

# Welcome to the 13th District!



## Meet your District Leaders...

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### **Membership Chair**

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## Stay Connected...

### **13th District of Georgia PTA**

"Like" the 13th District on Facebook! Our group is GA PTA - 13th District

### **Cherokee County Council**

View the Cherokee Council's website at [www.ccpta.com](http://www.ccpta.com)  
Become a part of the Cherokee County Council's Facebook group.  
Look for it under "Cherokee County Council PTA."

### **Forsyth County Council**

View the Forsyth County Council's website at [www.forsythcountypa.com](http://www.forsythcountypa.com)  
and "Like" the Forsyth Council's Facebook page. Look for it under "Forsyth County Council PTA."

### **Gordon County Council**

"Like" the Gordon County Council's Facebook page. Look for it under "Gordon County Council of PTA."

# 13th District Dates for 2014-2015



## Fall Conference

October 1, 2014 at Woodstock High School

## Report Writing & Nominations/Elections Workshop

Date and Location to be Announced

*Reports are due on the 2nd Friday in March! Please be sure to send copies to Georgia PTA, 13th District and your Council. More information on reports and addresses to send them to will be shared during the year.*

## Spring Conference

May 6, 2015 at Whitlow Elementary School

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# National PTA & Georgia PTA Dates for 2014-2015

## Georgia PTA State Events

October 2, 2014	Legislative Advocacy Day
October 24-26, 2014	National PTA Male Engagement Conference (Atlanta, GA)
February 5, 2015	Student Advocacy Day
March 3, 2015	PTA Day at the Capital
June 26-28, 2015	National PTA Convention (Charlotte, NC)
July 10-11, 2015	Georgia PTA 101st Annual Convention Leadership Training

*Braves Family Day, Falcons Family Day, State Reflections Ceremony date and location, TBA*

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# Online Resources | [www.georgiapta.org](http://www.georgiapta.org)

Refer to the Georgia PTA website for a lot of downloadable resources, such as:

- Leadership Resource Guide
- President's Resources (Sample Agenda, Parliamentary Procedure, etc.)
- Treasurer's Resources (Money Matters Quick-Reference Guide, PTA Audit Form, IRS 990 Form, Sample Proposed Budget, Check Request Form, Etc.)
- Bylaws & Parliamentary Procedure (how to amend your bylaws, how to fill a vacancy, tips on elections)

For all of these resources and many more, go to the **FOR PTA LEADERS** drop down menu on the far right side of the homepage.

# [www.pta.org](http://www.pta.org) | [www.ptakit.org](http://www.ptakit.org)

National PTA offers a variety of E-Learning opportunities that are valuable to PTA leaders in all areas. The PTA Back to School Kit is a tremendous resource area for local unit leaders and offers detailed information in fundraising, membership, finances, etc.

# Council Dates for 2014-2015



## **Cherokee County Council**

### **August 13, 2014**

School of Information at Creekview High School 9am-1:00pm

### **September 10, 2014**

9:30, registration. 10:00-12:00, meeting General Membership Meeting at Woodstock Public Library

### **October 23, 2014**

Superintendent's Round Table/General Membership Meeting at Hickory Flat Public Library 9:30am-1:00pm

### **October 27, 2014**

Reflections entries due to CCC at River Ridge High School

### **November 20, 2014**

Reflections Reception at Woodstock High School

### **December 4, 2014**

Principal's and President's Holiday Luncheon at E.T. Booth Middle School

### **January 14, 2015**

Nominations and Elections Class/ Nominations for Nominating Committee/General Membership Meeting at R.T. Jones Public Library 9:30am-12:00pm

### **February 6, 2015**

Deadline for Honoring Our Heroes

### **March 18, 2015**

Superintendent's Round Table/General Meeting at Woodstock Public Library

### **March 26, 2015**

Honoring our Heroes reception at Cherokee High School

### **April 16, 2015**

General Membership Meeting and Election of New Officers at Hickory Flat Public Library

### **May 13, 2015**

New Officer and Transition Training, location TBA

## **Forsyth County Council**

### **August 20, 2014**

FCC School of Information  
Welcome & Breakfast, 9:30am  
Breakout Sessions, 10:30am-12:3pm

### **September 5, 2014**

Presidents Roundtable & Brunch, 10am

### **October 8, 2014**

FCC General Meeting, 10am

### **October 29, 2014**

Reflections Entries are due to County

### **November 20, 2014**

Reflections Gallery and Reception  
Location TBD

### **January 16, 2015**

FCC General Meeting , 10am

### **February 20, 2015**

General Membership Meeting, 10am  
Honoring Our Heroes Entries are due to County

### **March 5, 2015**

Honoring Our Heroes Reception  
Location TBD

### **March 20, 2015**

FCC General Meeting, 10am

### **May 13, 2015**

Incoming Officer Training , 9am-1pm

### **May 19, 2015**

Principals & Presidents Lunch  
11:30am, Location TBD

*All Forsyth Council General Meeting and Trainings are held at the Forsyth County Board of Education unless otherwise noted.*

## **Gordon County Council**

Calendar to be provided soon.

