

Special points of interest:

- **November is Healthy Lifestyle Month**
- **Contact your representatives for the Legislative Town Hall Meeting**
- **Important information from the District: Usage Fees and Insurance**
- **Free Event - David Parnell speaks on the dangers of meth**

November 2011

Volume 3

VISIT: [HTTP://SCPTAMO.COM](http://SCPTAMO.COM) FOR MORE INFORMATION
 CHECK US OUT ON FACEBOOK

Springfield Council of PTA's



November is Healthy Life Style Month!! **Promote Healthy Lifestyles** **in Your Family**

Like any parent, you want your children to be healthy, and you want your children to grow into healthy, happy adults. But how can you be sure you are doing the right things to cultivate lifelong healthy habits

in your children? And do you really have the time to sort through all the information out there on health, nutrition, physical activity, etc.? Probably not. That's why PTA, with the support of PTA Proud National Sponsor GlaxoSmithKline, has put together a booklet of up-to-date, reliable information on healthy lifestyles. The booklet focuses on key aspects of healthy lifestyles and tells you what you need to know, what you can do, and where you can go for additional information.

Please visit :

http://www.pta.org/GSK_Parents_Guide_Booklet_disclaimer_added.pdf

For a PTA Healthy Lifestyles: A Parents Guide.



Legislative Town Hall Meeting **December 7, 2011 at McBride Elementary**

The Springfield PTA Council invites you to attend the Legislative Town Hall meeting scheduled for December 7, 2011. This is an annual event that allows each of you the opportunity to meet your Senators and Representatives. Don't miss this ! Please mark your calendars and invite ALL PTA members at your schools.

Together we can advocate for ALL CHILDREN -- ONE VOICE!

Wednesday -- December 7, 2011 -- 9:00 am at McBride Elementary.

Invitations are being sent to the following legislators :

Charlie Denison- Rep. --- Charlie.Denison@house.mo.gov

Eric Burlison - Rep. --- Eric.Burlison@house.mo.gov

Melissa Leach -Rep. --- Melissa.Leach@house.mo.gov

Shane Schoeller - Rep. --- Shane.Schoeller@house.mo.gov

Lincoln Hough - Rep. --- Lincoln.Hough@house.mo.gov

Bob Dixon - Senator --- Bob.Dixon@senate.mo.gov

Sara Lampe - Rep. --- Sara.Lampe@house.mo.gov

We are asking each of you to contact your legislator and encourage them to attend. We have elected them to represent us and our children.... lets work together to make this a successful Town Hall meeting.

The email addresses are provided for you --contact them TODAY and make plans to attend yourself !



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Letter From the President– Dawn Thompson

PTA Mission:

The overall purpose of PTA is to be

- A powerful voice for all children
- A relevant resource for families and communities, and
- A strong advocate for the education and well-being of every child.

Missouri PTA held their State Convention on October 14-16. While in attendance at the convention I attended several workshops and general meeting sessions. Angela Knight and myself were presenters at the "Award Winning Units" workshop on Sunday. Angela presented the topic "How to have an award winning web site". I presented the topic of "How to Receive a Health and Safety Education Grant" for your school. SCPTAs won both these awards as well as the "At Law Award" for child advocacy and the "Council Achievement Award".

In one of the general session meetings, the Missouri PTA delegates overwhelmingly approved the "Distractive Driving" resolution which calls for laws restricting the uses of hand held devices while driving. Now the passing of this resolution would not have

been unusual in any way except one. The resolution was submitted by Missouri PTSA students and was presented by students at the Missouri State convention! What an awesome event to witness!! To see our young leaders participating in passing resolutions to benefit everyone! I say *Bravo* Missouri PTSA Student Delegates *Bravo!!* Two other resolutions that passed at the convention were "Class Size" and "Improved Infrastructures Around Schools". To see the resolutions as a whole go to mopta.org.

The SCPTA board hosted a reception for our newly installed Missouri PTA State President Mrs. Donna Petiford. We wish her the best of luck in her new position! Other convention topics were award ceremonies at the Saturday luncheon and dinner keynote speaker Scott Huse. Congratulations to all the Springfield PTA/ PTSA unit winners of the MOPTA 2010- 2011 awards

listed below! You did an outstanding job as PTA leaders! I appreciate your dedication and hard work for the well being of our children! Keep up the good work! For more information on awards for your PTA unit go to: MOPTA.org click on Forms, awards, grants.

