Important Dates

November

- PTA Healthy Lifestyles Month*
- Native American Heritage Month*
- 1 Warren H. Proudfoot School Board Member Award Application Due*
- 13 World Kindness Day
- 13-19 Transgender Awareness Week
- 15 Taxes Due
- 15-22 National Hunger and Homelessness Awareness Week
- 16 International Day for Tolerance
- 16-20 American Education Week
- 18 Education Support Professionals Day
- 19 National Parental Involvement Day
- 20 Substitute Appreciation Day
- 21 National Adoption Day
- 21 Survivor Day-International Survivors of Suicide Loss
- 23 Unity Day*
- 27 Native American Heritage Day
- 27 Random Acts of Kindness Friday

*Links to more information included in some dates

We Need to Hear From You

By Jason Glass
Commissioner of Education

My first few weeks as Kentucky’s education commissioner have been a whirlwind of phone calls and virtual meetings with students, teachers, and parents. I have been inspired by the resilience and hard work of our educators and students during these challenging times.

A Message From Our Kentucky PTA President

Kathy Smiley

November 2020 Newsletter

November is the eleventh month of the year, in the northern hemisphere usually considered the last month of autumn.

November is the month for Family Engagement which is the shared responsibility in which schools and other community agencies and organizations are committed to engaging families in meaningful and culturally respectful ways and families are committed to actively supporting their children’s learning and development.

Level of Participation:

- At Home: Parents as first teachers (Learn how the school system functions)
- At School: Parents act as resources to schools (Help other parents find resources and programs at the school)

Family Engagement level of commitment:

- advocates for every child in the school; advocates changing policies and systems; work with the school to ensure activities are connected to student learning; Help families find resources and programs at their school.

As PTAs/PTSAs leaders we have to change how we communicate, grow our members, how to use the best technology for your needs and accomplish your goals within your school communities. National PTA has set up resources to support your success with “Make Your PTA/PTSA Virtual”

- www.pta.org/leadavirtualpta_

We appreciate your willingness to serve in a leadership position at your school PTAs/PTSAs board during this time. Thank you for the countless hours you put into your board to make every child’s potential a reality by engaging and empowering
Kentucky Department of Education staff and other education stakeholders to get an idea of the education landscape in the Commonwealth. While the long days are exhilarating, I find the meeting people early on and hearing their concerns and wishes for education are very useful in figuring out where a state or district is education-wise and where it is they want to go. Now it’s your turn.

As educators and parents, you are two of the most important groups to gather feedback from to get an accurate picture of our education system’s strengths and weaknesses. That’s why we at the department opened up the Kentucky Education Feedback Survey. This survey, aimed at all education stakeholders, asks the three questions you are no doubt getting used to hearing from me:

• What should we keep?
• What should we stop?
• What should we start?

The survey should take less than 5 minutes to complete. If you have not yet had a chance, please share your thoughts. And please share the survey with your community. It will be open through Nov. 20.

I want you to know that I’m asking for input from all education stakeholders because not all students share the same experiences in their classrooms. Although we are one state, the educational experiences of a student from a wealthy family outside of Louisville isn’t the same as a student from a more economically challenged home in eastern Kentucky or a child whose parents are recent immigrants who lives in western Kentucky. We need to make sure our education policies and programs give our schools and districts the ability to give each one of those children the skills they need to pursue their vision of a successful future.

We want to hear from all of you, not just the parents who are heavily involved in school activities or the teachers who sit on a school-based decision making council. While we want that parent and that teacher to fill out the survey too, we want to continue building an education system that works for all of Kentucky’s public school students. In order to do that, we need to hear your voice.

Once the survey closes, we will be looking at the information people have shared with us for common threads and for the greatest needs. You’ll see me sharing that information often throughout the year and using it to raise awareness, build consensus and come up with strategies for how to improve education in Kentucky. But in order to do that, I’ll need your input. I hope we’ll hear from all of you.

It’s an honor to be your education commissioner.

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Tax Day is November 15th

It is that time of year again to file your PTA’s/PTSA’s taxes. **Taxes are DUE November 15th.** Do you know what 990 form you should be filing?

**Form 990-N**
- If your gross receipts (all funds which were deposited in the PTA’s/PTSA’s bank account(s) and all other funds received, even if immediately paid out, before any expenses are paid) are normally (“normally” is the average of the current and two prior years) $50,000 or less you must file a 990 N.
- It must be filed electronically at [www.file990.org](http://www.file990.org)
- Step by step guide on how to file a 990-N with File990. [How-to-File990.org_.pdf](http://How-to-File990.org_.pdf)

**Form 990-EZ**
- For organizations with current year gross receipts of less than $200,000 and total year-end assets of less than $500,000.

**Form 990**

If additional time is needed to prepare the Form 990, an automatic 3-month extension to file Form 990 may be requested using Form 8868.

More detailed information can be found in the KY PTA Leader’s Notebook, **Financial Matters**.

