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Calendar

- 4/28-5/6 Early Voting: SBISD Bd of Trustees Elections, Admin Bldg
- 5/3 Running for the Arts, 8 am, Memorial City Mall
- 5/6 Council Awards Night, Admin Bldg; 6:30-7:30 pm Elementary; 8-9 pm Secondary
- 5/10 SBISD Board of Trustees election; 7am-7pm; Elem schools
- 5/13 Council General Meeting/Orientation/New Presidents Lunch; 11am-1pm; Admin Bldg
- 6/21-23 National PTA Convention
- 7/25-27 Texas PTA Summer Leadership Seminar; Austin
- 8/25 School Starts

President's Message

Diane Swan, Council President



This will be the last newsletter for this school year. Serving as Council President this year has been a truly rewarding experience. I have had the opportunity to meet so many dedicated PTA leaders and parents who want to make a difference in their schools and their kids' lives. I have had the chance to work with principals, assistant principals, teachers and staff who demonstrate amazing dedication to their students and communities. I have worked with central office administrators who work each day to provide more growth opportunities for our students and parents. I have been honored to work with some truly dedicated Council officers and chairman who have chosen to reach beyond their own campuses and touch the lives of students and parents throughout the District.

I think more than at any other time in my PTA career, I was impressed by how important parent involvement is to our kids and our schools. Parent involvement has many different meanings - from helping our kids at home to helping out at school. We often get caught up in fundraising, but this year, I've been reminded that we don't exist to fundraise. We fundraise to do our important work. And we can do that important work on any budget.

It was very exciting to welcome three new PTAs this year. It's tough getting started as a new PTA but each has experienced some successes as well as gained insight with experience. Each is positioned to hit the ground running next year.

Council provided several successful programs as well as training through our biannual leadership training and individual campus visits. Communication is always a priority, and we provided information through email, our website and newsletter. Hopefully, we have also helped by answering your burning questions. (Is anyone besides me tired of talking about sales tax and brochure sales?)

As discussed previously, the Council Board held strategic planning sessions to set a focus for the organization for the near future. These sessions produced some difficult and some exciting recommendations. I look forward to watching the organization as it moves forward in these areas.

Before we head off for the summer, there is still some pending business. Each unit should consider some planning for the next year (page 10), and I hope to see many of you and your kids at Awards Night on May 6th and at the last Council meeting on May 13th (page 2).

Thanks again for the great job you have done this year and for your support of Council.



PRESIDENT'S CHECKLIST

- Send the Local Officer Information form including the names of new officers and chairmen to Texas PTA Office and Council PTA president by **May 1**.
- Prepare and present at the annual meeting a year end summary report of this year's activities (funds raised and how those funds were expended to benefit the students, the school and the PTA; volunteer hours recorded and in what areas, etc.)
- Adopt budget at the annual meeting for the next year
- Coordinate installation of new officers; thank this year's PTA workers and school volunteers
- Update president's procedure book and pass all information along to the newly elected president to ensure a smooth transition
- Remind outgoing officers and chairmen that their procedure books and materials must be submitted within fifteen (15) days after their successors assume their duties.

NEW COUNCIL OFFICERS

Congratulations to our new officers who were elected on April 1st.

President: Mary Kemick
 1st VP-Programs: Camille Tarics
 2nd VP-Leadership: Lindy Tennant
 3rd VP-Membership: Laura Casanover
 Secretary: Kay Kurisky
 Treasurer: Mike Story

Installation will occur at Awards Night on May 6th.

Thanks to our Nominating Committee for a job well done.

LOOKING FOR AN OPPORTUNITY TO WORK WITH PTAS THROUGHOUT THE DISTRICT? SBISD Council Of PTAs Has Plenty Of Options!

If you are interested, have any questions about the position duties or would like to nominate that special person for a chairmanship, please contact Mary Kemick at mkemick@comcast.net.

COUNCIL AWARD WINNERS/Awards Night

Each year Council hosts an Awards Night to:

- Announce the names of the graduating seniors and teachers who have won scholarships
- Honor the Reflections, Odyssey of the Mind and the Environmental Contest winners
- Recognize the PTAs who have won Council Awards this year



This is a wonderful opportunity to honor these extraordinary students and PTAs. Please plan on attending and bring your children. This year the event will be split into two separate times to better accommodate families.