# *Nutrition Standards for All Foods Sold in Schools as Required by the Healthy, Hunger-Free Kids Act of 2010*

## **WHAT**

The Healthy, Hunger-Free Kids Act provided USDA with the authority to establish nutrition standards for all foods and beverages sold outside of the Federal child nutrition breakfast and lunch programs in schools. The law specifies that the nutrition standards shall apply to all competitive foods sold: outside the school meal programs; on the school campus; and at any time during the school day. Further, applicability includes: a la carte in the cafeteria, in school stores, snack bars, vending machines, and other venues.

## **WHEN DO THE STANDARDS APPLY?**

Implementation date: beginning July 1, 2014. **The definition of school day is the period from the midnight before, to 30 minutes after the end of the official school day.**

## **WHERE DO THE STANDARDS APPLY?**

School campus: all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

### **FOODS**

Any competitive food sold in school must:

- Meet all of the competitive food nutrient standards (listed below); and
- Be a grain product that contains 50% or more whole grains by weight or have whole grains as the first ingredient; or
- Have as the first ingredient one of the non-grain main food groups: fruits, vegetables, dairy, or protein foods; or
- Be a combination food that contains at least 1/4 cup fruit and/or vegetable; or
- Contain 10% of the Daily Value (DV) of a nutrient of public health concern (calcium, potassium, vitamin D, or dietary fiber)

Competitive food nutrient standards:

Calorie limits:

Snack item: ≤200 calories

Entrée item: ≤350 calories

Fat limits:

Total fat: ≤35% of calories

Saturated fat: <10% of calories

Trans fat: zero grams

Sodium limits:

Snack item: ≤230 mg

Entrée item: ≤480 mg

Sugar limit:

≤ 35% of weight from total sugars in foods

Accompaniments such as cream cheese, jelly, salad dressings and butter must be included in the nutrient profile as part of the food item sold.

### **BEVERAGES**

Allowed at all school levels in the defined portion sizes:

Plain water (with or without carbonation)

Unflavored low fat milk

Unflavored or flavored fat free milk

100% fruit or vegetable juice and

100% fruit or vegetable juice diluted with water (with and without carbonation) and no added sweeteners.

Elementary schools may sell up to 8 ounce portions, while middle and high schools may sell up to 12 ounce portions of milk and juice. There is no portion size limit for plain water.

Beyond this, the standards allow additional “no calorie” and “lower calorie” beverage options for high school students.

No more than 20 ounce portions of

Calorie-free, flavored water (with or without carbonation); and

Other flavored and/or carbonated beverages that are labeled to contain <5 calories per 8 fluid ounces or ≤10 calories per 20 fluid ounces.

No more than 12 ounce portions of

Beverages with ≤40 calories per 8 fluid ounces, or ≤ 60 calories per 12 fluid ounces.

## **FUNDRAISERS**

**The standards would not apply to items sold outside of the defined school day, weekends, or off-campus fundraising events.**

**Additional resources:** [www.fns.usda.gov](http://www.fns.usda.gov), [www.smartsnacksinschool.com](http://www.smartsnacksinschool.com), [www.healthiergeneration.org](http://www.healthiergeneration.org), [www.healthyschoolfoodsnow.org](http://www.healthyschoolfoodsnow.org), [www.teamnutrition.usda.gov](http://www.teamnutrition.usda.gov)

# Financial Red Flags

One of the most important things we do as PTA Board Members is fundraise so that we can provide educational support to our schools. With that comes the handling of money — often large sums of money. It is important to always stay aware of what is going on with your PTA funds and to catch any financial red flag. To protect your PTA, be aware of the following things:

