A Message from Kentucky PTA President

It is not too late to PLUG INTO MEMBERSHIP! We are almost halfway through the school year and it is time to plan your winter membership campaign. Membership is not just a one-month campaign, or a slogan, or a contest for numbers. It represents the number of people who value what we value and share our passion. If you have never shared your PTA story, start by sharing with others why you do what you do. People are more likely to join an organization when they understand why it is important to you.

Reflection entries are due to the Kentucky PTA office by no later than December 16 (since the 15th is a Sunday and we are CLOSED). If you are in District 14, 15 or 16 you will turn it into your district leadership following each of their protocols. The December 16 deadline applies to the rest of the state. Questions please contact the office at (502) 226-6607.

The 2020 Legislative Session begins in January. The Kentucky PTA Legislative Team will be in Frankfort during the session, representing your view on those issues important to the education, health and safety of all children in Kentucky. We will keep you informed as the session progresses.

Kentucky Youth Advocates Children's Advocacy Day at the Capitol is Thursday, January 23. Everyone is invited to attend this event and show their support for Kentucky's children. Save the date more information about this day will be in our February issue of the
Leadership Outreach

PTA Leadership Training Challenge

This month we challenge you to do the e-learning class of Planning Your PTA Year. Learn to keep volunteers motivated by putting an achievable plan together for the year - approximately 30 minutes.

Congratulations to the following individuals who did e-learning classes in October:

- Tasha Black
- Casey Franks
- Brenda Martin
- Jackie Schlotterbeck
- Kathy Smiley
- Kalie Taylor
- Jenna Taylor Bertrand
- Antoinette Walden
- Rolanda Woolfork

Congratulations to all those who attended District Trainings:

- 1st District
- 16th District

Children's Advocacy Day


Hundreds of youth and adults attended Children's Advocacy day in January 2019, and we need you to help pack the rotunda and ask elected officials to prioritize kids in the 2020 session.

Join us for the 16th annual Children's Advocacy Day at the Capitol!

Register Now

Scholarships and Awards

Scholarships

All scholarship applications are due to Kentucky PTA by February 15, 2020. Each year the Kentucky PTA awards several $500 scholarships to deserving High School Seniors. This award will go to High School Seniors who plan to attend a Kentucky Accredited University and would like to obtain a degree in education.

There is also a $500 Teacher - Member Scholarship that will be awarded to Teacher PTA members who are working towards furthering their education.

A Parent - Member Scholarship will be awarded to parents who are continuing his or her studies in a health field and will be attending an accredited Kentucky College or University.

Awards

All awards are due to Kentucky PTA by February 15, 2020.

The Christa McAuliffe Rising Star Award recognizes students who have worked through obstacles to strive in performance in school, character, and self-esteem. Student of all grades including Special Needs will be recognized.

The Self Esteem award allows students to express what makes them feel special and what is important to them. The theme for 2019-2020 is "Who I Am Inside".

All Kentucky PTA Scholarship, Rising Star, and Self Esteem winners will be recognized in Frankfort, Ky in the winter.
Welcome our New PTA/PTSA formed in October: We are excited to welcome the following PTA/PTSA into our family.

RA Jones Middle School PTSA, District 14

December National PTA Challenge
Educate Local Leaders Challenge: Help educate your local PTA leaders by encouraging your board to register for boot camp. For every state PTA that has 50+ leaders that register for the PTA boot camp between October 23 and December 31, the state will be entered into a raffle for the December incentive. The winning state will receive approximately $100 worth of PTA merchandise. Help Kentucky get names in the raffle and help educate your board members - it is a win-win situation!

Job Descriptions/Process
Every Month we will focus on a job description for each position or process that each PTA should have in their standing rules. Please feel free to use these to create, update, or consider making part of your standing rules.

Secretary- Job Description
- Carry out duties as per bylaws.
- Working with the President to create a meeting agenda
- Sending out meeting announcements, agendas, and supporting documents
- Assume the duties of the historian if one is not designated in the bylaws.
- Three main roles: recorder, correspondent, the spring.