PTA Council Awards Night
Tuesday, May 6, 2008
Administration Building, Board Room
Elementary Student Awards: 6:30 – 7:30 pm
Secondary Student Awards and Scholarships: 8:00 – 9:00 pm

PROPOSED CHANGES TO BYLAWS AND STANDING RULES

Changes to bylaws:

1. Reduce the number of general meetings and executive meetings to 4 meetings per year (October, November, April and May)
 - o Suggested:
 - September: LOT/Workshops
 - October: General meeting (Duncan)
 - November: General Meeting (elect nominating committee)
 - December: none
 - January: none
 - February: Founders Day
 - March: none
 - April: Election/Spring LOT
 - May: Awards Night/Installation
General Meeting/Board
Orientation
2. Add Executive Committee Section
3. Lower quorum to 15%
4. Reduce nominating committee from 5 members with 2 alternates to 3 members and 1 alternate
5. Add tiered dues schedule
 - o > 300 members: \$75
 - o > 100 members: \$50
 - o <= 100 members: \$25

Changes to standing rules:

1. Scholarship funding deadline: February 1st two calendar years after date of award (Ex. Awarded May 1, 2008; deadline is February 1, 2010.)
2. Treasurer will send invoice to locals for dues based on May 31 Texas PTA roster
3. A responsibility of each officer/chairman should be speaking to assigned schools about Council services
4. Allocation of Chronicle funds to operating expenses first, then scholarships

NOTE: Draft of each document is available upon request. Vote on proposed changes will occur at May 13 General Meeting.

Contact Diane Swan at swandive@earthlink.net or Pamela Wike at thewikes@earthlink.net with any questions/comments.

COUNCIL GENERAL MEETING/ COUNCIL ORIENTATION/ NEW PRESIDENT'S LUNCH

May 13, 2008 11 am – 1 pm
Administration Building, Board Room

Last Council Meeting of the Year –

Don't Miss It! Please make plans to attend the last Council meeting of the year. The agenda will include the following:

Business:

- Vote on changes to bylaws and standing rules (See changes in box on left)
- Vote on budget
- Appoint Audit Committee

We will need a quorum!

Speaker:

Anne Foster, Raise Your Hand Texas
(See information in box below)

Council Orientation:

We need all 2008/2009 Council officers and chairman to attend this orientation.

Lunch will be provided.

RSVP: Kay Kurisky at kkurisky@sbcglobal.net

Raise Your Hand Texas is a bipartisan group of business and community leaders, parents and tax payers dedicated to strengthening and improving our public schools. In short, we are people just like you. People who believe we can and will make a difference by focusing on the following three points of action:

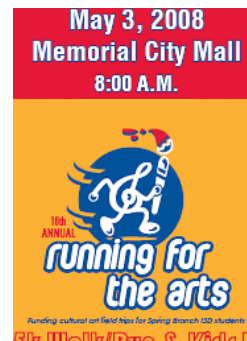
- **Celebrate** the outstanding work done by Texas teachers, administrators and students each and every day
- **Defend** our public schools against criticism that is unfair or inaccurate
- **Strengthen** our public schools by seeking additional state resources and making commonsense suggestions that will help provide a safe and effective learning environment for all Texas children

From www.raiseyourhandtexas.org

Many SBISD leaders are involved with this organization: Larry and Susan Kellner are board members and Dr. Klussmann is Volunteer Chairman of Raise Your Hand Texas.

Come find out more about this organization.

NEWS FROM:



RUNNING FOR THE ARTS May 3, 2008

The Spring Branch Education Foundation (SBEF) will sponsor the 16th annual Running for the Arts 5K Run/Walk and Kids' 1K beginning at 8 a.m. on Saturday, May 3, at Memorial City Mall. You're invited to run, walk or even sleep in – and still participate.

This year's goal is 2,008 runners in 2008!

Superintendent of Schools Duncan Klussmann will fire the starting gun at 8 a.m. for competitive runners, followed by walkers on the 5-kilometer course. One hour later, the Kids' K event, a noncompetitive, 1 kilometer run for students in eighth grade or below, will be held at the Mall.

Support Good Causes

Proceeds from Running for the Arts provide cultural arts field trips for Spring Branch ISD students in grades one through eight, sponsored by the SBEF. All students attend performances and exhibitions by premier arts organizations, many for the first time.

