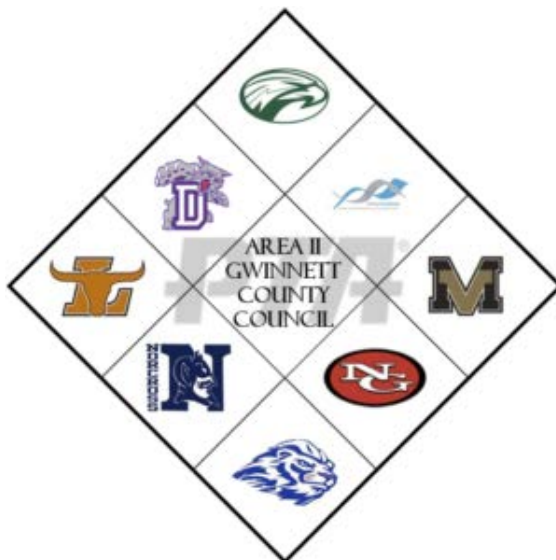


# Area 2 - Gwinnett County Council of PTAs

# PTA<sup>®</sup>

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## 2016 - 2017 Handbook

***Council Theme: "Building a team of leaders"***

<http://www.area2gwinnettpta.org>

**Mailing Address:**

Area 2 Gwinnett County Council of PTAs  
400 Peachtree Industrial Blvd. Suite 5  
#278  
Suwanee, GA 30024

INFORMATION CONTAINED IN THIS BOOK IS FOR PTA USE ONLY.  
ANY USE OF INFORMATION FOR PERSONAL GAIN IS PROHIBITED.

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Area 2 – Gwinnett Council



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July 10, 2016

Dear PTA leader,

Congratulations to you and your team on your commitment to serve the children of Georgia during the 2016-2017 school year! Georgia PTA is alive, vibrant, and relative!! We are so excited at the state level to have the chance to work not only WITH you, but FOR you as you advocate for family engagement and student success. You are now a vital part of the fabric of history that is woven for our association, the oldest child advocacy association in the nation. Your time and effort follows the men and women before us that have worked so hard to ensure every child has a voice and the opportunity to succeed.

This year will be especially challenging for us, as we will be working hard to defeat the Opportunity School District Constitutional Amendment. We have the tools, and will depend on your commitment and outreach to defeat this at a grassroots level. The struggles in education that face our families and children are very real. You will speak for children that are economically disadvantaged, facing health issues, struggling in school, and even children that face family and emotional issues. It is for these children that we put in the hours and effort; hoping to make a difference in their lives. Together we make that difference by working as a team, constantly pursuing our own training and advancement so that we are equipped to help others. We will work with students, parents, schools and communities to ensure that every child's potential can become a reality —this is the heart of Georgia PTA.

PTA has enjoyed a strong presence for many years in our state, yet changing school cultures and the growth of booster clubs and other organizations that offer parents the chance to volunteer their time and efforts have left PTAs often competing for the same quality volunteers. We are eager to take our place in your school community as the premier voice for all children, and to be the strong name and presence that we have been for over 100 years. We commit to serving you with integrity, compassion, and professionalism. We want to see our membership grow as a result of the faith, confidence, and enthusiasm that the Board of Directors and State office will share with you. We are thankful for the chance to serve you and look forward to the upcoming year.

Sincerely,

A handwritten signature in black ink that reads "Lisa-Marie Haygood".

Lisa-Marie Haygood  
Georgia PTA President 2015-2017  
lmhaygood@georgiapta.org

Georgia PTA | 114 Baker Street, N.E., Atlanta, GA 30308 | 404.659.0214 | [www.georgiapta.org](http://www.georgiapta.org)



Greetings Fellow Georgia PTA Leaders and Volunteers!

It is my continued honor to work alongside you in advocating for ALL the children in Georgia. PTA across the country is diligently working for the betterment of their futures and our society as a whole at the same time. Having 5 children with 5 different unique personalities and interests I know all too well that we have to continue to work to have as many options and experiences available to our students to engage them. It's no longer just the athletes on sports teams. We have artists in all forms being showcased via PTA Reflections. Many schools are expanding their music and arts programs and offering STEM class options. We are advocating to make our students ready to get into any college, armed services, technical fields, or whatever they dare to dream of doing. We are assisting them in becoming world leaders.

Thank you in advance for every minute you will volunteer to help our children, teachers, or serve in the schools this year. Every act is relevant and not taken for granted. If you can, please get your friends, family, neighbors, and even your co-workers to join a PTA and carry the most important card there is.

If there's anything I can do to help you in any way in your efforts with PTA please feel free to reach out to me. I'm known by many teachers, students, and parents in the District and they all can assure you I'm very committed and willing to help no matter what the situation is. I'm here to assist you.

Let's make this the best year ever together!

Yours in Service,  
Dee-Dee Jackson  
District 12 Director  
deedeejackson@georgiapta.org  
770-842-7972  
<http://georgiaptadistrict12.my-pta.org/>



---

Celebrating a Journey of Excellence –  
Living our Mission, working to make dreams become reality,  
for every child with one voice as ONE PTA!

---

## 12<sup>th</sup> District Georgia



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### Board of Directors 2015 – 2017

District Director

Dee-Dee Jackson

deedeejackson@georgiapta.org

1<sup>st</sup> Assistant Director

Fonda Hedgepeth

mzfonda@gmail.com

2<sup>nd</sup> Assistant Director

Marina Staples

mstaplespta@gmail.com

Secretary/Treasurer

Taiwannika Walker

georgiaptadistrict12secretary@gmail.com

Council Presidents

Area 1

Wytaria Henley

wytariahenley@gmail.com

Area 2

Shauna Young

president@area2gwinnettpta.org

Taiwannika Walker

co-president@area2gwinnettpta.org

Area 3

Jeff Jackson

2cold06@gmail.com



August 2016

Dear Area 2 Gwinnett County Council of PTAs,

Welcome to another year of outstanding teaching and learning in Gwinnett County Public Schools! As the 2016-2017 school year opens, I am reminded of how valuable the PTA units in Gwinnett's local schools have been throughout my 21 years as CEO/superintendent. PTA volunteers are essential partners who provide our schools with help and support in carrying out their core business of teaching and learning...and that benefits countless numbers of students.

But your reach extends beyond your local schools. For many years PTA leaders and members have been active at the state level in supporting or opposing proposed legislation based on its potential impact on children and schools. Matters important to children's health, safety, and educational progress have been championed by PTAs, and no one has been a stronger voice for the importance of parent involvement with our schools. In short, PTAs have been active proponents locally and statewide for the things that contribute to the well-being of students and their families. As such, PTAs make a difference!

The Gwinnett County Board of Education and I want to thank you for standing tall as advocates for every child, every day, in every school. We know you to be staunch advocates for quality public education in our county and state. The vast majority of Georgia's children will be educated in public schools, and those that enjoy a strong PTA presence have many advantages in serving their students well. You can be proud of the contributions you and your PTA unit continue to make to the success of Gwinnett County Public Schools!

May 2016-2017 be another successful and productive year for PTA and the thousands of Gwinnett parents, teachers, and students you represent.

Sincerely,

J. Alvin Wilbanks  
CEO/Superintendent

**GWINNETT COUNTY  
BOARD OF EDUCATION**

**Dr. Robert McClure**  
2016 Chairman  
District IV

**Louise Radloff**  
2016 Vice Chairman  
District V

**Carole Boyce**  
District I

**Daniel D. Seckinger**  
District II

**Dr. Mary Kay Murphy**  
District III

**J. Alvin Wilbanks**  
CEO/Superintendent

**THE MISSION OF  
GWINNETT COUNTY  
PUBLIC SCHOOLS**

*is to pursue excellence  
in academic knowledge,  
skills, and behavior  
for each student,  
resulting in measured  
improvement against  
local, national, and  
world-class standards.*

437 Old Peachtree Road, NW  
Suwanee, GA 30024-2978  
678-301-6000  
[www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us)

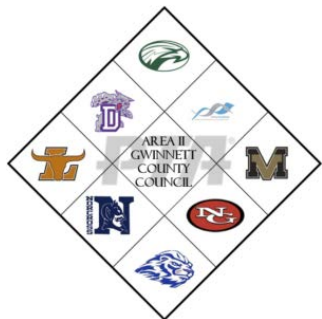
It is the policy of Gwinnett County Public Schools  
not to discriminate on the basis of race, sex,  
religion, national origin, age, or disability in any  
employment practice, educational program,  
or any other program, activity, or service.