Applications for these scholarships and awards can be found at kypta.org and are due to the Kentucky PTA office, P.O. Box 654, Frankfort, Ky 40602 by February 15, 2020. If you have any questions regarding scholarships or awards, please contact Bobbi Jo Kingery at bkingery07@gmail.com

Important Information

Redbook
There will be a REDBOOK Zoom training schedule for the end of January to discuss the New Redbook requirements. Please be on the lookout for more information coming soon.

Mid-Year Bad Standing
The first part of January the Mid-Year bad standing letters will go out to any PTA/PTSA not currently in good standing. To be in good standing you must have the following
1) Turned in your officers list for this years officers.
2) Paid your Membership dues this year
4) Filed taxes (or an extension for your taxes) by November 15th.
5) Have renewed your bylaws in the past 5 years.
6) Have purchased insurance (Redbook Requirement)

The break would be a great time to check your records to see if you are in good standing.

Leadership Outreach Continued
Congratulations to all those who attended District Trainings:

15th District
16th District Round Table

Kentucky School Board Association Training - Pictured Penny Christian, Laura Beard, Becky Burgett, and Jilie Pile
- Recorder
  - Taking attendance and checking for quorum at all meetings
  - Taking minutes, including counting and recording any votes at all meetings
  - Prepares a draft of the minutes of each meeting within two to five days of the meeting and send to board members.
  - Presenting the draft minutes of the previous meeting, making any corrections and ensuring approved minutes are included in your PTA's permanent record
- Correspondent
  - Collect any correspondence to give to President
  - Reading communications at meeting
  - Reply to any correspondence and writing thank you notes per President's request.
- Record maintainer
  - As record maintainer the following items should be brought to each meeting
    - Bylaws
    - Standing Rules
    - Meeting agendas
    - Minutes from the previous meeting to be reviewed by members
    - Signed and approved minutes of previous meetings for the last 12 months
    - A list of board members
    - A list of committees and their members
    - A list of membership
    - Motion forms
    - Ballots
    - Calendar
    - Materials for note/minute taking.

Children's Advocacy Day - Please join us on January 23rd for Children's Advocacy Day.

https://kyyouth.org/childrens-advocacy-day-at-the-capitol/

Job Descriptions/Process
Every Month we will focus on a job description for each position or process that each PTA should have in their standing rules. Please feel free to use these to create, update, or consider making part of your standing rules.

Treasurer - Job Description
- Carry out duties as per bylaws.
- Raising money is not the goal of PTA - remember the 3 to 1 rule. 3 activities or programs for each fundraising event.
- Responsible for the financial health of the PTA by keeping the books and records of the financial status of the group.
- Three Key areas of the treasurer’s duties
  - Financial Management
  - Budgeting
    - Chairing the Budget Committee, which prepares and monitors the annual budget
    - Budget must be presented to and approved by the PTA Board of Managers and then the General Membership
  - Banking
    - Keep accurate records of all banking transactions either in a checkbook, in a ledger, or a computer program.
    - Balance bank statements each month to verify accurate accounting.
    - Require 3 check signers on the bank account - two should have online access. Individual authorized check signers should not be related to each other, by marriage, or any other relationship.
Reflections - Look Within

Reflection Pieces have been received at the Kentucky PTA office, judging will begin in January. Just a friendly reminder your PTA/PTSA must be in good standing in order to be eligible to participate in Reflections Program.

Winners should announced to the PTAs by end of March, beginning of April.

Take Your Family to School Week

Over the last 120 years, National PTA has encouraged families to get more involved in their child’s education. Help us celebrate Nationals PTA “Take Your Family to School Week” February 16th - 23rd, 2020 by hosting an event at your school. The 2020 Take Your Family to School Week toolkit can be found at www.pta.org. There you can choose from different program categories to plan an event at your school. Some of the themes include: Health and Safety, Literacy, Digital Learning, and Stem. You have the freedom to design whatever works for your school’s community. Throughout your event planning remind families to be involved in the activities. This should be fun for both children and parents. Family Engagement matters.

Membership Corner

December is a great time to review the goals you set for your membership committee at the beginning of the school year. Then, set a new, short-term goal for the January 15 deadline for the Strive for Five drawing - a 5% increase over your last year’s membership total.

Be sure to gather a group of volunteers that can start working on your goals right away in January.

Next, meet with your committee to discuss your goal and theme and decide who is underrepresented in your PTA/PTSA. Fathers? Grandparents? Teachers/Staff? Students? Bilingual families?