- No treasurer's reports at executive board or association meetings.
- Reports are given orally with written information to be provided "later."
- Treasurer's reports list only general categories without sufficient detail.
- Treasurer misses meetings.
- Audits not performed as scheduled.
- No one from unit attends any council/district meetings or workshops.
- Board members not turning in correct amount of money; accounting irregularities in their own fundraisers/activities.
- Inability of treasurer or chairman to say how much money the fundraiser made.
- A PTA mom offers to "do" the fundraiser with her own business.
- No monthly financial reports; no audits.
- Board unfamiliar with unit bylaws.
- Banks that do not return processed checks (or copies of such.)
- Unapproved meeting minutes.
- Unapproved budgets or yearly calendars.
- President (or other officer) not reviewing bank statements.
- School staff member as treasurer.
- School staff the greater percentage of the board.
- Demands from staff/principal for "gifts" to school.
- A treasurer who is disorganized and can't get reports ready for meetings.
- A president who writes the checks because the treasurer has no experience.
- Inquiry calls by concerned parents, teachers, or principal.
- Calls on the same matter from two different sources.
- Failure to provide a year-end audit on request.
- Providing skimpy or misleading information.
- Subsidizing memberships for anyone (students, etc.)
- Lack of or incomplete minutes, particularly in matters involving use of funds.
- PTA paying for aides or specialists one year and expecting/obligating next year's board to do the same.
- Getting involved in supporting petitions for more teacher hours, etc. Boards are not obligated to take either side of a dispute.
- Anxious principal who wants projects funded without going through the process set up by the PTA.
- Overbearing principal who wants the PTA to do what he/she wants regardless of the proper procedure.
- Fundraising project that will benefit a board member financially.
- Unit board not following financial procedure because they "never did before"; board that claims it "didn't know."
- Only one person counting money.
- Only one person signing checks; only one person on bank signature card.
- Signing of blank checks.
- Receipts not attached to Requests for Reimbursements.



## First Steps for Suspected Fraud or Theft

- Do not make accusations.
- Determine what other access the suspect has, what other types of fraud schemes the suspect could have perpetrated, the likelihood of collusion, the possible duration of the schemes discovered.
- Document all allegations.
- Gather facts, documents, and interviews.
- Identify all bank accounts involved and consider closing or freezing the accounts. Follow steps in the policy developed to cover such matters.
- Contact your Council and District leadership if you suspect fraud or theft so they can offer support and assistance.
- Contact the authorities.
- Contact insurance company.
- If it is determined that fraud did occur, National PTA recommends that the PTA should file an official report with the police department

**Need help or guidance?**

**Contact your Council  
and District leadership**

**We're here to  
support you!**

# THE MODEL PTA – LIVING DOCUMENT



ADMINISTRATIVE GUIDELINES	Recommended Date	Completed (Date & Initial)
1. Submit names and contact information of Incoming Officers by May 1, and Incoming Chairs by August 31, to the state office.	May 1 August 31	
2. Bylaws on file at the state office, a copy of the Bylaws is given to all board members.	November 15	
3. Meetings: Prepare a calendar of the year's meetings and events, includes Georgia and National PTA events. (Upon request copy of calendar sent to Council and District.)		
4. All committees developed respective Plans of Work and submitted to the Executive Committee for approval.	Before School Begins	
5. Submit a copy of the PTA Audit/Financial Review to the state office.	Last Business Day in Sept.	
6. Operate within and maintain an approved working budget (for the year). The budget and Audit Report should be approved by the general membership.	September 30	
7. Submit all State and National portion of membership dues to the state office on a monthly basis, and Council dues and fees.	Monthly	
8. Send at least one representative to attend all Council meetings, and District Fall and Spring Conferences.		
9. Set a membership goal to increase last year's membership. A realistic goal is Target membership, or 2% increase (last year's final membership number plus 2%).	Target membership or 2% increase	
10. Attend Georgia PTA Convention Leadership Training.		
11. <u>Attend any two of the following State or National events:</u> National PTA Convention; PTA Day at the Capitol; Georgia PTA Advocacy Conference; PTA University; District or Council School of Information or other workshop; Report Writing workshop.		
12. Attend at least one (1) local School Board of Education meeting, and submit a report to the board of directors.		
13. Insurance: Purchased PTA insurance.	September 30	
14. <b><u>ACHIEVE THE MODEL PTA STATUS:</u></b> Submit The Model PTA Award Cover Sheet and a completed copy of the Living Document, <i>or</i> the Outstanding Local Unit PTA Report.	Postmarked on or before the second Friday in March	

# National Standards For Family-School Partnerships



- **Standard 1: Welcoming all families into the school community**

Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.

- **Standard 2: Communicating effectively**

Families and school staff engage in regular, two-way, meaningful communication about student learning.

- **Standard 3: Supporting student success**

Families and school staff continuously collaborate to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

- **Standard 4: Speaking up for every child**

Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

- **Standard 5: Sharing power**

Families and school staff are equal partners in decisions that affect children and families and together inform, influence and create policies, practices, and programs.

- **Standard 6: Collaborating with community**

Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