2010 and 2014 Winner of





## Area 2 Gwinnett County Council of PTAs



### Presidents

*Shauna Young*

*Taiwannika Walker*

### Vice-Presidents

*Sam Howard*

*Sean Whiteman*

### Secretary

*Sonia Howard*

### Treasurer

*Virginia Kerr*

### Parliamentarian

[www.area2gwinnettpta.org](http://www.area2gwinnettpta.org)

[www.georgiaptadistrict12.my-pta.org](http://www.georgiaptadistrict12.my-pta.org)

Area 2 – Gwinnett Council

**PTA**<sup>®</sup>

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July 2016

Dear PTA/PTSA Leaders,

Welcome to another school year! Your Area 2 Council Executive Board has been preparing for the upcoming year, in hopes to better serve our seven clusters and one Georgia charter school.

Our main areas of focus this year are growing membership and training leaders to work together as a team throughout the entire district. We hope that each school will strive to win the Oak Tree award, with 100% staff membership, as well as the other prestigious awards provided by Georgia PTA. We will be celebrating membership milestones and local unit accomplishments at the 2016-17 Spring Awards Banquet.

We will continue to focus on engaging families in the PTA. We are here to assist each local unit with communicating to parents that there is more to the PTA than just the fun events and quarterly meeting before the band concert. There are opportunities to make a difference in some capacity at every level between the local unit and the National PTA. We will strive to visit every school at a board meeting or general meeting, to learn about each local unit and to support each PTA leader.

Area 2 will host the 2016 Reflections Exhibit, Special Needs College Fair, and our Spring Awards banquet where 2017-2018 elections will be held, Senior Scholarships will be awarded and the Principal of the Year will be announced. District 12 and Georgia PTA also will present awards to outstanding local units in our Area Council. The forms for each of these awards can be found in this handbook, on our website, and on the district website, [www.georgiaptadistrict12.my-pta.org](http://www.georgiaptadistrict12.my-pta.org).

Over the last two years, the theme of the Council has been to Build, Grow, and Inspire. It has been our intention to grow PTA membership, engage families, and inspire volunteers to participate at all levels of the PTA.

This year, our theme is: “Building a team of leaders.” Throughout the year, we will be supporting leaders to complete the Georgia PTA KEYS TO LEADERSHIP SUCCESS program. This program is designed to aid PTA members in developing leadership skills. In doing so, Georgia PTA offers you the opportunity to be recognized for the advancement of your own personal learning goals in your service to children. We are proud to be able to offer you an opportunity to build your personal resume through successful and recognized volunteer leadership.

Many thanks for giving of your time and talents to your local units.

Best wishes for an outstanding school year!

Area 2 Gwinnett Council of PTAs  
Executive Committee  
Board of Directors / Committee Chairs

# What is PTA?

## PTA MISSION

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

## National Standards for Family-School Partnerships

The National PTA's "six standards" are based on research which has proven the correlation between parent involvement and student success. These standards have also been endorsed by the Gwinnett County Public School System. Their purpose is

- 1) to promote meaningful parent and family participation,
- 2) to raise awareness regarding the components of effective programs, and
- 3) to provide guidelines for schools that wish to improve their programs.

### **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**

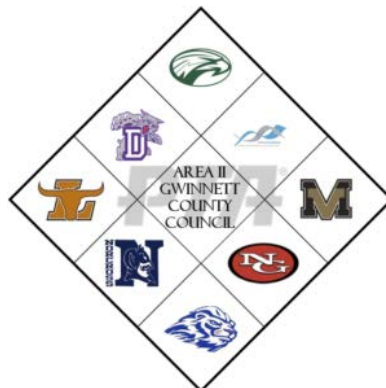
Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

### **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.



# What is a PTA Council?

A PTA Council is a group of at least three local PTA units organized under the authority of the State PTA. The Council is the direct line of support and resource to the local units within its boundaries. Our council is Area 2 Gwinnett County Council of PTAs.

Councils serve to:

- Unify and strengthen the local units
- Develop leadership
- Promote local membership
- Provide year-round leadership support for local PTAs
- Promote the interests of the National PTA and the Georgia PTA

## **AREA 2 GWINNETT COUNTY COUNCIL OF PTAs STRUCTURE**

### Membership:

Area 2 Gwinnett County Council of PTAs is made up of representatives of each local unit PTA/PTSA in the Collins Hill, Duluth, Lanier, Norcross, North Gwinnett, Mountain View, and Peachtree Ridge Clusters, including the Georgia state charter school, Ivy Preparatory Academy.

### Voting body:

Defined in the bylaws, the voting body of the Area 2 Council consists of the council officers and standing committee chairmen, the presidents of the member PTAs/PTSAs or their alternates, a specified number of accredited delegates or alternates from each PTA/PTSA, the superintendents of schools or their representatives, the principals of schools or their representatives, members of the Georgia PTA Board of Directors residing in Area 2 of Gwinnett County, and District 12 officers.

### Local Unit Voting Delegates:

Each local unit shall be represented in meetings of the Area 2 Gwinnett County Council of PTAs by four voting delegates:

- a. the President or his/her alternate
- b. the Principal or his/her alternate
- c. two delegates or their alternates

Delegates or their alternates shall be members of their local PTA/PTSA, be appointed by the local unit Executive Committee; and serve for a term of one (1) year. Names of all four voting delegates need to be submitted to the Council PTA prior to the first council meeting.

Potential delegates could be experienced, capable local unit members (officers & members at large). They should participate in discussion, report back verbally at the next local unit meeting, and file a written report with the secretary. They should keep a procedure book for the guidance of future delegates.

Area 2 – Gwinnett Council

**PTA**

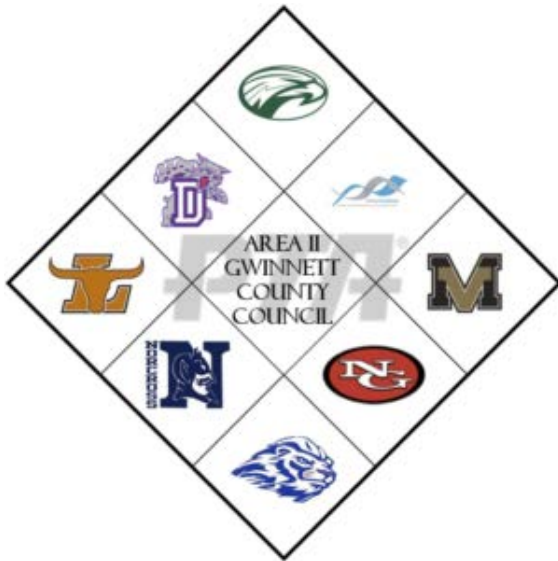
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# Area 2 Gwinnett Council of PTAs

## EXECUTIVE COMMITTEE

<b>Presidents</b>	<b>Shauna Young</b> (770) 572-1975 <a href="mailto:president@area2gwinnettpta.org">president@area2gwinnettpta.org</a>	<b>Taiwannika Walker</b> (678) 720-8744 <a href="mailto:co-president@area2gwinnettpta.org">co-president@area2gwinnettpta.org</a>
<b>Vice-Presidents</b>	<b>Sean Whiteman</b> (770) 771-9918 <a href="mailto:vp@area2gwinnettpta.org">vp@area2gwinnettpta.org</a>	<b>Samuel Howard</b> (770) 896-6545 <a href="mailto:co-vp@area2gwinnettpta.org">co-vp@area2gwinnettpta.org</a>
<b>Secretary</b>	<b>Sonia Howard</b> (770) 757-8972 <a href="mailto:secretary@area2gwinnettpta.org">secretary@area2gwinnettpta.org</a>	
<b>Treasurer</b>	<b>Virginia Kerr</b> (470) 767-1704 <a href="mailto:treasurer@area2gwinnettpta.org">treasurer@area2gwinnettpta.org</a>	
<b>Parliamentarian</b>	<b>OPEN</b>	



Area 2 – Gwinnett Council  
**PTA**<sup>®</sup>  
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**Council Theme:**  
**“Building a team of leaders”**

## BOARD OF DIRECTORS COMMITTEE CHAIRS

<b>GCPS PTA Liaison</b>	Berney Kirkland	(678) 301-6011	<a href="mailto:MySchoolBoard@gwinnett.k12.ga.us">MySchoolBoard@gwinnett.k12.ga.us</a>
<b>Family Engagement</b>	OPEN		
<b>Health &amp; Wellness</b>	Maury Stephan	(678) 777-8104	<a href="mailto:healthandwellness@area2gwinnettpta.org">healthandwellness@area2gwinnettpta.org</a>
<b>Hospitality</b>	Karen Moore	(770) 714-8383	<a href="mailto:karen.moore@horacemann.com">karen.moore@horacemann.com</a>
<b>Legislative</b>	OPEN		
<b>Membership</b>	OPEN		
<b>Reflections</b>	Talatha Vaughters	(704) 431-8941	<a href="mailto:reflections@area2gwinnettpta.org">reflections@area2gwinnettpta.org</a>
<b>Scholarship</b>	Virginia Kerr	(470) 767-1704	<a href="mailto:scholarship@area2gwinnettpta.org">scholarship@area2gwinnettpta.org</a>
<b>Special Needs College Fair</b>	OPEN		
<b>Website</b>	OPEN		

