

Springfield Council



PTA

Organized 1913

BY YOU. FOR YOU.

2015-16

SCPTA Handbook

*Find up to the minute calendar and meeting information,
email addresses for SCPTA board members and answers
to your most frequently asked questions at:*

www.scptamo.com

<https://www.facebook.com/SCPTAs/>

or by clicking on links throughout your electronic Handbook

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SCPTA 2015-16 Board

Appointed

Administrative Assistant
Annual Financial Report
Sergeant-at-Arms—Lori Chisolm
Parliamentarian--Donna Petiford (Interim)
Council News/Social Media—Shannon Nagy

Advisory Committee

Past President—Patty Dunn
Elementary Rep—Teri Peterson (Mann)
Elementary Rep—Stacye Manlove (Twain)
Middle School Rep—Tim Zeigler (Pipkin)
High School Rep—Jason Michel (Parkview)
PTA Advisor—Gerry Lee
Superintendent Rep—Bret Range

President: Carrie Windes

crgraphics@sbcglobal.net, Cell 417-343-0893, Home 417-832-9238

Vice President of Organization and Development: Michele Boswell

micheleboswell@mac.com, Cell 417-693-1302

Bylaws:

Resolutions and Legislation: Donna Petiford, petiford@sbcglobal.net

Scholarships: Carol Oliver, coliver@oliverrainsgroup.com

Handbook: Michele Boswell

Vice President of Promotions: Kim Wrinkle

kwrinkle77@yahoo.com, Cell 417-664-3327

Hospitality: Jonna Howes (Co-Chair), jonnahowes@gmail.com

& Heather Buckner (Co-Chair), lovelight0304@gmail.com

Membership: Nicole Hopper, hopstrong@gmail.com, Cell 417-207-2444

Founders Day 2015: Nicole Hopper, hopstrong@gmail.com, Cell 417-207-2444

Vice President of Health and Public Services: Jennifer Penny

maxandmecompany@gmail.com, Cell 417-343-8719, Home 417-881-3218

Clothing Bank: Patty Dunn-Chair, 4550 E. Bannister Rd. 65809, dunnhouse@mchsi.com,

Cell 417-861-9382, Terry Dunham-Clothing Bank Assistant, Home 417-866-7620

Safety: Mary Christiano, mary_christiano@sbcglobal.net

Vice President of Programs: Lori Nelson

nelson4336@sbcglobal.net, Cell 417-818-6036

Reflections: Aaron Mrad, aaronmrاد@yahoo.com, Cell 417-619-7533

4th Grade Play: Flo Graham, fgraham@spsmail.org

RIF: Amy Hicks-Chair, amydianne70@yahoo.com

Treasurer: Becky Volz rsvolz5@gmail.com, Cell 417-880-4210

Secretary: Mary Christiano mary_christiano@sbcglobal.net, Home 417-887-6235

Missouri PTA office: (573) 445-4161 or (800) 328-7330

National PTA office: (703) 518-1200 or (800) 307-4782

We're Here By You & For You

The Purposes of the Parent-Teacher Association

- To promote the welfare of the children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

The Purpose of the Springfield Council of PTAs

The Springfield Council of PTAs (SCPTA), or Council, was established in 1913 to serve as an advisory board to PTA and PTSA units in Springfield. That's right—your Council has been around over 100 years.

The Council's goals are to provide leadership training, coordinate district-wide activities and encourage parent and public involvement in our schools.

PTA and PTSA members from the community make up the body of the Council. Our general membership meetings are held at 9 a.m. on the first Wednesday of every month during the school year--each time at a different district school. Our meetings include everything from question and answer sessions with board of education members to informative gatherings led by members of the superintendent's staff.

The Council's Budget

Since 2008, the discount card fundraiser has provided most of the money that SCPTA has used for program expenses in our General Fund. In addition to our annual fundraiser, each unit pays \$35 in annual dues to support SCPTA. Additional support is received through Special fund donations from PTA units and individual donors to support Scholarships, The PTA Clothing Bank, the McBride Fund and the CARE fund.

All expenses of SCPTA go to support our district-wide activities, programs or services like the annual school of information, the Founder's Day Banquet, KAC staff appreciation, Principal's Day recognition, leadership training and support for our special funds.

SCPTA General Membership Meetings

Date: Wednesday, October 7, 2015
Location: Pershing Elementary & Middle School, 2120 S. Ventura Ave., 65804

Date: THURSDAY, November 5, 2015, 6:00 p.m.
Location: Kickapoo High School, 3710 S. Jefferson Ave., 65807

Date: Wednesday, December 2, 2015
Location: Delaware Elementary, 1505 S. Delaware Ave., 65804

NO MEETING IN JANUARY

Date: Wednesday, February 3, 2016
Location: Robberson Elementary, 1100 E. Kearney St., 65803

Date: Wednesday, March 2, 2016
Location: Horace Mann Elementary, 3745 S. Broadway Ave., 65807

Date: Wednesday, April 6, 2016
Location: Sherwood Elementary, 2524 S. Golden, 65807

Date: Wednesday, May 4, 2016
Location: Kraft Administrative Center, 1359 E. St. Louis Street, 65802

With the exception of the November meeting, all meetings begin at 9:15 a.m.