1. What do YOU need to send to the KY PTA office? A copy of the e-mail receipt accepting the 990N.
2. A copy of the 990-EZ/990 form completed and Schedule A & B (if required).
3. A copy of the extension form if you filed one.

Office Mailing Address: 148 Consumer Lane, Frankfort, KY 40601

Any questions: e-mail treasurer@kypta.org or call the office at (502) 226-6607

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**2020 Reflections**

I Matter Because...
In partnership with the Kentucky Department for Public Health, we have created a framework that provides metric-directed guidance to assist school officials in determining the mode of instruction during the #COVID19 pandemic when statewide test positivity is <6%. **Click here for more information**

### District Unit Spotlight

We would like to spotlight some of our Districts’ accomplishments. From book giveaways to hosting town halls, lots of great things are happening. In these virtual times, we are all coming up with new ways to connect our communities.

15th District

15th District is proud to partner with BK Royston Foundation and BK Royston Publishing to give away books, backpacks, and masks to a selected school classroom each month to support diversity and inclusion initiatives. Each school is selected by a random draw from all the Title 1 schools in the district. September Ms. Evans’ class at Medora Elementary were given the book, Can We Go Outside to Play Today? by Juilia Royston. In October the entire kindergarten class at Crums Lane Elementary received Maya’s Magnificent Hair by Yvonne Southhall. This time the entire kindergarten class was given the book because an outside donation was received to match the donation from BK Royston Foundation. Find out more about BK Royston Foundation at [http://www.bkroystonfoundation.org/](http://www.bkroystonfoundation.org/)

Did you know of the national level submission, over 200 students who participate in the reflections program can receive the following awards from National PTA

- Merit Award - Bronze medal, certificate of merit and work featured in the traveling exhibition.
- Award of Excellence - $200.00 young artist scholarship, silver medal, certificate of excellence, and work featured in the traveling exhibition.
- Outstanding Interpretation Award - $800.00 young artist scholarship, gold medal, certificate of outstanding interpretation, work feature in the traveling exhibition, and $200.00 prize for Local PTA unit.

So, you still have time to enter your Reflections piece. All entries must be submitted to Kentucky PTA by December 15, 2020*.

All entries can be email to [reflections@kypta.org](mailto:reflections@kypta.org) or mail to: P.O.Box 654 Frankfort, KY 40602 (postmarked no later than December 15th)

*14th, 15th, and 16th Districts please contact your district representative for your deadline. Good Luck!!

### Bylaws Update

We would like all of our local unit leaders to take a look at their bylaws renewal date. If they are expired, don’t worry. Due to COVID-19, the Kentucky PTA board extended all expired Bylaws until **12/31/2020**. That gives everyone some time to get their renewals in for approval.

For information on our current process go to: [http://kypta.org/posts/leaders/bylaws.php](http://kypta.org/posts/leaders/bylaws.php)

For questions or concerns, please contact:
- Jenna Jennings [kyptajenna@gmail.com](mailto:kyptajenna@gmail.com)
- Sarah Barrett [sarahbarrett2478@gmail.com](mailto:sarahbarrett2478@gmail.com)
- Teresa Fobes Lopez [bylaws@kypta.org](mailto:bylaws@kypta.org)

### Membership

Reminder to all local units, State and National dues need to be paid via MemberHub. These articles will walk you thru the process if you need help.


First time Payment thru MemberHub:
14th District PTA

The board members of the 14th District have a lot to be proud of accomplishing so far this year.

We have increased our communication and outreach to reach 100% local contact since July 1st. We managed to help with conflict resolution in three schools and maintaining a positive and connection with the administrators of the schools we were assisting.

Because of the eager local unit board members, we had a very successful two-day PTA Board Training session earlier this month which seemed to ignite a fire to jump in and get started for the year. That alone is very exciting.

For us, the feeling that we are helping local PTA units navigate through this difficult year with so much positivity, and we have helped create some new ideas and hopefully spark a desire to be rockstar leaders, excites each of us to try to get better, and better. We are gaining even more contact with our boards which means we are unified in making the 14th District an amazing group of advocates for all of our students, in every school we touch.

We have also increased our board from 4 members to 6 and that will help tremendously.

We were also invited to participate in the NKY Forum Program through NKU, along with several NKY School Superintendents to discuss the PTA viewpoint on the re-opening plans for schools in NKY. That was followed up with an interview on a local news channel, once again allowing us to show just what PTA’s advocate for!!

We can’t wait to see what happens in the next half of the year in the 14th district. I am so very proud to have an amazing team here at the district that works hard, to support great local PTA’s which in turn supports every student here in the northern part of the state. We are leading, learning, and growing and along the way!

PTA Leadership Outreach Team

PTA Learning

Guess What? National PTA has been updating their e-learning courses - so if you took them in the past, they are all new now. Check them out!