# 2016 - 2017 CALENDAR OF EVENTS

## Area 2 Gwinnett Council of PTAs

**August 17, 2016**  
*(Mandatory, invite Principal)*  
 6:00pm – 8:30pm

**Area 2 Council Fall Meeting / Officer Training**  
 GCPS Instructional Support Center  
 Grayson/Meadowcreek/Brookwood Rooms

**August 19, 2016**  
 9:00am – 11:00am

**Area 2 Council Reflections Workshop**  
 GCPS Instructional Support Center (Courtyard ISC 200 Bldg)  
 Session for NEW Reflections Chairs

**September 24, 2016**

**District 12 Fall Conference/Training**  
 Time & Location TBD

**October 21, 2016**  
 9:00am – 12pm (noon)

**Area 2 Council Reflections Entries due to Council**  
 Location TBD

**October 22, 2016**  
 10:00am – 1:30pm

**College Fair for Students with Disabilities**  
 Location TBD

**November 4, 2016**  
 2:30pm-Finished

**Area 2 Council Reflections Set-Up**  
*(Will need assistance from unit Reflections Chairs)*  
 Location TBD

**November 5, 2016**  
 10:00am - 3:00pm  
 3:00pm – 5:00pm (Clean Up)

**Area 2 Council Reflections Exhibition**  
 Location TBD

**January 25, 2017**  
*(Mandatory, invite Principal)*  
 6:00pm – 8:00pm

**Area 2 Council January General Meeting**  
 GCPS Instructional Support Center  
 Grayson/Meadowcreek/Brookwood Rooms

**March 11, 2017**

**District 12 Spring Conference/Elections**  
 Time & Location TBD

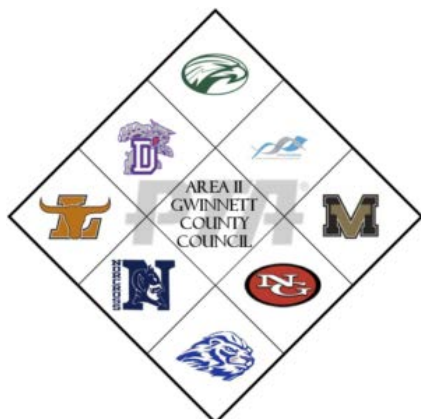
**April 26, 2017**  
 6:30pm - 8:00pm

**Area 2 Council Spring General Meeting**  
**End-of-Year Awards Dinner (Mandatory, Invite Principal)**  
 Location TBD

**NOTE:** Your Council dues will cover the cost of dinner for four (4) local unit attendees. Additional attendees will be charged \$5/person.

**May 10, 2017**  
 9:30am – 11:30am

**Local Unit PTA/PTSA Transition Training**  
 GCPS Instructional Support Center – Room TBD



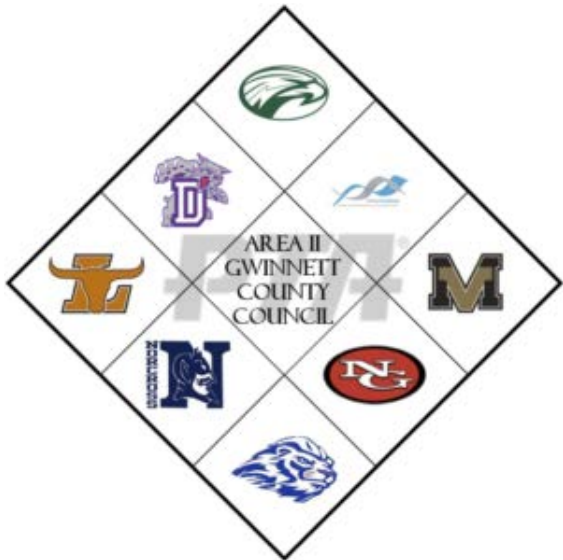
Area 2 – Gwinnett Council

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**Council Theme:**

***“Building a team of leaders”***



Area 2 – Gwinnett Council

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**Council Theme:**  
***‘Building a team of leaders’***



# Area 2 Committee Information

# FAMILY ENGAGEMENT INFORMATION

Area 2 Council Family Engagement Chair  
OPEN, [co-president@area2gwinnettpta.org](mailto:co-president@area2gwinnettpta.org)

Georgia PTA Family Engagement Chair  
Kym Evans, [kevans@georgiapta.org](mailto:kevans@georgiapta.org)

Georgia PTA believes family engagement is a shared responsibility in which schools and other community agencies and organizations are committed to reaching out to engage families in meaningful ways and in which families are committed to actively supporting their children's learning and development. Family engagement is continuous across a child's life and entails enduring commitment but changing parent roles as children mature into young adulthood. Effective family engagement cuts across and reinforces learning in the multiple settings where children learn at home, in pre-kindergarten programs, in school, in after school programs, in faith-based institutions and in the community.

(<http://www.georgiapta.org/for-pta-leaders/committee-chairs/leadership-family-engagement/>)

The Area 2 Council will assist any local unit with the process of becoming a Model PTA

The Purposes of The Model PTA:

- Encourages and directs the Local Unit PTA to fulfill the requirements to be "In Good Standing".
- Provides a strong format and defines an effective process for parent engagement, advocacy and partnership in the school community.
- Assists the local school community to fulfill the parents' rights and responsibilities portion under the current education legislation.

The benefits for the Local Unit to achieve The Model PTA status:

- Provides a course of action to create and maintain a mature parent involvement system within the school, creating a foundation of support for parents to assist them in transitioning their children ready for school, kindergarten to grade 12, to graduation, to college and career ready.
- Fulfilling this process leads the local unit PTA to be an effective and efficient school collaborator.
- Having an at-a-glance Administrative Guidelines checklist makes it easier for the PTA to address core issues and connect with parents on a more comprehensive level.
- Increases and enhances parent and community involvement and engagement.

To achieve The Model PTA status, the Local Unit PTA:

- Complete twelve (12) of the fourteen (14) Administrative Guidelines.
- Complete either Level One or Level Two of the Operational Guidelines.
- Send in The Model PTA Award Cover Sheet and the completed Living Document to the state office, postmarked on or before the second Friday in March.

The Model PTA Living Document provides for easy record keeping and serves as part of the local unit's history. Keep track of the local unit PTA's progress by filling in the completed dates for each guideline accomplished. Both the PTA/PTSA President and the Parent Involvement Chair should maintain a copy of the Living Document in their respective handbooks.

For more information on The Model PTA, contact the Area 2 Council at  
[co-president@area2gwinnettpta.org](mailto:co-president@area2gwinnettpta.org).

# HEALTH & WELLNESS INFORMATION

## Area 2 Health & Wellness Chair

Maury Stephan, [healthandwellness@area2gwinnettpta.org](mailto:healthandwellness@area2gwinnettpta.org)

## Georgia PTA Health & Wellness Chair

JoAnne Hammermaster, [jhammermaster@georgiapta.org](mailto:jhammermaster@georgiapta.org)

Health is a state of physical, emotional, and mental wellbeing often defined as “wellness.” An active and engaged PTA/PTSA Health and Wellness Committee can have a positive impact by advocating for and supporting health, safety, and wellness changes at every level of a child’s learning environment. When PTAs/PTSAs work together with schools they:

- Foster family-school connections by focusing on health issues that schools and families care about.
- Deliver information to families in a way that builds trust with schools and fosters a welcoming environment.
- Identify areas, equipment, and behaviors within the school and home environment that could be healthier or safer for children.

### **From Georgia PTA <http://healthandwellness.georgiapta.org/> Wellness Policy**

Want to help create a healthy, fun school environment? You can make a difference at your school. Do you have a Wellness Committee? What does your wellness policy say? Ask if you can be on the team! There are many things you can do to kick off the school year. Talk to PTA members. Ask other parents around you if they would like to help. Speak to the principal to get his or her views on the vision of a healthy school. Don’t get overwhelmed! We can help.

### **Join the Team!**

Do you have great ideas? Have you done something that is working very well at your school? Let us know about it? Do you have any questions? Would you like to be a part of shaping the health environment in Georgia schools? Do you have time during the day? Do evenings work better? Behind the scenes?