A portion of this year's proceeds will benefit the Health Fitness Teachers Association, which is supporting the day's activities. The association sponsors college scholarships for students, teacher scholarships for professional development, community awareness programs, and other good causes.

Register Today

Runners, walkers and fitness-minded families can register online through www.signmeup.com or by [downloading the registration form](#). Registration fees include a t-shirt and race packets.

Sleep in – and Participate!

You'll have the t-shirt to prove you participated if you join the "Saturday Sleep In" team. All you have to do is... sleep! Sponsorships are offered for \$50 and include four official Running for the Arts t-shirts; registration counts toward a participating student's school in the Highest School Participation Contest. T-shirts should be picked up during the packet pick-up times at Sun & Ski Sports.

For more information, visit the SBISD website www.springbranchisd.com

FUNDACIÓN PARA LA EDUCACIÓN DE SPRING BRANCH Y EL CONSEJO DE LAS PTA DE SBISD

Presentan

“CARRERA POR LAS ARTES 2008”

CAMINATA/CARRERA DE 5 KM Y K INFANTIL

Financiando viajes culturales para los estudiantes de SBISD

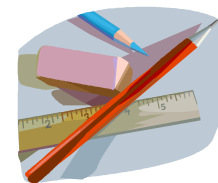
Patrocinada por

MEMORIAL CITY MALL

3 de mayo de 2008, a las 8:00 a.m.

¡TODOS ESTÁN INVITADOS A PARTICIPAR! Bien sea que usted participe en la carrera de los 5 k (3 millas, aproximadamente), en la caminata de los 5 k, o en el K Infantil, todo el dinero reunido será para beneficio del ARTS Partners Program (Programa ARTS), del Spring Branch Independent School District. El programa ARTS Partners Program ofrece experiencias artísticas y culturales para todos los estudiantes del SBID, mientras que el Programa de Educación Física de SBISD promueve un estilo de vida saludable para todos los estudiantes de SBISD.

INSCRIPCIÓN Y PAGO EN LÍNEA: www.signmeupsports.com (fecha límite 4/29/08) EL MATASELLOS DEBE SER DE ANTES DEL 4-26-08



SCHOOL SUPPLY PROJECT

Same great event, new sponsor

For the past nine years, Council has helped many SBISD students in need start the new school year off with the tools they need to be successful by providing them with necessary supplies. This year the tradition continues; however, Spring Branch Education Foundation will be sponsoring the project rather than Council.

If your PTA would like to help donate, please adopt a line item on your budget for "School Supply Donations." Donations are accepted throughout the school year. In addition, consider an "add a box" to your campus' school supply form for members to make additional donations. (For information on making donations to other 501(c)(3) organizations, please refer to previous email or contact Council President or Treasurer.)

Please send your donations to:

Spring Branch Education Foundation
School Supply Project
955 Campbell Road
Houston, TX 77024

Please note "school supply project" on your check.

Thanks to all of you who have so generously supported this project.

100 Ways to Help Your Child and School Succeed

Excerpt from *The PTA Parent* –

There are many ways that you can help your child succeed! Here are a few that you can do this week:

- Attend parent-teacher conferences with specific questions you want to ask. (*Asista a conferencias para padres y docentes con las preguntas específicas que desee hacer.*)
- Decide with your child's teacher the best way to stay in touch (phone, e-mail, notes, etc.). (*Decida junto con el docente de su hijo el mayor medio de contacto (telefono, correo electronico, notas, etc.).*)
- Seek out classes or information on child development, learning styles, discipline, etc. (*Informese sobre clases o temas relacionados con el desarrollo infantil, los estilos de aprendizaje, la disciplina, etc.*)
- Attend parent education fairs and other special events at school. (*Asista a las ferias educativas para padres y demas acontecimientos especiales de la escuela.*)

**SBISD BOARD OF TRUSTEES
EARLY VOTING BEGINS APRIL 28 FOR
TWO POSITIONS.**

ELECTION DAY IS MAY 10TH.

From www.springbranchisd.com

Early voting will begin by personal appearance on Monday, April 28, for two contested positions on the Spring Branch ISD Board of Trustees. Trustee Position 1 is held by incumbent Wayne F. Schaper Sr.; Position 2 is held by incumbent Mary Grace Landrum.

Challenging Schaper, 71, a retired SBISD administrator, are Marjorie L. Caldwell, 67, a lawyer and writer, and Lindsey Lee, 49, an engineer.

