

# Council Clippings

Monthly Newsletter of  
St. Joseph PTA Council

Volume 34, Issue 9

May 2019

Visit our website at [www.stjoepta.org](http://www.stjoepta.org)

And like us on Facebook!

## Unit in Good Standing...

To be a unit in good standing with the State PTA you must...

- Submit your financial review by Dec. 1
- Submit your annual report by Dec. 1
- Submit your IRS tax confirmation by Dec. 1
- Submit membership monthly
- Bylaws must be current (no need to submit a copy if current)
- **New Officers list must be submitted by March 31<sup>st</sup> each year**

**Updated report included in this issue.**

New officer forms are now overdue!  
Please submit asap!  
Online for State PTA and form for Council  
is in this issue.

Congratulations to the graduating classes of  
2018-2019! May all your hopes and dreams  
come true!

  
*Class of*  
**2019**

“Enjoy the days as they come”

Submitted by Madeline Arn

## Council Clippings Article Assignments for September 2019

Articles are due August 15, 2019

<input type="checkbox"/> Presidents Report	<input type="checkbox"/> Character & Spiritual
<input type="checkbox"/> Unit in good standing	<input type="checkbox"/> Legislation
<input type="checkbox"/> Special Education	<input type="checkbox"/> Early Childhood

**All articles must be emailed to Lori Prussman at [aokmom@hotmail.com](mailto:aokmom@hotmail.com), subject: CLIPPING ARTICLE . Thank you for getting your articles to me in a timely manner.**

I can't believe that summer is almost here. I have truly enjoyed writing tidbits for you, I hope you have enjoyed them too. I hope that you all have a safe and fun summer. Summer is a good time to keep working on some of those skills that your kiddo may be struggling with. There are many activities in the community that are educational opportunities. Set a certain amount of time each day for reading and any other skills that you want to keep working on. It's important to keep practicing those skills. Thanks for you do and I wish you a great summer.

I will look forward to writing you in the Fall.

Thanks for everything,

Anita Combs  
Special Education Teacher & Council Chair



### **Treasurer check list....**

- 2019-2020 Budget ready
- Change signatures on checking account (have three signatures on signature card and always two signatures on checks)
- Pay all end of year bills & close out books
- Prepare for audit
- Turn books in asap to new treasurer (they need time to prepare)
- Make sure procedure book is updated

### **End of the Year Check List**

- ✓ Send new officer list to the state office.
- ✓ Send new officer list to PTA Council.
- ✓ Approve next year's budget.
- ✓ Set up Fall picture day.
- ✓ Set up Fall fundraiser kick off date.
- ✓ Collect and update procedure books or start new ones. These hold valuable information to help your unit run smoothly.
- ✓ Check your bylaws; when is your expiration date? Do you need to work on this over the Summer? Do you need to set a committee to update before school starts in the Fall? Bylaws must be up to date so that you will remain in good standings with the State and Council.
- ✓ Send officers to National Convention.
- ✓ Have a summer planning session, so you can have a jump on next year. Ask Council or State officers to assist with any questions you may have.
- ✓ Enjoy some family fun.

Submitted by Lori Prussman



### **Procedure books!!**

Each unit should have in place procedure books. They are essential to make your unit run smoothly. Having everyone on the same page will make a world of difference.

What should be included in a procedure book?

The basic sections should be.....

- First each should have a copy of “The Purposes of the Parent Teacher Association” and the “Mission Statement of the Parent Teacher Association”.
- Next should be a copy of your roster (officers list) including chairman. Please include names, numbers and email addresses for all of these people.
- Next should be your budget for the year. This should include all line items (Salute to school, Founders Day, Principals Day, etc.). At a glance you will have all of your financial numbers.
- Next a working calendar for the year. Makes planning a breeze if you have all of your dates sets before school starts.
- Next your current bylaws. These need to be updated every three years. The state office will have a list of when to renew and make updates.
- Next a section for your meeting agenda's. It is good to have them on hand in case you need to go back and verify a task.
- Next a section for your meeting minutes. Again, a good thing to have on hand in case a question arises and you have them to refresh everyone's memories.
- Next a section of your treasurer's reports. Always good to have to keep track of spending.
- Check the State PTA and National PTA websites for additional resources. National PTA has many webinars for training purposes.

Submitted by Lori Prussman





# TEACHERS ARE OUT OF THIS WORLD

#ThankATeacher | May 5–11, 2019

Sponsored by  
**Office DEPOT**  
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**National PTA**  
everychild.onevoice.\*



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

- Only **\$2.25** of each PTA member's dues go to National PTA.
- Over **70%** of that amount goes to programs and services.
- With inflation, the purchasing power of \$2.25 is now worth just **\$2**.

## What a Dues Increase Can Do for PTA

**NEW** Proposed Dues Amount to National PTA - **\$3.75**

The \$1.50 increase will cover...

- **Securing our Future:** Maintaining National PTA's brand, influence and relevancy with policymakers and the next generation of parents
- **Strategic Business, Innovation and Technology Initiatives:** Organization rebranding and broader leadership training and support
- **Leadership Development:** Cover current investments in volunteer training and membership growth
- **Inflation:** Cover revenue lost from inflation from 2011 to 2018

## How You Can Help

Our members are essential to this process and we value your feedback as we consider the best and most effective options.