**Contact Area 2 Council Health & Wellness Chair, Maury Stephan, [healthandwellness@area2gwinnettpta.org](mailto:healthandwellness@area2gwinnettpta.org), for more information.**



# LEGISLATIVE INFORMATION

Area 2 Legislative Chair

OPEN, [president@area2gwinnettpta.org](mailto:president@area2gwinnettpta.org)

Georgia PTA Legislative Chair

Tynettia Elrod, [gapta@ciclt.net](mailto:gapta@ciclt.net)

Georgia PTA serves to strengthen collective voices to educate, empower, and engage families and communities to advocate on statewide issues that affect the lives of our children. The legislative priorities are based on child related education and safety policy issues surveyed by the members of Georgia PTA.

(<http://www.georgiapta.org/issues-action/legislative-priorities-2/>)

## **Georgia PTA Capitol Watch**

Keep up to date on all legislative issues in Georgia

Visit [www.georgiapta.org](http://www.georgiapta.org) Click on "CAPITOL WATCH"

## **Elected officials Information**

Visit the GA PTA Capital Watch page. Click on "Officials" tab. Click on "District Lookup" tab. Enter your street address to find your elected officials for Georgia.

## **Georgia Secretary of State**

[www.sos.state.ga.us/](http://www.sos.state.ga.us/)

Resource for elected officials, election schedules, polling places, list of candidates, absentee ballots Visit this site, click on **My Voter Page**, and enter your personal information.

## **Gwinnett County Board of Voters Registration and Elections**

[www.gwinnettcountry.com/portal/gwinnett/Departments/Elections](http://www.gwinnettcountry.com/portal/gwinnett/Departments/Elections)



## Opportunity School District Georgia PTA Position Statement

While the Georgia PTA recognizes a need for state assistance for chronically low-performing schools, Senate Bill 133, the “Opportunity School District,” does not align with legislative priorities or the “Operation Ready to Learn” resolution passed by the delegates of the Georgia PTA.

The 2015-2016 Georgia PTA legislative priorities are to *support efforts to increase state spending to education and use of public funds for public schools only, and to support constitutional authority of local school boards of education to control or manage schools in their system.* The Georgia PTA strongly supports local control of public education and adequate state funding for public schools, and the Georgia PTA’s mission is to engage parents in the education of their children. “Operation Ready to Learn,” a resolution passed by Georgia PTA delegates at the 2015 convention, resolved to assist schools in utilizing community resources, to assist parents in advocating for the needs of their children, and to encourage local schools to improve access to school resources for families. The “Operation Ready to Learn” resolution advocates for parents to collaborate with state and local leaders to increase student achievement and equity for all children.

Senate Bill 133, the “Opportunity School District,” calls for an amendment to the Constitution of the State of Georgia that would allow for the creation of a statewide school district under the control of a Governor-appointed, state-level Superintendent. This amendment to our Constitution would remove control of local public schools; strip funding for local public schools; restrict community access to public facilities, instructional materials, and school equipment.

Because the “Opportunity School District,” as passed by the 2015 Georgia General Assembly, does not align with the Georgia PTA legislative priorities or the Georgia PTA “Operation Ready to Learn” resolution, the Georgia PTA does not support the Constitutional Amendment as currently created by Senate Bill 133.

<http://www.georgiapta.org/issues-action/opportunity-school-district-legislation/>



# MEMBERSHIP INFORMATION

Area 2 Council Membership Chair  
 OPEN, [co-president@area2gwinnettpta.org](mailto:co-president@area2gwinnettpta.org)



Georgia PTA Reflections Chair  
 Margie Ringfield, [mringfield@georgiapta.org](mailto:mringfield@georgiapta.org)

Georgia PTA, District 12, and Area 2 Council are on a mission to assist EACH local unit to increase PTA memberships, by at least 2% over last year. There will be multiple membership campaigns throughout the year; however, each Local Unit should plan for a membership campaign that will last throughout the entire school year.

This year, Georgia PTA, has a membership campaign based around being a “PTA SUPER HERO!” Plan a membership drive and set a goal to increase your membership.

## CALLING ALL PTA SUPER HEROES!

### Mission:

### EARN AT LEAST ONE MEMBERSHIP AWARD THIS SCHOOL YEAR

*(Please note: In order to qualify for an award level, dues and the correct form must be postmarked by the last business day of the month indicated for the respective award. See the Leadership Resource Guide for the form, or contact the Council, [co-president@area2gwinnettpta.org](mailto:co-president@area2gwinnettpta.org).)*

- The Visionary Pin and Certificate:** 400 members to Georgia PTA by last business day of August.
- The Pacesetter’s Certificate:** 300 members to Georgia PTA by last business day of August.
- The Early Bird Certificate:** 200 members by the last business day of September.

#### The Platinum Membership Award

Target Membership achieved & dues submitted by the last business day in September.

#### The Gold Membership Certificate

Target Membership achieved & dues submitted by the last business day in October.

#### The Silver Membership Certificate

Target Membership achieved & dues submitted by the last business day in November.

#### The Bronze Membership Certificate

Target Membership achieved & dues submitted by the last business day in February.

#### Calculation of Target Membership (line 1 must equal or exceed line 4):

1. Total number of PTA members enrolled and submitted to state office	
2. Student enrollment at the end of the first full week of school	
3. Number of certified teachers at the end of the first full week of school	
4. Total of lines 2 and 3 (# of members required for above awards)	

# REFLECTIONS INFORMATION

## Area 2 Council Reflections Chair

Talatha Vaughters, [reflections@area2gwinnettpa.org](mailto:reflections@area2gwinnettpa.org)

## Georgia PTA Reflections Chair

Janice Gurley, [jgurley@georgiapta.org](mailto:jgurley@georgiapta.org)

### **2016 – 2017 NATIONAL PTA Theme: “What’s Your Story…”**

Submitted by Emily Deann Pena

Northbrook Middle School PTA

#### **What is Reflections?**

The National PTA Reflections Program is an arts program designed to give students an outlet for creative expression. It is an opportunity to explore the cultural arts while challenging their imagination. Students interpret each year’s theme in the categories of dance choreography, film, visual arts, photography, literature and musical composition.

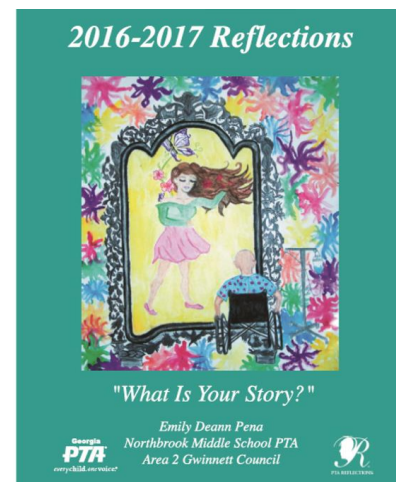
#### **Who may participate?**

Students in grades Pre-K – 12, who are enrolled in a school where there is a PTA/PTSA may submit entries through their Local PTA/PTSA Unit Reflections Program. In Gwinnett County the number of entries per student is not limited; however, all rules must be followed for each entry.

**The Local PTA/PTSA Unit submitting entries must be in good standing.**

#### **What are the Local PTA/PTSA Unit Dates to Remember?**

- **August 19 Reflections Workshop**  
10:00am Check-In; Sessions from 10:30am - 12:30pm  
*Location: GCPS Instructional Support Center*
- **October 21 Entry Check-In: 9:00am – 12:00pm**  
*Location: TBD*
- **November 4 Reflections Set-Up**  
2:30pm – Finished  
*Location: TBD*
- **November 5 Gwinnett PTA Council Reflections Exhibit:**  
10:00am – 3:00pm, 3:00 pm – 5:00 pm clean up  
*Location: TBD*



#### **What are the Local PTA/PTSA Unit Responsibilities?**

- The Local PTA/PTSA Unit will select a Reflections Chairperson who will be responsible for running the program at the local unit level and coordinating with Area 2 Gwinnett County Council of PTAs to submit entries for judging at the council level. **In accordance with National PTA Guidelines, Council will be accepting only one entry per grade level, per category.**
- Each Local Unit shall have a representative attend the Reflections Workshop (the Reflections Chair should attend if possible) in order to obtain the program materials. Attendees will also receive training in how to run a successful local program as well as the correct process for preparing and submitting entries to Gwinnett County PTA. This will be especially important this year should new categories be added to the program.
- Each Local Unit will be responsible for checking-in and checking-out their entries on the specified dates. Please be sure your Local Unit Reflections Chairperson allows adequate time and provides ample volunteers for your entries.
- Area 2 Gwinnett Council of PTAs will be looking to Local Units for support on each of the above listed dates. Volunteers will be needed.
- Fill out the *Reflections Chairperson Profile* form located on the next page, and mail, or send electronically to the Area 2 Gwinnett County Council of PTAs Reflections Chair.