Landrum, 57, an employee development consultant, is opposed by Michael Lee, 18, a senior at SBISD's Westchester Academy for International Studies and an aquatics manager. He is the son of Lindsey Lee.

Beginning Monday, April 28, Spring Branch residents may vote in person from 7 a.m. until 7 p.m. weekdays in Room 133 of the SBISD Administration Building, 955 Campbell Road. On Saturday, May 3, voting will be held from 8 a.m. until noon in the same location.

The last day for early voting by personal appearance at the SBISD Administration Building is May 6.

Election Day voting will be held from 7 a.m. until 7 p.m. on Saturday, May 10, at all Spring Branch elementary schools. District residents will need to vote at the elementary school where they reside. To help determine where your neighborhood school is located or for other questions, please call 713-464-1511, ext. 2217. The seven members of the SBISD Board of Trustees are selected at-large to serve overlapping three-year terms. Trustees establish district policies. They serve without pay.

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La votación temprana para la Junta Directiva de SBISD comienza el 28 de abril para dos puestos

La votación temprana por aparición personal comenzará el lunes 28 de abril para dos puestos disputados en la Junta Directiva del Spring Branch ISD. El Puesto 1 lo ocupa por titularidad Wayne F. Schaper Sr.; El Puesto 2 lo ocupa por titularidad Mary Grace Landrum.

Además, un Foro de Candidatos a la PTA se llevará a cabo a las 7 p.m. del miércoles 23 de abril, en la Escuela Primaria Woodview, ubicada en 9749 Cedardale, una cuadra al sur de la intersección de Bunker Hill y Westview. Se anima a los residentes del distrito a que asistan a este foro público.

Enfrentándose al titular Schaper, administrador de SBISD retirado, de 71 años, se encuentran Marjorie L. Caldwell, abogada y escritora de 67 años, y el ingeniero Lindsey Lee de 49 años. A la titular Landrum, consultora en el desarrollo del empleado de 57 años, se enfrenta Michael Lee, un estudiante del grado 12 de Westchester Academy for International Studies de 18 años y administrador de acuática. Él es hijo de Lindsey Lee.

A partir del lunes 28 de abril, los residentes de Spring Branch pueden votar en persona de las 7 a.m., hasta las 7 p.m., los días de la semana en el Salón 133 del Edificio de Administración ubicado en 955 Campbell Road. El sábado 3 de mayo, la votación se llevará a cabo desde las 8 a.m. hasta el mediodía en el mismo lugar.

El último día de votación temprana por aparición personal en el Edificio de Administración de SBISD, es el 6 de mayo.

La votación el día de la elección se llevará a cabo de 7 a.m. hasta las 7 p.m., el sábado 10 de mayo en todas las escuelas primarias de Spring Branch. Los residentes del distrito necesitarán votar en la escuela primaria que les corresponde a su residencia. Para ayudar a determinar dónde está localizada la escuela de su vecindarios u otras localidades, llame por favor al 713-464-1511, ext. 2217.

Los siete miembros de la Junta Directiva del SBISD son seleccionados en elecciones generales para servir términos de tres años, que se superponen. Los Miembros de la Junta Directiva establecen las políticas del distrito. Ellos sirven sin paga alguna.

Helpful Year-End Information for Treasurers

by Suzy Swan, Texas PTA
Director of Finance
From *The Voice*, April 2008

For additional information, please consult the Treasurer's Chairman Guide (available at www.txpta.org) or the President's Handbook.

Carryovers in a Nutshell

There is no definitive answer to how much money you can carryover. If your PTA holds a fundraiser late in the school year, and the funds are not spent shortly thereafter, you will have more carryover than a PTA whose fundraiser is early in the school year and had the entire year to spend those funds.

IRS regulations state a PTA should not raise more funds than necessary to carry out its exempt purpose. It is permissible however, to have a project that may take more than a year to raise all the necessary funds. If your PTA decides they want to raise money to purchase a computer for every classroom for instance, you may not be able to accomplish this in one year. It is acceptable with the IRS to carryover a large sum of money from one year to the next (or even over 5 years) provided you have a plan for the money. Your PTA should be mindful that some parents may feel that money raised this year ought to be used to benefit the children in your school this year. Some parents may not be enthusiastic about raising funds for a project that will not come to fruition until after their children have moved on from your school.