After you decide who you want to reach, create a fresh membership form using your new theme.

- Require two signatures on all checks.
- Only PTA funds go into PTA accounts.
- PTA funds should never be deposited in school or personal bank accounts.
- PTA funds should not mix with any other school or personal funds.

- Maintain files and records
  - In charge of the permanent financial records
  - Keep a procedure book
  - Budgets, monthly reports, and annual reports
  - All bank statements with Reconciliations
  - All check issued should have an approved check request form.
  - All canceled checks
  - All vendors will be paid by checks or e-checks instead of cash.
  - All deposits should have a signed Received Funds Form and deposit slip from bank.
  - Approved financial review/audit documents
  - Membership List
  - IRS Tax-exempt determination letter
  - Employer Identification Number (EIN)
  - Copies of filed IRS 990.

- Maintain safeguards/internal controls
  - Financial Reports
    - Monthly report to the PTA Board that included the budget compared with the actual monthly and year-to-date income and expenses to make sure that all board activities are staying within your approved budget.
    - Be transparent and communication concerns and information clearly
  - Financial Review/Audit
    - Make sure all expenses are approved in your budget
    - Make sure that all expenses and paperwork are approved by PTA President/PTA Board of Managers.
    - Records should be up to date and be prepared to be audited at anytime.
    - Records should be ready to be handed over to financial review committee by July 5th.
KY PTA Executive Board

President
Heather Wampler
president@kypta.org

President Elect
Kathy Smiley
president-elect@kypta.org

VP Leadership & Outreach
Autumn Neagle
leadership-outreach@kypta.org

VP Organizational Services
Brian Wampler
vpos@kypta.org

VP Programs
Bobbi Jo Kingery
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VP Membership
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VP Communications
Jaime Nebbitt
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Secretary
Jessie Manco

Treasurer
Brittney Boylard
treasurer@kypta.org

Legislative Commissioner
Cherie Dimar
advocacy@kypta.org

Physical Address:
148 Consumer Lane
Frankfort, KY 40601

Mailing Address:
PO Box 694
Frankfort, KY 40601

kypta.bulletin@gmail.com

Reconciliation
- Provide Board of Managers a record of the bank statement reconciliation at each monthly board meeting.

Insurance
- Purchase insurance and keep documentation for PTA

Legal and Financial Requirements
- State and National PTA Requirements
  - Financial Review sent in to KY PTA by July 15th.
  - Membership Payments sent in quarterly
  - Updated Officer List
  - Be in good standing with KY PTA
- Federal Requirements
  - Responsible for making sure that your organization is following all IRS Rules of your tax exempt status as a 501(c)(3) including:
    - filing taxes (Form 990) by November 15th of each year
    - Ensuring that no one individual benefits from PTA funds
    - Totally abstaining from supporting or campaigning for, or against a candidate for public office
    - Limiting time and money spent to influence legislation
    - Limiting fundraising activities from regular trade and/or business that is unrelated to the PTA mission and purpose.
    - Keep Employer Identification Number (EIN) and Federal Tax-exempt Status in your files.
- KY Department of Education Redbook Rules
  - Verify that none of the check signers are employees of a K-12 school system in the state of Kentucky.
  - Provide copy of approved budget to school principal

- For More information please see E-Learning Course at pta.org/elearning
Announcing National PTA’s New Podcast for Parents

It's #PTABackToSchool Week, our official kickoff for the exciting school year ahead! As part of our celebrations, we are thrilled to introduce Notes from the Backpack: A PTA Podcast for busy parents (like you!) who have a lot to keep up with at home and throughout the school year.

Just search for "Notes from the Backpack" on your favorite podcast app. Don't forget to leave us a review if you love it! Listen now!
Today is all about giving you, our PTA Parents, everything you need to help your child succeed! Below are a few more highlights just for you-check out our special back-to-school webpage for parents and don't forget to use #PTABackToSchool in all of your posts this week.

"Anyone who does anything to help a child in his life is a hero." - Fred Rogers

PTA Store

How do you let the world know you're part of the PTA? ShopPTA.com sells official PTA and PTSA logo merchandise, apparel, membership items, awards, gifts and more. All products are offered through each of the participating State PTA organizations. Visit Kentucky PTA Online Store today!