# SCHOLARSHIP INFORMATION

## Area 2 Council Reflections Chair

Virginia Kerr, [scholarship@area2gwinnettpta.org](mailto:scholarship@area2gwinnettpta.org)

### Georgia PTA Scholarship Chair VACANT

Solely funded through local council membership and council contributions, Area 2 is proud to present seven (7) \$750.00 Scholarships to deserving high school students who have successfully met or exceeded the State of Georgia graduation requirements, and plan to attend an accredited two or four year college or university. Only students in Parent Teacher and Student Associations (PTSA) within Area 2 are eligible to apply. The seven Area 2 Cluster High Schools are: Collins Hill, Duluth, Mountain View, Norcross, North Gwinnett, Lanier, and Peachtree Ridge.

The purpose of this scholarship is to assist students who have successfully completed high school who are interested in furthering their education in a college or university to prepare themselves for careers of their choice with the goal of having these individuals maintain their support and commitment to the advancement of education. This is a one-time, non-renewable scholarship.

#### ELIGIBILITY

A student is eligible to apply for the Gwinnett Area 2 PTA Scholarship if he/she:

- Is a graduating senior and PTSA member of an Area II high school with a PTA/PTSA. The PTA must be in good standing (i.e. paid dues, approved bylaws on file)
- Is interested in attending an accredited four (4) year or two year (2) college or university
- Has a satisfactory scholastic record acknowledged by an administrator, counselor, or teacher

#### INSTRUCTIONS

Applications can be printed from the Area 2 website: ([www.area2gwinnettpta.org](http://www.area2gwinnettpta.org)) and completed legibly by hand. Each application will be scored based upon the response to the essay question. Responses must be legible.

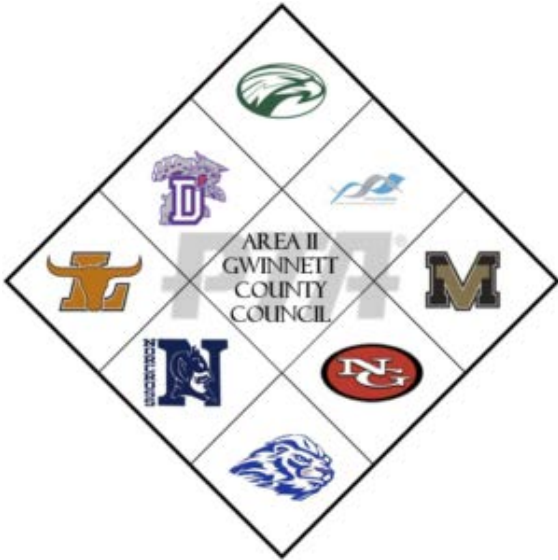
**Deadline: Postmarked by Saturday, March 11, 2017.**

All applications must be mailed to:  
Area 2 Gwinnett Council of PTAs  
(Attention: Scholarship Committee)  
400 Peachtree Industrial Blvd., Suite 5  
#278  
Suwanee, GA 30024

#### PLEASE ENSURE YOUR SUBMISSION INCLUDE:

- Each completed essay (maximum 850 words), the scholarship information page, and a photocopy of a PTSA Membership Card, or a copy of the electronic proof of a paid membership from My Payments Plus or Voluntary Contribution Form.
- Certified High School Transcript. It should include all academic credit towards a high school diploma through the first semester or quarter of the 12th grade, numeric and percentage GPA, High School Graduation Test scores (HSGTs), and identify the diploma track (i.e. International Baccalaureate, Advance Placement, College Preparatory or Technology).
- Two Letters of Recommendation: One letter from an administrator, counselor, or high school teacher acknowledging your scholastic attributes/qualities, and One letter from an adult non-family member/mentor acknowledging the character of the student.





Area 2 – Gwinnett Council

**PTA**<sup>®</sup>

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**Council Theme:**  
***“Building a team of leaders”***



# LOCAL UNIT RESOURCES

# Additional Resources and References

PTA Local Unit Bylaws  
Area 2 Gwinnett Council Handbook  
Robert's Rules of Order

Please Review  
Available on the Council website, [www.area2gwinnettpta.org](http://www.area2gwinnettpta.org)  
Newly Revised Edition

## **GEORGIA PTA RESOURCES** [www.georgiapta.org](http://www.georgiapta.org)

Incoming Officers Guide  
Georgia PTA Leadership Resource Guide  
Georgia PTA Treasurers' & Secretaries' Handbooks  
Nominating Committee Guide  
"PTA and Principals - Working Together to Increase Student Achievement"  
PTA Programs Quick-Reference Guide

### **Newsletters/Magazines:**

*Our Children* – National PTA Magazine (mailed to your home)  
*The Voice* – Georgia PTA newsletters (*subscribe online through Georgia PTA website*)  
*Legislative Link* – e-newsletters (mailed during the Session)  
*Georgia PTA e-voice* – electronic newsletter (*subscribe online through National PTA website*)  
National PTA "*Local Leader News*" – biweekly email newsletter

## **HELPFUL WEBSITES**

### **Georgia Department of Education**

[www.doe.k12.ga.us](http://www.doe.k12.ga.us)

### **Georgia State Government**

[www.state.ga.us](http://www.state.ga.us)

### **U.S. Department of Education**

[www.ed.gov](http://www.ed.gov)

### **Kids Count**

[www.kidscount.org](http://www.kidscount.org)



## 2016-2017 Reflections



"What Is Your Story?"

Emily Deann Pena  
Northbrook Middle School PTA  
Area 2 Gwinnett Council



## Area 2 Gwinnett County Council of PTAs 2016-17 Reflections Committee Chair Profile

Please submit this form by August 31<sup>st</sup>, 2016, via email to:

Area 2 Gwinnett County Council of PTAs  
Reflections Chair  
Talatha Vaughters  
reflections@area2gwinnettpta.org

or via mail, to:

Area 2 Gwinnett County Council of PTAs  
400 Peachtree Industrial Blvd. Suite 5  
#278  
Suwanee, GA 30024

### SCHOOL INFORMATION:

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

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

Telephone: \_\_\_\_\_ Cluster: \_\_\_\_\_

Principal's Name: \_\_\_\_\_

### LOCAL PTA/PTSA INFORMATION:

PTA/PTSA Name: \_\_\_\_\_

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

President's Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Co-President's Name: \_\_\_\_\_

Co-President's Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### REFLECTIONS CHAIRPERSON INFORMATION:

Chair's Name: \_\_\_\_\_

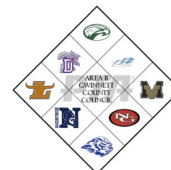
Chair's Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Co-Chair's Name: \_\_\_\_\_

Co-Chair's Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_



A PTA must be in good standing with Georgia PTA to participate.



# Area 2 Gwinnett County Council of PTAs

## 2016 – 2017 Committee Chair Profile Form

PLEASE SUBMIT THIS FORM ON/BY AUGUST 31, 2016

Email: [secretary@area2gwinnettpta.org](mailto:secretary@area2gwinnettpta.org) and [gapta@georgiapta.org](mailto:gapta@georgiapta.org)

Mail: Area 2 Gwinnett County Council of PTAs  
400 Peachtree Industrial Blvd. Suite 5  
#278  
Suwanee, GA 30024

Area 2 – Gwinnett Council



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LOCAL UNIT PTA/PTSA INFORMATION	
PTA/PTSA NAME	
LOCAL UNIT #	CLUSTER
PRESIDENT'S NAME	
PHONE	EMAIL
CO-PRESIDENT'S NAME	
PHONE	EMAIL
PRINCIPAL	
EMAIL	
LEGISLATIVE CHAIRPERSON	
NAME	
PHONE	EMAIL
MEMBERSHIP CHAIRPERSON	
NAME	
PHONE	EMAIL
HEALTH & WELLNESS CHAIRPERSON	
NAME	
PHONE	EMAIL
FAMILY ENGAGEMENT CHAIRPERSON	
NAME	
PHONE	EMAIL

# Area 2 Gwinnett County Council of PTAs

## 2016 – 2017 Voting Delegates

**PLEASE SUBMIT THIS FORM ON/BY AUGUST 31, 2016**

Delegates must be members of your PTA/PTSA, be appointed by the Executive Committee, and serve for a term of one (1) year. Names of all four (4) voting delegates need to be submitted to the Council PTA prior to the first council meeting. Delegates consist of the following members: the President or his/her alternate, the Principal or his/her alternate and two delegates or their alternates.

Potential delegates should be experienced, capable local unit members (officers & members at large). They should participate in discussion, report back verbally at the next local unit meeting, and file a written report with the secretary.