PTA members at all levels across the country are encouraged to provide input and make recommendations for the association's membership dues increase.

Here's what you can do...

- Share your thoughts and recommendations at [PTA.org/Dues-Increase](http://PTA.org/Dues-Increase)
- Attend our Town Hall March 14 during the [2019 Legislative Conference](#)
- Participate in our webinars and other updates as we provide more information to PTA members.
- Encourage other members to be involved—We want to ensure everyone's voice is heard!

Thank you for your commitment to our nation's children and families and to National PTA.

## 2018-2019 Unit in Good Standing

Unit	Current bylaws	Membership	Fin. Review/audit	Year end report	IRS filing	Current officers	In good standing
<b>Carden Park</b>	Current__2/12/21	Yes	Yes 7/3/18	Yes 7/3/18	Yes E-postcard	Yes	Yes
<b>Coleman</b>	Current__11/1/21	Yes	Yes 7/1/18	Yes 10/31/18	Yes E-postcard	Yes	Yes
<b>Edison</b>	Expired__3/28/19	Yes	Yes 7/9/18	Yes 9/19/18	Yes E-postcard	Yes	Yes
<b>Ellison</b>	Current__9/13/19	Yes	Yes 9/20/18	Yes 10/9/18	Yes E-postcard	Yes	Yes
<b>Field</b>	Current__11/1/21	Yes	Yes 7/23/18	Yes 11/15/18	Yes E-postcard	Yes	Yes
<b>Hosea</b>	Current__9/19/20	Yes	Yes 7/24/18	Yes 9/21/18	Yes E-postcard	Yes	Yes
<b>Hyde</b>	Current__11/6/21	Yes	Yes 8/1/18	Yes 10/26/18	Yes E-postcard	Yes	Yes
<b>Lindbergh</b>	Current__2/23/21	Yes	Yes 8/20/18	Yes 9/11/18	Yes E-postcard	Yes	Yes
<b>Mark Twain</b>	Current__1/3/20	Yes	Yes 6/1/18	Yes 11/1/18	Yes E-postcard	Yes	Yes
<b>Oak Grove</b>	Current__8/14/21	Yes	Yes 9/6/18	Yes 9/6/18	Yes 990-EZ	Yes	Yes
<b>Parkway</b>	Current__1/13/21	Yes	Yes 7/23/18	Yes 11/19/18	Yes E-postcard	Yes	Yes
<b>Pershing</b>	Current__10/4/20	Yes	Yes 8/4/18	Yes 10/9/18	Yes E-postcard	Yes	Yes
<b>Pickett</b>	Expired__12/3/18	Yes	Yes 1/8/19	Yes 1/8/19	Yes E-postcard	Yes	Yes
<b>Skaith</b>	Current__6/28/21	Yes	Yes 8/17/18	Yes 9/10/18	Yes E-postcard	Yes	Yes
<b>Bode</b>	Current__1/23/2022	Yes	Yes 11/29/18	Yes 11/29/18	Yes E-postcard	Yes	Yes
<b>Robidoux</b>	Current__5/10/21	No	Yes 8/13/18	Yes 11/3/18	Yes E-postcard	Yes	No
<b>Spring Garden</b>	Expired	No	Yes 12/11/18	Yes 12/11/18	Yes E- postcard	No	No
<b>Truman</b>	Current__12/15/19	Yes	No	No	Yes E-postcard	Yes	No
<b>Benton</b>	Current__12/4/21	No	Yes 11/29/18	Yes 11/29/18	Yes E-postcard	No	No
<b>Central</b>	Current__2/23/21	Yes	Yes 11/26/18	Yes 11/26/18	Yes E-postcard	Yes	Yes
<b>Lafayette</b>	Current__12/17/21	Yes	Yes 9/4/18	Yes 3/4/19	Yes E-postcard	Yes	Yes
<b>PTA Council</b>	Current__1/10/20	Yes	Yes 8/31/18	Yes 11/16/18	Yes E-postcard	Yes	Yes
<b>Updated</b>	<b>11/28/18</b>	5/6/19					
<b>11/9/18</b>	<b>12/30/18</b>						
<b>11/19/18</b>	<b>1/31/19</b>						
	<b>2/27/19</b>						
	<b>3/26/19</b>						

# PTA/PTSA Officers List

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Send completed form to St. Joseph PTA Council, PO Box 1162, 64502

This list will be used for St. Joseph PTA Council mailings.

Do not use school address for President mailing address.

Deadline March 31st

**School Name:** \_\_\_\_\_

**President's Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

**1<sup>st</sup> Vice's Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

**2<sup>nd</sup> Vice's Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

**Secretary's Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

**Treasurer's Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

**Please continue to the back of this page for additional information needed.**

**School Name:** \_\_\_\_\_

**Membership Chair Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

**Reflections Chair Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

**Please feel free to add additional officer's names, positions, addresses,  
phone numbers and email addresses below.**

\_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

# St. Joseph PTA Council



## Council Clippings

Editor: Lori Prussman

St. Joseph PTA Council  
PO Box 1162  
St. Joseph, MO 64502