Dawn Thompson
President
Springfield Council of PTAs

**"Leadership is
unlocking people's
potential to become
better."**

--Bill Bradley

Springfield PTA/ PTSA unit winners for 2010- 11 are:

Missouri PTA Scholarship Recipient 2011- Philip Dougherty Glendale High School received the Irma G. Detjen Scholarship

Blue Seal Unit Awards: Eugene Field Elementary PTA

Membership 2010-11 school year Unit with Highest percentage Based on Enrollment- Greenwood Lab. PTA

Exclusive 100 membership award-(100% increase, 100 more members, 100% enrollment) Eugene Field Elementary PTA, Greenwood Lab. PTA

Oak Leaf Membership Certificate- (Increase of 10 %) Pittman Elem. PTA, Bowerman Elem.PTA, Boyd Elem.PTA, Field Elem.PTA, Glendale PTSA, Hickory Hills Elem. PTA, Holland Elem. PTA, Pershing MS PTSA, Kickapoo PTSA, McBride Elem. PTA, Parkview PTSA, Pleasant View Elem. PTA, Sunshine Elem. PTA, Gray Elem. PTA, Weller Elem. PTA, Westport Elem. PTA

100% Faculty membership Award- Greenwood Lab. PTA, York Elem. PTA

National PTA Winners- Take Your Family to School Week Grant Winner 2010- 2011- Springfield Special Education PTA

Leadership Project Recipients- Kim Horton – SCPTAs, Nikohl McKee- Robberson PTA President

Agenda
November 2, 2011
Hickory Hills Elementary

- I) Welcome
- II) Pledge of Allegiance
- III) Presenters: District Policies:
 Nancy Ragains- Risk Manager, SPS
 Dave Bishop- Risk Management- SPS
 Leslie Ballew- Quality Assurance Manager
- IV) Financial Report – Treasurer
- V) Council Reports VP's
 a. President- Dawn Thompson
 b. VP of Organization and Development - Kim Horton
 c. VP of Promotions- Pam Bachus- Membership challenge
 d. VP of Health & Public Services
 e. VP of Programs - Denise Overton
- VI) New Business
 Appointment of School Crossing Protection Committee (Parkview)
- VII) Sergeant at Arms
- VIII) Adjourned

HANDBOOK
CORRECTIONS

Hickory Hills Elementary and Middle
 School address:

4650 E State Highway YY, 65802

Please send Handbook Corrections to Angela Knight

angela.knight@mchsi.com.



TIPS FOR TREASURERS –

????? Contact Alice Lunn

REMINDER!!



The following documents are due to Missouri PTA on **December 1, 2011**

- Year-End Report
- Copy of Annual Financial Review (audit)
- Copy of IRS Form 990-N or 990-EZ

Missouri PTA must receive these documents for your unit to be a "Unit in Good Standing". Your unit must be in good standing to participate in Reflections and Membership Awards.

IRS Form 990-N is for units whose gross income is less than \$50,000. The 990-N is filed electronically. Go to <http://epostcard.form990.org>.

Financial Overview– September 1 - 30, 2011

Account	Current MM Balance
CARE Fund	1,519.15
Clothing Bank	10,101.98
Gertrude McBride Fund	8,791.34
Great Southern General Account	60,400.59
Scholarship Fund	466.44
Total:	81,279.50
OUTSTANDING CHECKS: Clothing Bank	4,282.69

Detailed financial records are available online at
<http://www.nonprofitcentral.biz/>
 using SCPTA as the username
 and SCPTA as the password



READING IS FUNDAMENTAL

Important RIF dates for 2011-12:

RIF Distribution dates at Teft - 9 a.m. - 12:00 p.m. -

All Purpose Room-

(WED) Jan 18 and April 18

Teft is located at 1418 E. Pythian (65802)

rifspringfield@yahoo.com

For more information contact
Carrie Windes,
417-832-9238, crgraph-ics@sbcglobal.net

DONATIONS to support RIF may be mailed to RIF of Springfield Inc., P.O. Box 11253, Springfield, MO 65808.

SCPTA Clothing Bank Schedule

CLOTHING BANK SCHEDULE:

11/5 SATURDAY OPENING - VOLUNTEERS WELCOME

11/9 BISSETT, BOWERMAN, CENTRAL, PV ELEM. AND MS

11/16 REED, FREMONT, HOLLAND, PIPKIN, SHERWOOD

11/30 JEFFRIES, PORTLAND, STUDY, WILDER, SEQUIOTA

12/3 SATURDAY OPENING - VOLUNTEERS WELCOME

Clothing Bank Report:

HELP!!! The Clothing Bank has a critical need for men's clothing appropriate for high school age students. Jeans, t-shirts, basketball shorts and sweat pants are most desired in sizes ranging from mens size small (waist 28) to 4X.