Please submit this form by August 31, 2016.

Email: [secretary@area2gwinnettpta.org](mailto:secretary@area2gwinnettpta.org)

Mail: **Area 2 Gwinnett County Council of PTAs**  
**400 Peachtree Industrial Blvd. Suite 5**  
**#278**  
**Suwanee, GA 30024**

	POSITION	NAME	EMAIL
DELEGATE 1	PRINCIPAL		
DELEGATE 2	PRESIDENT		
DELEGATE 3			
DELEGATE 4			
ALTERNATE 1			
ALTERNATE 2			
PTA/PTSA NAME:			

Area 2 – Gwinnett Council



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# Area 2 Gwinnett County Council of PTAs

## 2016 – 2017 Council Dues Form

### DUES ARE PAYABLE IN FULL ON/BY SEPTEMBER 15, 2016

Per the bylaws of your local unit and this Area Council, paying council dues is a requirement to remain in compliance of Georgia PTA standards. The total operating budget for the Area 2 Gwinnett Council of PTAs is derived from the dues submitted by each local unit in our Council. Among the services and programs your Council dues provide are:

- Scholarship fund
- Grants and incentives for local units
- Local unit assistance as needed
- Two(2) Council Business Meetings & Refreshments/Dinner
- Council Handbooks
- School of Information
- Council workshops
- Organization of new PTAs/PTSAs, as needed
- Training/Convention for Council Officers
- Basic Operating Expenses
- Youth Services Programs, including the county-wide Reflections program and Special Needs College Fair

In addition to your mandatory dues payment, we would appreciate any extra support your local unit can provide in the form of an annual donation (suggested amounts noted below).

Use this form when submitting your dues payment by the deadline date of **September 15, 2016** to Council Treasurer, Virginia Kerr, at the mailing address listed below.

Questions? Email Virginia at: [treasurer@area2gwinnettpta.org](mailto:treasurer@area2gwinnettpta.org)

Checks should be made payable to **Area 2 Gwinnett County Council of PTAs.**

Please return below with your PTA / PTSA check by September 15, 2016

Local Unit PTA / PTSA name: \_\_\_\_\_

Dues Amount Payable: \$ 250

Optional Donation: \_\_\_\_\_ Suggested Amount: High School \$100 Middle / Elementary Schools \$50

Donations will be used to fund the Reflections Program, benefitting all students in our Council, as well as the Area 2 scholarship program, which benefits graduating seniors from each high school in our Council.

**TOTAL:** \$ \_\_\_\_\_ Check # \_\_\_\_\_

Date Submitted: \_\_\_\_\_ **KEEP A COPY OF THIS FORM FOR YOUR RECORDS**

**Mail To:**

**Area 2 Gwinnett County Council of PTAs**  
**400 Peachtree Industrial Blvd. Suite 5**  
**#278**  
**Suwanee, GA 30024**

Area 2 – Gwinnett Council

**PTA**

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# 2016-2017 Area 2 Gwinnett County Council of PTAs Schools by Cluster

Area 2 Council of PTAs is proud to serve and support the following clusters within Gwinnett County. Also included in our cluster is a Georgia charter school, Ivy Preparatory Academy-Gwinnett, the all-girls school. Each cluster has an Executive Board member of the Area 2 Council to serve as an immediate contact for all the schools in the cluster.

## Collins Hill

**(Contact Taiwannika Walker)**

Collins Hill High School  
Creekland Middle School  
McKendree Elementary School  
Rock Springs Elementary School  
Taylor Elementary School  
Walnut Grove Elementary School



## Duluth

**(Contact Sean Whiteman)**

Duluth High School  
Coleman Middle School  
Duluth Middle School  
Berkeley Lake Elementary School  
Chattahoochee Elementary School  
Chesney Elementary School  
Harris Elementary School



## Lanier

**(Contact: Shauna Young & Virginia Kerr)**

Lanier High School  
Lanier Middle School  
Sugar Hill Elementary School  
Sycamore Elementary School  
White Oak Elementary School



## Mountain View

**(Contact Shauna Young & Taiwannika Walker)**

Mountain View High School  
Twin Rivers Middle School  
Dyer Elementary School  
Freeman's Mill Elementary School  
Patrick Elementary School  
Woodward Mill Elementary School



## Norcross (Contact Sam Howard)

Norcross High School  
Pickneyville Middle School  
Summerour Middle School  
Baldwin Elementary School  
Beaver Ridge Elementary School  
School Norcross Elementary School  
School Peachtree Elementary School  
School Simpson Elementary School  
School Stripling Elementary School



## North Gwinnett

**(Contact Virginia Kerr)**

North Gwinnett High School  
North Gwinnett Middle School  
Level Creek Elementary School  
Riverside Elementary School  
Roberts Elementary School  
Suwanee Elementary School



## Peachtree Ridge

**(Contact Sonia Howard)**

Peachtree Ridge High School  
Hull Middle School  
Northbrook Middle School  
Burnette Elementary School  
Jackson Elementary School  
Mason Elementary School  
Parsons Elementary School



## Gwinnett School of Math Science and Technology



## Gwinnett – Ivy Prep Academy (a Georgia Charter Middle School)



Area 2 – Gwinnett Council  
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# 2016-2017 Area 2 Gwinnett County Council of PTAs Officers Resources

## General Reminders:

### PRESIDENT

- ◇ Review this planning guide and become familiar with the deadlines for submitting awards this year.
- ◇ Review the guidelines and requirements for earning awards this year (see the Georgia PTA Leadership Resource Guide and Area 2 Gwinnett County Council of PTAs Handbook).
- ◇ Read the local unit bylaws and make sure officers and board of directors have copies of current bylaws.
- ◇ Prepare a printed agenda for each meeting.
- ◇ **Remember to thank the volunteers often.**
- ◇ Conduct executive committee and board of directors, as well as general membership meetings in accordance with the local unit bylaws.
- ◇ Save all documentation from the local unit PTA events in a binder to use when writing reports. Reports are due in March. (Examples of documentation include publicity material, news articles, photos, thank you notes, and event programs, program goal outlines/plans/outcomes).
- ◇ Pass on information received from Council, State, and National PTA to your executive committee and committee chairpersons.
- ◇ Check email often for updates and information from Area 2 Council and Georgia PTA.
- ◇ Bookmark websites for Area 2 Gwinnett County Council of PTAs, Georgia PTA, and National PTA. Check these websites often for important dates and information:
  - Area 2 Gwinnett County Council of PTAs:* [www.area2gwinnettpta.org](http://www.area2gwinnettpta.org)
  - District 12 Georgia PTA:* [www.georgiaptadistrict12.my-pta.org](http://www.georgiaptadistrict12.my-pta.org)
  - Georgia PTA:* [www.georgiapta.org](http://www.georgiapta.org)
  - National PTA:* [www.pta.org](http://www.pta.org)

### SECRETARY

- ◇ Prepare Minutes for each meeting – if it's not in the Minutes, it did NOT happen. Business conducted must be documented in the Minutes.
- ◇ Treasurer's reports and committee reports should be filed with Minutes.

### TREASURER

- ◇ Prepare a printed treasurer's report for each meeting and have a copy of the transaction details available for review, if requested.
- ◇ Make sure Check Request forms are submitted, signed, and approved before issuing any check(s).
- ◇ Remember, two signatures are required on all check(s).
- ◇ Do not employ debit cards.
- ◇ Consider adding 'swiping' capabilities for accepting membership dues payment.

### MEMBERSHIP CHAIRPERSON

- ◇ Membership card templates can be downloaded on the Area 2 website at: [www.area2gwinnettpta.org](http://www.area2gwinnettpta.org). Go to the Committees tab and click on Membership. Or, visit [www.georgiapta.org](http://www.georgiapta.org), click on the Leadership Resources tab and go to Your PTA Membership.

### EVERYONE

- ◇ Remember to take time for yourself and your family.
- ◇ Keep in mind the reason you are involved in PTA/PTSA – children!

# 2016-2017 Area 2 Gwinnett County Council of PTAs Officers Monthly

## JUNE/JULY

### President:

- ◇ Plan to attend the Georgia PTA's Convention/Leadership Training (CLT) Conference. Make sure the officers and board are aware of this important training event. Register early to avoid late fees. Pick up membership cards.
- ◇ At CLT, look for meeting notice regarding Area 2 Council/District 12 breakout sessions.
- ◇ Work with secretary to complete the local unit's Area 2 Voting Delegates form. This form is due back to Area 2 Council by August 31, 2016. Send via email to: [secretary@area2gwinnettpta.org](mailto:secretary@area2gwinnettpta.org).