The main thing to remember is a PTA's bank balance should not continue growing without a plan for how the money should be spent.

Year End Financial Procedures

Texas PTA recommends that the outgoing treasurer close the books as soon after year-end as possible. This means:

- reconciling the bank statement,
- preparing the annual report,
- preparing a report of unpaid sales tax,
- complete Form 990.

PTAs are required to file IRS Form 990 to report their yearly activities. A Form 990N or e-postcard needs to be filed for all PTAs with gross receipts under \$25,000. You may file the 990N or e-postcard online at <http://epostcard.form990.org>. PTAs may file the 990EZ, if their annual gross receipts normally exceed \$25,000 and are under \$100,000. IRS defines "normally exceeds" by calculating the average receipts over the most recent three years. If that average is over \$25,000 and under \$100,000, you may use the 990EZ to file. PTAs whose gross receipts are \$100,000 or more, they need to fill out the Form 990. When filing either the Form 990EZ or the Form 990, PTAs must include Schedule A.

The return is due 4 1/2 months after the close of your fiscal year. Article XV of your bylaws states when your fiscal year ends. If your year-end is May 31, your return must be postmarked no later than October 15. Texas PTA recommends that the Form 990 be completed by the outgoing treasurer on completion of the audit.

As soon as this work is completed and no later than three weeks after the end of the fiscal year, all books and records should be turned over to the Audit Committee for review.

Be Sure to Complete Your Audit

As we begin the downhill slide to year-end activities, I would like to remind you of a few items we should start looking forward to:

- An audit of the financial records must be completed, in a timely manner, following the end of the fiscal year.
- The Audit Committee should be determined (according to your bylaws and standing rules) 30 days prior to the last meeting of the year.
- No one who is an authorized signer may serve on the Audit Committee.
- The outgoing treasurer is responsible for putting the records in order for the Audit Committee.
- Once the Audit Committee has the records, the outgoing treasurer may no longer write checks.
- The Audit Committee verifies that income and expenses have been properly accounted for as authorized in the budget and approved by the general membership.

- The Audit Committee may meet with the outgoing treasurer to clarify any questions they may have.
- Any investigation by the Audit Committee must be kept confidential.
- When the audit is complete, a re-port should be made to the general membership at the first meeting held after the conclusion of the audit.
- The membership should adopt the report.
- An Annual Report should be presented to the general membership at this time for the purpose of notifying the membership of activity for the unit's entire fiscal year. The report should compare actual figures to the approved budget as amended.
- An annual audit is required to keep your officers and liability insurance in good standing. A detailed checklist can be found in the Texas PTA Treasurer's Guide or the Texas PTA Handbook.

Note: Anytime there is a signature change on the bank account, an audit is required.

It's Budget Time!

It is that time of year for all Local PTAs to prepare a new budget for next year.

A budget must:

- be in place at all times;
- include funds allocated from last year but not spent;
- be adopted by the PTA's general membership; (In order for any checks to be written over the summer months, the membership must adopt the new budget at your last meeting of the year.)
- does not have to be complete for the entire year, but must be sufficient to authorize anticipated expenditures between the end of the fiscal year and the first general business meeting of the next school year;
- be amended to add any additional line items to complete the budget for the full year when all plans of work are obtained;
- is a living document and will need to be amended throughout the year as unexpected changes occur.

GUESS WHO'S HAVING A BIRTHDAY?

Texas PTA turns 100 on October 19th, 2009



Centennial celebrations will begin in February of 2009 at the Texas PTA Convention and conclude at a Centennial Banquet at the State Fair in October of 2009.

Each and every PTA in Texas is encouraged to participate in some sort of self-driven PTA Centennial Activity. A list of project ideas has been provided in the monthly PTA presidents' package.

In addition to these activities, more information and supporting materials will be posted online at www.txpta.org



REFLECTIONS NEWS



It's never too soon to start reflecting. The 2008-2009 theme for Reflections is:

“WOW!”

Please share this with your campus so that students may begin working on their entries over the summer.

FYI – There will be some changes to the Reflections program this year. The primary change is that there will be no Area judging this year – entries will advance from Council level to State judging. Stay tuned for more information.

Council is still looking for a chairperson for next year so, if anyone is interested, please contact Mary Kemick at mkemick@comcast.net.