PLEASE PASS THE WORD: If your school has any groups, clubs or organizations interested in service projects, please let them know about the Clothing Bank. We have lots of opportunities including clothing drives and on-site as well as off-site projects. Please contact Dot Atkinson - dotdatkinson@gmail.com for more information.

SPECIAL APPRECIATION THIS MONTH TO :

Bass Pro - for a very large donation of new jackets and coats.

Morey Mechlin, Care-to-Learn Executive Director - for facilitating the Bass Pro donation.

Sustainable Solutions, Greenwood Lab School - for conducting a successful clothing drive.

Hickory Hills and Greenwood - for sending lots of enthusiastic volunteers. Great teamwork!



REFLECTIONS

2012

"Diversity Means"

Drop OFF date for SCPTA's
competition:

Wed, Dec 7 (CORRECTED DATE) -
6:00 - 8:00 p.m. Brentwood Library
(preferred) **OR**

Wed, Dec 7 - 9:00 a.m. Council Meeting at Mc Bride.

SHOWCASE - Sunday, Jan 8 - Battlefield Mall - 12 - 4 p.m. With an Award Ceremony starting at 3:00 p.m.

MO PTA DEADLINE for State competition -
Jan 19, 2012 (4:30 pm)

Questions or need more information? Contact Carol Oliver setraycic@sbcglobal.net or Michele Boswell micheleboswell@mac.com.

CHILD ADVOCACY DAY

March 28, 2012
Jefferson City



Make plans now to attend the Child
Advocacy Day in Jefferson City on March 28, 2012.

This is an opportunity for advocates like Springfield PTA Council and the PTA/PTSA units in the Springfield area to become better informed about children's legislation that is coming before the Missouri General Assembly. It's also an opportunity for you to share your views with our legislators. Isn't it time to get involved?

Watch for more details in future council newsletters.



FROM THE PARLIAMENTARIAN . . .

Reports of Boards and Committees

A report of a board or a committee is an official statement formally adopted within the board/committee and submitted in their name, informing the general membership of the action taken or information obtained.

Content of a Report

1. Identification – Who is making the report. Example - The _____ committee reports...
2. Description of a way in which the committee undertook the charge. Example -By direction of the(x)...
3. Facts uncovered or information obtained, then finds or conclusions derived from the facts or information.
4. Resolutions or recommendations
 - a. In a meeting - majority agreement
 - b. Telephone or individual consultation - every member
 - c. Correspondence – majority agreement
5. Signature (s)
 - a. When all sign, chair usually signs first
 - b. When committee authorizes chair to sign, name followed by the word "Chair"
 - c. Only those sign who are in agreement
 - d. "Respectfully submitted" is not necessary or customary

Types of Reports

Annual or periodic, as instructed in the Bylaws. Examples Nominating Committee, Auditing, Bylaws
Reports relating to single items of business

Preparation of Reports

Should generally be submitted in writing (except brief reports in small assemblies)

Not addressed – not dated

Written in the third person, example The ____ Committee submits the following report to which was referred (subject) reports(or recommends) that ...

Important committee reports should be signed by all members concurring. A member not in agreement should not sign – or if in disagreement on any particular point can add a statement that he concurs with report except for the part which he specifies.

Presentation of Reports

For Board (whose chair is the presiding officer) selects a member, usually the secretary

For Committee usually the chair, or another member chosen by the committee

Has the right to the floor first in debate

No second is required when report is made on behalf of the board or committee

Standing Committee Reports

May be oral or written

Any resolutions should be in writing

Better to present written report if it contains anything other than resolutions

After presentation, reporting member moves the adoption of the resolutions

Tip of the Month – A motion to discharge a committee already appointed would require a two-thirds vote. Standing committees perform a continuing function, but members change when their term is finished or their successors are named. Special committees cease to exist as soon as they have completed a specific task.

Mary Christiano, Parliamentarian



BYLAWS --REVIEW DATES

All PTA/PTSA units should be aware of their Bylaws expiration dates. We have contacted units who have Bylaws that are expired or will be expiring by the end of 2011.

Please be aware -- ALL PTA UNITS MUST BE IN GOOD STANDING FOR PARTICIPATION IN COUNCIL OPPORTUNITIES... SUCH AS THE UPCOMING REFLECTIONS CONTEST.