### Secretary:

- ◇ Make sure that all incoming officer information has been sent to Area 2 Council and Georgia PTA. Due date for this information **was** May 1<sup>st</sup>.
- ◇ Work with President(s) to complete the local unit's Area 2 Voting Delegates form. This form is due back to Area 2 Council by August 31, 2016. Send via email to: [secretary@area2gwinnettpta.org](mailto:secretary@area2gwinnettpta.org).

### Membership Chairperson:

- ◇ Now is the time to plan the membership campaign for the upcoming school year. Watch for publicity ideas and membership campaign information from National PTA or visit their website at: [www.pta.org](http://www.pta.org).
- ◇ Attend CLT and go to membership related workshops.

## AUGUST

### President:

- ◇ Make sure the local unit Area 2 Council Voting Delegates form has been completed and submitted by August 31, 2016. Send via email to: [secretary@area2gwinnettpta.org](mailto:secretary@area2gwinnettpta.org).
- ◇ Review the local unit bylaws – they are the “road map” for a successful year!
- ◇ Distribute material received at training sessions to officers and committee chairpersons.
- ◇ Coordinate with principal regarding upcoming school year and your PTA/PTSA's plans.
- ◇ Hold a planning meeting with the officers and board – present proposed budget for board approval.
- ◇ Plan the General PTA/PTSA Membership Meeting to approve your budget.
- ◇ Make sure the local unit is represented at the Area 2 Council General Meeting & Training on August 17, 2016.
- ◇ Submit incoming chairperson information to Georgia PTA at: [www.georgiapta.org](http://www.georgiapta.org) and also Area 2 Council at: [secretary@area2gwinnettpta.org](mailto:secretary@area2gwinnettpta.org).
- ◇ Provide the committee chairpersons with the material needed to be successful and write Priority Reports.
- ◇ Watch for an opportunity to attend a Georgia PTA University.

### Membership Chairperson:

- ◇ Membership drive is in full swing! The new membership awards, Visionary Pin and Pacesetter's Certificate, must be postmarked by to the Georgia PTA by the last business day in August. The Early Bird Certificate award must be postmarked by the last business day in August.

### Treasurer:

- ◇ Read over all of the treasurer's material from Council, State, and National PTA.
- ◇ Make sure the financial review report of last year's books is in order for presentation at the first General PTA/PTSA Membership meeting. The Audit Report should also be presented to the general membership.
- ◇ Watch for an opportunity to attend a Georgia PTA University.
- ◇ Submit PTA dues transmittal form to the Georgia PTA.

## Reflections Chairperson(s):

- ◇ The Area 2 Council Reflections Workshop is on August 19<sup>th</sup> at the Instructional Support Center (ISC) from 9:00am – 11:00am.
- ◇ Completed Reflections Chairman Profile forms are due to Area 2 Reflections Chair by August 31<sup>st</sup>. Complete order form for Reflections Handbook and posters. Bring to Workshop or email completed forms to: [reflections@area2gwinnettpa.org](mailto:reflections@area2gwinnettpa.org)
- ◇ Email Area 2 Reflections Chair at: [reflections@area2gwinnettpa.org](mailto:reflections@area2gwinnettpa.org) to reserve an electronic copy of the Reflections Handbook.

## SEPTEMBER

### President:

- ◇ Thank the volunteers who have worked to make the start of the year a success!
- ◇ Remind treasurer to send in Area 2 Council Dues (\$250). Dues deadline date is September 15, 2016.
- ◇ Remind treasurer to send audit packet to Georgia PTA by September 30, 2016.
- ◇ Remind committee chairs to make contact with all persons who volunteered to assist with events.
- ◇ Attend the District 12 Fall Conference on September 24<sup>th</sup> - location TBD

### Treasurer:

- ◇ Ensure that Area 2 Council dues have been submitted by September 30th to Area 2 Council Treasurer.
- ◇ Submit PTA Dues Transmittal form to Georgia PTA for the Platinum Membership Award and the Early Bird Certificate by the last business day of September.
- ◇ Submit audit packet to Georgia PTA by the last business day in September.

### Membership Chairperson:

- ◇ Continue the membership drive.
- ◇ Complete a roster of the PTA members and provide a copy to the secretary and president/co-presidents.
- ◇ Remember, the membership drive should continue for the *entire school year*, not just the first few months.
- ◇ Make sure the treasurer has submitted the PTA Dues Transmittal form to Georgia PTA for memberships collected this month and the Dues form for membership awards – Platinum Membership and Early Bird Certificate. Send forms to Georgia PTA, both must be postmarked by the last business day of September.

### Legislative Chairperson:

- ◇ Plan to attend the Georgia PTA State Advocacy Conference on TBD.

### Special Dates:

- ◇ September 24: District 12 Fall Conference, TBD

## OCTOBER

### President:

- ◇ Plan for the local unit's Red Ribbon Week activities. 2016 Theme: "YOLO. Be Drug Free" <http://redribbon.org/theme/>
- ◇ Plan something for male members this month. Try to recruit more male members.
- ◇ Plan to attend the College Fair for Students with Disabilities – details TBD.

### Treasurer:

- ◇ Membership awards are due this month for the Oak Tree and Partnership Awards. Submit the Dues Transmittal for these awards by the last business day in October.

### Membership Chairperson:

- ◇ Try to recruit more male members this month. Plan a special drive for male members.
- ◇ Remember to work with the treasurer to send in the next membership installment by the last business day in October.
- ◇ Ensure the Dues Transmittal for Oak Tree and Partnership Membership Awards are postmarked by the last business day in October.

### Reflections Chairperson:

- ◇ Reflections entries are due to Area 2 Council October 21<sup>st</sup> – Location: TBD
- ◇ Plan how the local unit will recognize and reward students who participated in the local unit Reflections program.

### Special Dates:

- ◇ October 17 - 21: National School Bus Safety Week (<http://www.napt.org/resources/national-school-bus-safety-week.php>)
- ◇ October 19: Bus Driver Appreciation Day
- ◇ October TBD: College Fair for Students with Disabilities

## NOVEMBER | DECEMBER

### President:

- ◇ Watch for an opportunity to attend a Georgia PTA University.
- ◇ Begin reviewing information in the Council and State handbooks regarding report writing.
- ◇ Remind treasurer to file Form 990 with the IRS by November 15 depending on fiscal year end.
- ◇ Remind Reflections Chairperson and encourage the PTA/PTSA board to attend the Area 2 Council Reflections Exhibit – TBD November 4 & 5

### Treasurer:

- ◇ Make sure that Form 990 has been filed with the IRS by November 15 depending on fiscal year.
- ◇ Submit PTA Dues Transmittal form to the Georgia PTA for additional memberships collected and submit the Silver Membership Certificate by the last business day in November.

### Legislative Chairperson

- ◇ Plan now and determine how to keep your membership informed about issues being presented during the upcoming Legislative Session.

### Membership Chairperson:

- ◇ Continue the membership drive.
- ◇ Remember to work with the treasurer to send in the next membership installment by the last business day in November for any new memberships received. Then submit the Silver Membership Award form. Keep the membership roster current and give copies to the secretary and president(s).

### Reflections Chairperson:

- ◇ Attend the Area 2 Council Reflections Exhibit on November 12 –TBD.
- ◇ You or a member of the local unit MUST be on site at 3:00pm to sign for and pick up local unit entries.
- ◇ Plan how to recognize and reward students who participated in the Area 2 Council Reflections program.

### Special Dates:

- ◇ November 5: Area 2 Council Reflections Exhibit - TBD
- ◇ November 13-19: American Education Week
- ◇ November 16: Education Support Professionals Day
- ◇ November 17: National Parent Involvement Day
- ◇ November 18: Substitute Educators Day

## JANUARY

### President:

- ◇ Prepare for the election of the Nominating Committee, which should be held at a General Membership meeting (follow the local unit bylaws). If your elections are to be held in May, per your bylaws, present an amendment to your general membership to vote on having elections in early Spring, so that your local unit officers can be submitted to the state office by May 1.
- ◇ Encourage the PTA/PTSA and invite the principal to attend the Area 2 January General Meeting on January 25, 2017 from 6:00pm – 8:00pm at GCPS Instructional Support Center. Check out website for details at: [www.area2gwinnettpa.org](http://www.area2gwinnettpa.org)



- ◇ Review the Georgia PTA Priority Report guidelines.
- ◇ Evaluate the local unit's progress in reaching PTA goals.

**Legislative Chairperson:**

- ◇ Georgia General Assembly begins – remember to keep the membership informed of important activities.

**Treasurer:**

- ◇ Submit PTA Dues Transmittal form to the Georgia PTA for additional memberships collected.