Helping Keep Your Unit in Good Standing

One of the most important things we do as a Council is to ensure that every PTA or PTSA member stays in good standing with the state and national PTA in order to participate in the programs and benefits offered by the association. A PTA unit is “in good standing” if it:

- Adheres to the purposes and basic policies of Missouri PTA (MOPTA);
- Remits national and state dues to MOPTA by date required;
- Has bylaws approved every three years according to the procedures of MOPTA;
- Submits a copy of the unit’s fiscal year-end report to MOPTA by December 1st of each year;
- Submits a copy of the unit’s annual financial review to MOPTA by December 1st of each year;
- Submits a copy of the required IRS tax form to the MOPTA by December 1st of each year;
- Submits the names and addresses of officers to the MOPTA by March 31st of each year; and
- Meets other criteria as may be prescribed by MOPTA.

The Council’s Bylaws Chair has a complete list of those PTA/PTSA units who are due for the 3-year bylaw review by Missouri PTA. The Chair can assist units in looking over their bylaws and will remind units of upcoming deadlines. For more information, contact Michele Boswell at micheleboswell@mac.com

Your 2015-16 District-Wide Activities

School of Information

The School of Information is a training event hosted by Council each spring to acquaint unit officers and chairmen of PTA/PTSA with their duties and responsibilities. Generally, workshops are included for the President and Vice President; Secretary; Treasurer; Legislation and Advocacy Chair; PTA Reflections Program Chair; and Membership Chair. For more information, contact crgraphics@sbcglobal.net

Officer Orientation

Officer Orientation is held annually in August before the start of the school year. Unit Presidents and Executive Officers are encouraged to attend for more detailed information on such topics as: procedures for bylaw review; application for Council scholarships; resource development; legislative update; membership challenges; Founder's Day; Clothing Bank; Reflections; RIF, 4th grade play; proper procedures for handling cash and filing proper IRS documents; financial review and keeping your unit in good standing; state convention; and tool kits. The Council's Handbook is also handed out during this meeting. For more information, contact crgraphics@sbcglobal.net

Town Hall Meeting

Town Hall Meeting is an annual legislative event sponsored by Missouri PTA and hosted by the Springfield Council of PTAs. State and Federal legislators answer questions relating to education and PTA legislative priorities. For more information, contact Donna Petiford, petiford@sbcglobal.net.

School Board Candidate Forum

School Board Candidate Forum is held approximately one month prior to election. PTA members can compare and contrast candidates' responses to questions relating to the candidates' qualifications, PTA experience, and proposed areas of board focus. For or more information, contact Donna Petiford at petiford@sbcglobal.net

Reflections

Students in pre-K through grade 12 are encouraged to explore and be involved in the arts as part of this national PTA program. Thousands of students will reflect on the current year's theme and create original works of art in the categories of dance choreography, film production, music composition, literature, photography and visual arts. Your council provides training programs for unit Reflections chairs. For more information, contact Aaron Mrad at aaronmrاد@yahoo.com

Your 2015-16 District-Wide Activities

Founder's Day Banquet

An evening of awards and celebration, this event is held every February at a district high school to commemorate the founding of PTA and to recognize outstanding volunteers throughout the district. Our high school PTAs take turns hosting the event and providing the entertainment. For more information, contact Vice President of Promotions Kim Wrinkle at kwrinkle77@yahoo.com

Reading is FUNdamental or RIF

Reading is Fundamental (RIF) is the nation's oldest and largest children's and family literacy organization. Its mission is to inspire a passion for reading and learning through innovative literacy programs and services. RIF makes reading fun through exciting and motivational activities that culminate in book distributions, which are opportunities for kids to choose and keep books at no cost to them or their families. RIF provides the books and SCPTA provides the volunteer(s) to promote RIF activities and organize the book distribution in local schools. For more information, contact Amy Hicks at amydianne70@yahoo.com

4th Grade Play

A beloved Springfield Public Schools tradition, the SCPTA works with a community partner to provide busing for every 4th grade student to experience a play free of charge at the historic Landers Theater. For more information, contact Flo Graham at fgraham@spsmail.org.

School Crossing Protection Committee

Springfield Council of PTAs chairs the School Crossing Protection Committee and meets quarterly with school district, city, county, and state decision makers to discuss requests for crossing guards and other issues related to student safety. The School Crossing Protection Committee Manual and Walking Maps for Schools can be found at <http://www.springfieldmo.gov/2114/School-Safety>.