If your unit needs assistance --

**please contact Barb Bunselmeyer, Bylaw Chairman at
barb.bunselmeyer@johnstonesupply.com**

SAVE THE DATE

**Founder's Day
Celebration**



February 28, 2012

**"A Night of Champions....
Honoring PTA's MVP's"**

From the District -Usage Fees and Insurance:

Below are links to the SPS policies that reference district usage fees within the district for your PTA's reference. For PTA meetings there is no charge for facility usage, but we will need a *certificate of liability* on file that names Springfield Public Schools as either additional insured or certificate holder (depending on the insurance carrier). Our Risk Management department recommends the minimum coverage be \$300,000 per occurrence. There is only a charge if the event is outside normal working hours or if money is being raised that is not deposited into a district account. Basically, it's about following the money.

We are currently implementing the new facility scheduling software, but it is going to take a while to get all the schools up and running. So, that being said – we're not going to stop events that are currently scheduled – just know we will need your help in getting everyone on board as soon as possible. These rules have been in place for several years.

Administrative Practices and Procedures.

<http://springfieldpublicschoolsno.org/documents/administrativepracticeandprocedures2011-2012.pdf> Page 68

Fundraising Guidelines

<http://springfieldpublicschoolsno.org/finance/documents/FundraisingGuidelinesforPrincipalsOctober282008.pdf> page 12

Also, here's KG <http://springfieldpublicschoolsno.org/board/PolicyK/FileKG.pdf>

And KGE <http://springfieldpublicschoolsno.org/board/PolicyK/FileKGE.pdf>

Many of you have raised questions about how to comply with the “certificate of insurance” requirement included in the District’s facility use guidelines for certain types of events.

To clarify a common misconception, you will not be purchasing a “certificate”. You will purchase a liability insurance policy that will protect you and your unit. Once you have coverage in place, the liability insurance carrier, upon your request, will issue a certificate of insurance (evidence of coverage) to the District naming the District as an additional insured. You may deal with other entities during the course of your operations that will require a certificate from your insurance company.

The RV Nuccio site is an excellent source of information. Below is a section from their site which explains the issues and risks your organization is subject to and how a liability policy can address them:

Why does our SSG (School Support Group, PTA, PTO, or Booster Club) need Liability Insurance?

A PTA/SSG/PTO/Booster Club is a business, and a separate legal entity. As with any other business, it is held accountable to the public for its actions, or lack thereof, with which it interacts. The majority of this responsibility lies with current and past leadership, such as the directors and officers of a particular Unit. Even though an accident or occurrence is the result of unintentional negligence, it is, nonetheless, considered negligence. This condition oftentimes leads to a allegation or lawsuit, wherein the SSG President, and all other officers and directors, are personally and individually named, placing their **personal assets** at risk (home, vehicles, savings, attachment of future wages and earnings of both individual and spouse). In the U.S. court system, **anyone can sue leadership at anytime for any reason**. Suits against the Unit leadership can be groundless or false, but still require a costly and highly specialized defense (some in excess of \$250,000). If the lawsuit is not answered and properly defended, it is lost by default, and a judgment obtained against leadership. Responsibility to the public exposes a SSG and its individual leadership to an element of risk, which can be transferred to another through the use of public or general liability be provided adequate protection under the same liability policy insurance.

Aren't we covered under the School District Liability policy?

A SSG will sometimes have a tendency to rely upon school district liability insurance for protection. This has proven to be unsafe, as current claims exist, wherein school districts have filed **cross-complaints against the SSG and its leadership**. A school district and a SSG comprise two distinct legal entities, and have separate legal responsibilities not involving both. Negligence committed by one, does not necessarily mean negligence committed by the other. Therefore, both entities cannot be provided adequate protection under the same liability policy.

From the District -Usage Fees and Insurance (continued):

What is an Additional Insured Certificate?

Occasionally, someone will ask that they be added to your General Liability insurance policy as an Additional Insured, or that they be named as an Additional Insured onto your General Liability insurance policy. This usually occurs when you are having some type of meeting or event in a building or upon property that your School Support Group (SSG) does not own, such as a school, bank or community center. This school, bank or community center is known as the facility. In the case an SSG such as a PTA or Booster Club, the facility is most often a school, which is operated by a School District.

The practice of a facility requiring that they be named as an Additional Insured on a General Liability insurance policy by all persons or entities renting or using the site is quite common. This insurance industry practice is a well known and proven method of Loss Control or Risk Transfer from the standpoint and to the benefit of the facility.