**Membership Chairperson:**

- ◇ Continue the membership drive.

**Special Dates:**

- ◇ January 25: Area 2 Council January General Meeting (GCPs Instructional Support Center) 6:00pm – 8:00pm (RSVP by January 13, 2017)

**FEBRUARY**

**President:**

- ◇ Make plans to celebrate the 119<sup>th</sup> PTA Founder's Day – February 17, 1897
- ◇ Watch for an opportunity to attend a Georgia PTA University.
- ◇ Remind the treasurer to submit membership dues and the Bronze Membership Award form to Georgia PTA by the last business day in February.

**Treasurer:**

- ◇ Submit PTA Dues Transmittal form to Georgia PTA for additional memberships collected and the Bronze Membership Certificate by the last business day in February.

**Membership Chairperson:**

- ◇ Remember to work with the treasurer to send in the next membership installment and awards form by the last business day in February for any new memberships received – keep the membership roster current and give copies to the secretary and president(s).

**Legislative Chairperson:**

- ◇ Continue to monitor the legislative activities and plan to attend PTA Day at the Capital on TBD.

**Special Dates:**

- ◇ February 13-17, 2017: PTA Take Your Family to Work week

**MARCH**

**President:**

- ◇ Plan the General Membership meeting to elect next year's officers according to the local unit bylaws.
- ◇ Local Unit Incorporation renewal due to Georgia PTA on March 1.
- ◇ Priority Reports are due to Georgia PTA on 2<sup>nd</sup> Friday of March. Also send copies to Area 2 Council and District 12 Director.
  - PTA handbooks, newsletters, and "Model PTA Award" forms
  - 'Outstanding School Nurse' nomination due to Georgia PTA
  - 'Outstanding Principal' nomination form due to Georgia PTA
  - Application form for a Georgia PTA Scholarship is due to Georgia PTA
  - 'Birney Butler Outstanding Educator' nomination form due to Georgia PTA
  - 'Visionary Award' nomination form due to Georgia PTA
  - Area 2 Gwinnett County Council of PTAs 'Award of Distinction' form due
  - Area 2 Gwinnett County Council of PTAs 'Outstanding Principal' nomination form due

- ◇ Dues transmittal form for membership needs to be submitted to Georgia PTA. This is the final opportunity to submit dues for memberships to Georgia PTA for the purposes of calculating voting delegates for District Elections, CLT 2017, and National PTA 2017.

### Membership Chairperson:

- ◇ Present a summary of membership activity to the Board. Submit final membership dues to Georgia PTA.

### Nominating Committee:

- ◇ This committee should be in place according to your local unit bylaws and actively seek next year's PTA leadership. Remember all Nominating Committee discussions are confidential. Current president(s) do NOT serve on this committee. See Area 2 website for details regarding local unit Nominating Committee.

### Special Dates:

- ◇ March 2: National Read Across America Day (Dr. Seuss's Birthday)
- ◇ March 11: District 12 Spring Conference
- ◇ March 11: Area 2 Scholarship Applications Due

## APRIL

### President:

- ◇ Plan to attend the District's Area Board of Education meetings.
- ◇ Plan to attend the Area 2 Gwinnett County Council of PTAs Spring General Meeting/End-of-Years Awards Dinner on April 26, 2017 – Location TBD. (Check our website for details at: [www.area2gwinnettpa.org](http://www.area2gwinnettpa.org))
- ◇ Remember to recognize and celebrate the local unit volunteers.
- ◇ Begin planning for Teacher Appreciation week May 1 - 5.
- ◇ Prepare for kindergarten round-up the first part of May.
- ◇ Begin final evaluation of this year's progress.
- ◇ Make plans to attend the National PTA Convention on June 22-25 in Las Vegas, NV.

### Secretary:

- ◇ Make sure your committee chairpersons are finalizing their procedure books for next year.

### Membership:

- ◇ Prepare for kindergarten round-up the first part of May. Dues collected during this event should be submitted with a note that the dues are for the upcoming school year. Start membership roster for following year.

### Special Dates:

- ◇ April 9-15: National Library Week
- ◇ April 17-21: Public School Volunteer Week (<http://www.projectappleseed.org/>)
- ◇ April 22: Earth Day
- ◇ April 23-29: Administrative Professionals Week
- ◇ April 26: Area 2 Council Spring General Meeting/End-of-Year Awards Dinner 6:00pm – 8:00pm (RSVP by April 12, 2017)

## MAY

### Outgoing President:

- ◇ Attend Area 2 Gwinnet County Council of PTAs Local Unit PTA/PTSA Transition Training on May 10 (GCPS ISC) TBD.
- ◇ Submit the Incoming Officer Information sheet to Georgia PTA no later than May 1. Or, enter it online at: [www.georgiapta.org](http://www.georgiapta.org).
- ◇ Make sure local unit officers for next year have been elected and installed according to local unit bylaws.
- ◇ Finalize committee evaluations and make written recommendations for next year.
- ◇ Be sure that all procedure books are up to date and given to each successor.
- ◇ Arrangements MUST be made to transfer bank authorization with the treasurer and new officers. Newly elected officers assume their duties following the last day of the current school year (follow your bylaws).
- ◇ Current Executive Officers and Board of Directors/Committee Chairs may NOT sign *any* contracts for next year or authorize *any* checks on behalf of the PTA/PTSA *after* the last day of the school year.

- ◇ Send thank-you notes to everyone who helped you with PTA this year.
- ◇ Celebrate your local unit's successes and accomplishments.

### **Incoming President:**

- ◇ Attend Area 2 Gwinnett County Council of PTAs Local Unit PTA/PTSA Transition Training on May 10 (GCPS ISC) TBD.
- ◇ Review the local unit bylaws and survey members for ideas for PTA activities and priorities for the new year.
- ◇ Work with the Executive Officers to appoint the Board of Directors. Set goals and plan preliminary budget.
- ◇ Work with the principal to set up school/PTA calendar for the new school year.
- ◇ Prepare the Local Unit PTA/PTSA Handbook and Calendar of Events for the new school year. Make sure it's printed prior to your school registration day in August.
- ◇ Update the local unit PTA/PTSA website link with new information for the upcoming school year.
- ◇ Review the Communications Cover Sheet in the Georgia PTA Leadership Guide. This sheet outlines guidelines for PTA handbooks and newsletters.
- ◇ Plan to attend Georgia PTA Convention Leadership Training in July 2017. Ensure your officers and BOD attends.
- ◇ Plan your first executive Board Meeting as soon as possible after school ends to avoid busy summer schedules.

### **Outgoing Treasurer:**

- ◇ Attend Area 2 Gwinnet County Council of PTAs Local Unit PTA/PTSA Transition Training on May 10 (GCPS ISC) TBD.
- ◇ Make final preparation of books for financial review committee and audit.
- ◇ Arrangements MUST be made to transfer bank authorization with the president and new officers. Newly elected officers assume their duties following the last day of the current school year (follow your bylaws).
- ◇ Outgoing Executive Officers and Board of Directors/Committee Chairs may NOT sign *any* contracts for next year or authorize *any* checks on behalf of the PTA/PTSA *after* the last day of your school year.

### **Outgoing Secretary:**

- ◇ Attend Area 2 Gwinnet County Council of PTAs Local Unit PTA/PTSA Transition Training on May 10 (GCPS ISC) TBD.
- ◇ Make sure officer information sheets have been sent to Area 2 Council, District 12 and Georgia PTA. Submit information online at: [www.georgiapta.org](http://www.georgiapta.org).
- ◇ Make sure binders with Meeting Minutes and bylaws are in order for the next year.
- ◇ Outgoing Executive Officers and Board of Directors/Committee Chairs may NOT sign *any* contracts for next year or authorize *any* checks on behalf of the PTA/PTSA *after* the last day of your school year.

### **Outgoing Officers and Board of Directors/Committee Chairpersons:**

- ◇ Attend Area 2 Gwinnett County Council of PTAs Local Unit PTA/PTSA Transition Training on May 10 (GCPS ISC) TBD.
- ◇ Organize and complete procedure book for the successor(s).
- ◇ Outgoing Officers and Board of Directors/Committee Chairs may NOT sign *any* contracts for next year or authorize *any* checks on behalf of the PTA/PTSA *after* the last day of your school year.

### **Special Dates:**

- ◇ May 1-5: Teacher Appreciation Week
- ◇ May 2: National Teacher Day
- ◇ May 10: National School Nurse Day
- ◇ May 10: Area 2 Gwinnett County Council of PTAs Local Unit PTA/PTSA Transition Training (GCPS ISC) TBD. Check the Area 2 website for details at: [www.area2gwinnettpta.org](http://www.area2gwinnettpta.org)