	Monfort Heights Elementary (Inter.3-5)
Honorable Mention	Brooke E. Minner	Ann Weigel Elementary (Inter. 3-5)

VIDEO/FILM PRODUCTION

Award of Excellence	Brianna E. Jones	Monfort Heights Elementary (Inter. 3-5)
Award of Outstanding Achievement	Hallie G. Menkhaus	Three Rivers (Inter. 3-5)
Award of Outstanding Achievement	Alex C. Hrydziuszk	Finneytown Middle School
Honorable Mention	Brittany A. Oldfield	Oakdale Elementary (Inter 3-5)

DANCE CHOREOGRAPHY

Honorable Mention	Katie Ludwig	C. O. Harrison Elementary (Inter 3-5)
Honorable Mention	Elizabeth N. Eisenmann	C. O. Harrison Elementary (Inter 3-5)

Theme for the 2010-2011 school year is “Together We Can”

HCC of PTAs Vocational Readiness Scholarships

Bobbie B. Fairfax School A.J. Harris
Margaret B. Rost SchoolCourtney Mitchel

HCC of PTAs College Scholarships

Anderson High School Dominique Schiano
Colerain High SchoolMary Zbacnik
Finneytown High SchoolNicole Towner
Northwest High SchoolCarl Beimesche
Oak Hills High School Allison Ahlers
Taylor High School Lindsey Derstadt
Turpin High SchoolHannah Zimmerman
William Henry Harrison High School Emily Roell

HCC of PTAs Educator Scholarships

Ralph W. Sinks Educational Administration Scholarship.Corrie Scheidegger, Struble Elem. School
Theresa K. Kirby Memorial Scholarship.....John Kinney, Monfort Heights Elem. School
Margaret B Rost Special Education Scholarship.Vana Grear Duwell, Margaret B. Rost School

HCC of PTAs Outstanding Membership Awards

Clarence A. Struble Elementary, Northwest School District
John Foster Dulles Elementary, Oak Hills School District

HCC of PTAs Educators of the Year

FinneytownMarianne Tranter, Brent Elementary School
HCDDS..... Patrick Brunner, Margaret B. Rost School
NorthwestTamara Frey, Bevis Elementary School
Oak Hills Dee DelConte, Oak Hills High School
SouthwestJoAnn Harmon, Hooven Elementary School
Three Rivers Holly Nicolaou, Taylor High School

100% Teacher Awards

Springmyer Elementary	Delhi Middle
Bridgetown Middle	Colerain Elementary
Bevis Elementary	Monfort Heights Elementary
Crosby Elementary	Rapid Run Middle
John F. Dulles Elementary	White Oak Middle
Delshire Elementary	Finneytown Elementary



REMINDER TO THE INCOMING/RETURNING PRESIDENTS

Don't forget to fill out the HCC Mailing List/Yearbook Information Sheet with the names of your officers and some of the chairman for next year. Please return it by the due date even if you don't have all the positions filled. Council uses this information for our Handbook, Council Messages and for other information distributed throughout the school year. You will be receiving it within the next month from your Area Advisor or by e-mail.

**Hamilton County Council of PTAs' 81st Annual School of Information
Wednesday, May 19, 2010 at the
Hamilton County Education Service Center, 11083 Hamilton Ave.**

Evening Schedule

Registration/ Pizza Dinner / General Meeting	5:45-6:15 pm
2-Hour Workshops	6:30-8:45 pm
Session I Workshop	6:30-7:30 pm
Break	7:30-7:45 pm
Session II Workshop	7:45-8:45 pm

Workshop Sessions I (6:30-7:30 pm)

Presidents (continues to session II)
Treasurers (continues to session II)
Mock Meeting (continues to session II)
Nominating & By-Laws / Standing Rules

Workshop Sessions II (7:45-8:45 pm)

Presidents (continued from session I)
Treasurers (continued from session I)
Mock Meeting (continued from session I)
Membership

Registration Form:

Contact Name _____ PTA _____ District _____

Phone _____ E-mail _____

Registering for Workshops _____ @ \$6 = \$ _____

Make check payable to: Hamilton County Council of PTA's (HCC PTA)

Mail to: Lori Mueller
309 Country View Dr.
Harrison, OH 45030

DEADLINE: May 14, 2010 HCC reserves the right to cancel workshops based on lack of registration.

Please (X) workshop session each participant expects to attend so we can schedule rooms and prepare adequate handouts.

Name of Participant (Please print)	President Sessions I & II	Treasurer Sessions I & II	Mock Meeting Sessions I & II	Nominating/By-Laws/Standing Rules (Session I) Membership (Session II)