Quick Quiz
Who has to approve the budget every year?
Who is responsible for making sure that a monthly financial report is given?
Why is the budget called the roadmap to your PTA?

If you don’t know the answer to these - check out the new PTA E-learning Course on Quick Guide to Budget Basics at pta.org/elearning.

Quick Guide to Budget Basics

This course will provide you with a short guide to specific budgetary duties and responsibilities that are needed to fulfill the requirements of a local PTA in approximately 10 min.

PTA Video

Creating a Google Form

Here is a short video on how to create a new Google Form from Chris Medley, Interim President-Elect KY PTA.

PTA Values

[Image: PTA Value - Diversity:]
16th District

On October 13th, 16th District PTA was proud to host a Virtual Town Hall Unity For Equity: A Conversation on the Importance of Family Engagement and Academic Success celebrating 50 years of unification between the National PTA and the National Congress of Colored Parents and Teachers. It’s focus was the importance of equity and family engagement, and how it impacts advocacy.

Panelists included NPTA President-Elect Anna King, NPTA Board of Directors member Shaton Berry, and our own state president Kathy Smiley! With frank and honest discussion about how to best advocate for all children while upholding the PTA mission, participants also shared data on KY schools as evidence of the need for immediate change. From racial justice to the achievement gap, the audience was presented with solutions all levels of PTA can utilize. It truly was an unforgettable event!

You can watch the recording of the Facebook Live Event here.

Local Unit Virtual General Membership Meeting Policy

The Kentucky PTA Board of Directors understands that with COVID-19 and the changes that have been made to ensure everyone’s safety; it may not be feasible for PTAs/PTSAs to have in person meetings. We understand that the access to some school buildings has been limited as well as the ability to have enough people present to have quorum. With that in mind, the Kentucky PTA has voted to allow all local unit PTAs/PTSAs to hold their general membership meetings virtually.

For detailed information, please click here.

Standing Rules

We want to help you with your standing rules. Each month we will give you a standing rule that might help you with your PTA.

All officers and committee chairs shall keep a procedure book and turn over all materials to the new officer or chairman within two weeks of the end of term or leaving a position early.

This standing rule is important for many reasons:

- Each person should be keeping a procedure book to pass on so that the next person has the history and does not have to recreate everything.
- A time limit keeps this top of mind for the outgoing person.

PTA History

We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.
If you have any questions, please do not hesitate to contact the Kentucky PTA at 502-226-6607 or via email at kentuckypta@bellsouth.net

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**Update Your Officers List**

Don’t forget to update your officers list for 2020-2021. Important information goes out VIA MemberHub emails, and if we don’t have the contact information for the board you miss out on information that might help! You can fill out the officers list here: [http://kypta.org/posts/leaders/office/list.php](http://kypta.org/posts/leaders/officerlist.php)

If you have questions or concerns, please email Jenna at the Kentucky PTA office. [kyptajenna@gmail.com](mailto:kyptajenna@gmail.com)

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**Awards and Scholarship**

Even though this is not a normal year, we still want to be able to recognize outstanding work being done across the state. There are many different awards/scholarships offered by Kentucky PTA. Most nominations are due on March 15th, but a select few have different due dates. For a complete list of the awards/scholarships, due dates and nomination forms [click here](https://www.kypta.org/posts/leaders/office/list.php).

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**ATTENTION ALL FUTURE LEADERS!!**

It is time for our call for nominations for KY PTA Board. If interested, please fill out the following form and submit by December 1, 2020.

**Nominations Google Form**

Questions? Contact:

Penny Christian, Nominating Chair

[president@16thdistrictpta.org](mailto:president@16thdistrictpta.org)

859-396-5509

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**PTA Store**

ShopPTA.com just added to your web store new Community Support Banners. See [Here](https://bit.ly/2XuzLab).

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AmazonSmile has donated over $200 million to charities worldwide! You can help increase AmazonSmile donations to PTA Kentucky Congress by shopping at [smile.amazon.com/ch/61-0461750](https://smile.amazon.com/ch/61-0461750) or with AmazonSmile ON in the Amazon Shopping app.

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**PTA Store**

Shop at [smile.amazon.com](https://smile.amazon.com) or with AmazonSmile ON in the Amazon Shopping app to generate donations.
We are enrolled in the Kroger Community Rewards Program. Every time you shop and use your card or your linked phone number, a portion of your purchase will be donated to the Kentucky PTA. See below for instructions on how to enroll and link your card.

To enroll, go to [www.kroger.com](http://www.kroger.com). Log in with your existing Kroger account or sign up for a new one. Under your name, click on My Account. Under My Account, click on Community Rewards on the left side of the screen. Under Find an Organization, enter either our Non-Profit Organization number BS198 or Kentucky Congress of Parents & Teachers, Inc. (1). Click Enroll. (2) You will now receive an automatic confirmation stating that you are now enrolled. (3). Thank you for supporting the Kentucky PTA.