PTA PLANNING

By the time April is here, it's easy to start looking ahead toward summer. You've probably already done some vacation planning and activity scheduling. However, the next school year is getting closer too. While April and May might seem a little early to start PTA planning, what you do now can have a significant effect on what kind of year your group will have next year.

Looking ahead is a leadership role. While others are focusing on the tasks at hand, it's up to you to think about the future. Here are some ideas for you to consider:

- **Meet with principal:** Schedule a meeting with the principal to talk about goals for next year. Brainstorm ways the PTA can help. Don't make commitments but take the information back to the members.
- **Meet early:** Hosting an event with the current and future boards creates a forum for the outgoing officers to pass on useful tips and hints. Hold a goal setting meeting for newly elected officers. Talk about some specific ways to move toward these goals without planning specific details.
- **Procedure books:** Remind officers and chairs to complete their procedure books and pass them on to the incoming officer/chair.
- **Year-at-glance:** Set next year's dates in conjunction with the principal at the end of the school year. This prevents scheduling problems with the school and also lets parents plan ahead around events. With a big annual calendar, you can also space out events so the individuals and committees involved don't get overwhelmed.
- **Plan for training:** Make plans to attend Texas PTA Summer Leadership Seminar in Austin with your officers.

Get everyone focused and pointed in the same direction before summer starts and you'll avoid the beginning-of-the-year scramble.

SUMMER/FALL CALENDAR

NATIONAL PTA CONVENTION

June 21-23, 2008
San Diego, CA
www.pta.org

TEXAS PTA SUMMER LEADERSHIP SEMINAR

July 25-27, 2008
Austin Convention Center, Austin, TX

This is a great opportunity for PTA training and ideas. Have all your officers attend and get a great start on some planning for the Fall. Check the Texas PTA website www.txpta.org for details.

COUNCIL GENERAL MEETINGS (Tentative)

October 7, 2008
November 4, 2008

FALL LEADERSHIP ORIENTATION TRAINING (LOT) AND OFFICER/CHAIRMAN WORKSHOPS (OCT)

SBISD Council of PTAs will be hosting LOT and OCT in **September**. LOT is required by the Texas PTA for all PTA Officers. This training will be scheduled some time in September after Back to School Nights are over so be on the lookout for dates as they are announced.

SBISD's SECOND ANNUAL PARENT U

Saturday, September 27, 2008
Spring Woods High School
8:00 a.m. (Registration)
9:10 – 1:00 p.m.



2007/2008 SBISD PTA COUNCIL CALENDAR



| Date | Time | Location | Program |
|-------------------------|--------------------------|----------------------------|---|
| Tuesday May 6, 2008 | 6:30-p.m. 9:00 p.m. | Board Room Admin. Bldg. | Council Awards Night 6:30 – 7:30 pm Elementary 8:00 – 9:00 pm Secondary |
| Tuesday May 13, 2008 | 11:00a.m. - 1:00 p.m. | Board Room Admin. Bldg. | Executive Board Meeting (15 minutes); Council Officers/New Presidents Orientation & Luncheon |

Council of PTAs Executive Board 2007/2008

| | | |
|-------------------------------|-----------------|--|
| President | Diane Swan | swandive@earthlink.net |
| 1 st VP Programs | Terri Garcia | tntgarcia@sbcglobal.net |
| 2 nd VP Leadership | Patty Blome | bblome@comcast.net |
| 3 rd VP Membership | Suzanne Doler | mandsdoler@hotmail.com |
| Secretary | Kay Kurisky | kkurisky@sbcglobal.net |
| Treasurer | David Davenport | Hodad1969@aol.com |
| Parliamentarian | Pamela Wike | thewikes@earthlink.net |

Council of PTAs Executive Board 2008/2009

| | | |
|-------------------------------|-----------------|--|
| President | Mary Kemick | mkemick@comcast.net |
| 1 st VP Programs | Camille Tarics | cnt4456@aol.com |
| 2 nd VP Leadership | Lindy Tennet | ltennet@yahoo.com |
| 3 rd VP Membership | Laura Casanover | lcasanover@yahoo.com |
| Secretary | Kay Kurisky | kkurisky@sbcglobal.net |
| Treasurer | Mike Story | storytunes@aol.com |

WEBSITES

SBISD PTA Council Website <http://www.springbranchisd.com/partners/pta/pta.htm>

Texas PTA Web site www.txpta.org

National PTA www.pta.org

Spring Branch ISD www.springbranchisd.com