SCPTA Clothing Bank & School Assignments

One of the most important programs overseen by SCPTA for all member units is undoubtedly the Clothing Bank. Students from all throughout the R-12 school district utilize the Clothing Bank, which is located inside Study Alternative Center at 2343 W. Olive Street.

The Clothing Bank is open 2:30 to 5 p.m. every Thursday and on select Saturdays when school is in session.

SCPTA and all member PTAs and PTSAs join together to provide inventory and to staff the Clothing Bank. The need for clothing is higher than ever and it takes the support of all member units to meet that need for our district's children and young people.

Each PTA/PTSA unit is assigned approximately one day a month to round up volunteers from their school to work at the Clothing Bank. The Clothing Bank Chairs are also asked to sort through their school's lost and found drop off for gently used items to donate at least three times a year. Chairs are then asked to deliver the items to the Clothing Bank's north entrance. Donations may be dropped off on the days that the Clothing Bank is open.

Arrangements can be made for volunteers to come when the store is not open to the public by contacting Patty Dunn at dunnhouse@mchsi.com or Jennifer Penny at maxandmecompany@gmail.com

The Clothing Bank is closed the months of December and May.

To find out when your PTA/PTSA is asked to provide volunteers for 2015-16 at the Clothing Bank, go to the following link: <http://scptamo.com/special-funds-and-projects/the-pta-clothing-bank/>.

SCPTA Scholarships

Each year, the Council awards four scholarships to graduating high school seniors. Applications are sent to each school counselor in December with the list of qualifications and deadlines for applicants. The Council's scholarship committee determines the amount of each scholarship annually. For more information about these scholarships or the application process, contact Carol Oliver at coliver@oliverrainsgroup.com

The Springfield PTA Scholarship

Awarded to a student who plans to enroll in an accredited full course of study at a Missouri technical college. This scholarship is rotated annually among the Springfield R-12 high schools. The high school staff's scholarship committee determines the recipient.

The PTA Grace Carr Scholarship

Awarded to a student who is enrolled or plans to enroll in an accredited full course of study at OTC. This scholarship is rotated annually among the Springfield R-12 high schools. The high school staff's scholarship committee determines the recipient.

The PTA Joan Keiser Scholarship

Awarded to a person who plans to enroll in an accredited full course of study in a Missouri liberal arts college or university. This scholarship rotates annually among the Springfield R-12 high schools. Recipient must be a graduating senior, show need for financial assistance and shall be determined by the high school staff's scholarship committee.

The PTA Helen Smith Scholarship

Awarded to a person who plans to enroll in an accredited full course of study in teacher education at a Missouri liberal arts college or university. This scholarship is rotated annually among the Springfield R-12 high schools. Recipient must be a graduating senior, show need for financial assistance and be determined by the high school staff's scholarship committee.

McBride Fund

The Gertrude McBride Student Fund was established in 1921 and is named for a highly respected educator and PTA leader. The fund assists worthy high school and middle school students in need. The fund is administered through an application process. Only schools whose PTA/PTSA units are in good standing on December 1 shall receive funds. In the past, these funds have been used to purchase caps/gowns, art supplies, eyeglasses, dress shoes to wear to a funeral, clothing, sports participation fees, athletic shoes, etc.

CARE Fund

The Charlie Nickel CARE (Charlie's Angels Reward for Excellence) Fund rewards outstanding elementary students behavior, attendance, and/or academic achievement, at the principal's discretion. The CARE Fund is administered through an application process. Only schools whose PTA units are in good standing on December 1st shall receive funds.

Information for Treasurers

Dues and Donations Reporting Form Springfield Council of PTAs

Please make checks payable to SPRINGFIELD COUNCIL OF PTAs

Date _____

Please submit SEPARATE checks for each category!

Unit Name: _____

Council Dues - \$35 payable by November 1. \$ _____
(After the November Council meeting, dues = \$45)

Founders' Day Banquet Tickets QTY _____ x \$16.00 \$ _____

PTA Clothing Bank Donation \$ _____

Springfield Council of PTAs Scholarship Donation \$ _____

PTA Helen Smith Scholarship Donation \$ _____

PTA Joan Keiser Scholarship Donation \$ _____

PTA Grace Carr Scholarship Donation \$ _____

CARE Fund Donation \$ _____

McBride Fund Donation \$ _____

TOTAL ENCLOSED \$ _____

Please use this form when submitting Council Dues or Donations to Springfield Council of PTAs.

Please keep a copy for your records.

**Mail to: Becky Volz
1910 N. Grant Ave.
Springfield, MO 65803**

When remitting monies, please include the name of the unit, and the name and address of the president and the treasurer. Write the purpose of the check on the check memo line.

Thank you for supporting your Council and these important projects!