Insurance Resources:

AIM - Associated Insurance Management. Inc. We have an open door policy at AIM. Feel free to contact us via email or phone. We are happy to help you in any way possible. Email us at aim@aim-companies.com or call us at 1-800-876-4044. Cissy Heine, ACSR Client Relations Specialist- cheine@aim-companies.com.

RV Nuccio—is an independent provider and is not affiliated with the District or our broker. They are one resource that offers an easy-to-use website, www.rvnuccio.com, for obtaining liability insurance coverage that will meet the District's requirement.

Nancy Ragains-
Risk Manager
Springfield Public Schools
417-523-0312 Extension 33112
nragains@spsmail.org

Leslie Ballew
Quality Assurance Manager
Springfield Public Schools
417.523.0401
lballew@spsmail.org

The NED formula:



UPDATE: THE NED SHOW has added assemblies to their schedule the week of February 21-24, 2012 ! We have 11 Springfield elementary schools signed up so far!! The NED show is a FREE 45 minute assembly with a message that may include:

- Improving student behavior
- Raise test scores
- Enhance instructional time
- Incorporate School themes such as Anti-Bullying
- Literacy and attendance.
- FREE NED curriculum included for teachers use.

Please visit www.theNEDshow.com to see what this exciting program is about. If you are a Springfield elementary school and would like to sign up for the NED Show ,contact Dawn Thompson at SCPTAMO@gmail.com



ALL PRO DAD NEWS:

The Springfield All Pro Dad program has tripled in the number of schools involved in the program to a current number of 12 elementary schools participating. As of November 1st there have been eight All Pro Dad breakfasts that have taken place. Each breakfast has had a great impact and attendance with each child enjoying the special time that they are receiving with their fathers.

I also wanted to thank McDonalds for their gracious hospitality in supplying free breakfasts to each All Pro Dad event which enables this program to be free to the schools. If you have any questions about starting an All Pro Dad chapter in your elementary school please contact Jeff Plaster at jeff.plaster@yahoo.com.

MEMBERSHIP CHALLENGE

Springfield Council of PTA's would like to thank the following businesses for their support by donating prizes for the "i am pta" Membership Challenge.

ShowPlex Cinemas, Houlihan's Restaurant, Raman's Macaroni Grill, Olive Garden Italian Restaurants, Springfield Pasta Company, and Zio's Italian Kitchen.

Also, thank you PTA's and PTSA's for your creativity and volunteer hours spent increasing your school's PTA membership.

Pam Bachus
SCPTA VP Promotions



Council General Meeting minutes are approved by the Executive Committee as directed in the bylaws. Minutes are available online at <http://scptamo.com/category/meetings/>.



DAVID PARNELL: FACING THE DRAGON **One Man's Battle Against Methamphetamine**

You are invited

Inspirational speakers come and go, but do they make an impact? David Parnell will make a long lasting impression. David has been where you never want your child to go! His personal fight against methamphetamine has put him on a journey that almost took his life with a suicide attempt, to now speaking to schools, churches, jails and communities about the dangers of meth. His story is heartfelt by most skeptics and gives hope to those who may already be facing the dragon of drug addiction.

This is an opportunity for all of us to understand and learn about this blight of pandemic proportions that affects all of us. This is a free event and everyone is invited. SOME MATERIAL MAY NOT BE SUITABLE FOR SMALL CHILDREN.

November 8, 2011, at 7:00 P.M.

**O'Reilly Family Event Center
Drury University**

LEGISLATION—JC/DC Network --- Sign up today!

The Springfield PTA Council would like to encourage every PTA member to join the JC/DC Network. It's a grass roots advocacy system. Its purpose is to alert all PTA members of important issues that affect our children allowing our voice to be heard.

After signing up -- you will receive alerts through the network, explaining the pending issues and asking members to contact their policy makers. PTA members can be in direct contact to members of the Missouri House and Senate, and to the United States Congress.

Advocate for our children... consider joining today!

To participate :

- Be a PTA Member
- Respond to Legislative Action Alerts in a timely manner.
- Express the positions of Missouri PTA and National PTA, as set forth in alerts and based on resolutions and position statements.
- Provide feedback to Missouri PTA's office on state action alerts and National PTA's office on national action alerts regarding their legislative contacts.
- Understand the legislative issues upon which action is requested.

CONTACT THE STATE PTA OFFICE AT : office@mopta.org .

Please include your name, address, phone and email.