

Springfield Council

The logo features the letters 'PTA' in a large, white, sans-serif font, centered on a dark blue ribbon that has a 3D effect with shadows. The ribbon extends to the left and right edges of the page.

PTA

Organized 1913

BY YOU. FOR YOU.

2017-2018

SCPTA Handbook

*Find up to the minute calendar and meeting information,
email addresses for SCPTA board members and answers
to your most frequently asked questions at:*

www.scptamo.com

<https://www.facebook.com/SCPTAs/>

or by clicking on links throughout your electronic Handbook.

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SCPTA 2017-2018 Board

President – Becky Volz

president@sptamo.com, 417-319-6075

VP of Organization & Development – Julia Stalder

orgdev@sptamo.com

Units in Good Standing status reports / Update Handbook

Bylaws Chair:

Resolutions & Legislation Chair: Donna Petiford, *petiford@sbcglobal.net*

Resource Development/Fundraising Chair:

Scholarships/McBride/CARE Fund Chair:

VP of Promotions

promotions@sptamo.com

Officer Orientation, Founders' Day Banquet

Membership Chair:

Hospitality Chair: Heather Buckner, *hospitality@sptamo.com*

Sergeant at Arms: Heather Buckner, *hospitality@sptamo.com*

Social Media/Website Chair: Christie Browne

Marketing Chair:

VP of Health & Public Services – Allison Lawson

publicservices@sptamo.com

Clothing Bank Chair: Patty Dunn/Jennifer Penny, *clothingbank@sptamo.com*; Terry Dunham, Janetta Tracy

Student Wellness Chair:

Safety Chair:

VP of Programs – Laura Erwin

programs@sptamo.com

School of Information-May

4th Grade Play Chair: Flo Graham, *fgraham@spsmail.org*

RIF Chair: Mary Christiano, *mary@christiano.us*; Peggy Stepp

Reflections Chair: Aaron Mrad, *aaronmrاد@yahoo.com*

All Pro Dads Chair:

Parent-Student Involvement Chair:

Treasurer – Beka Hughes

treasurer@sptamo.com

Secretary – Toi Allen

secretary@sptamo.com

Appointed

Administrative Assistant:

Patty Dunn, *dunnhouse7201@att.net*

Parliamentarian:

Donna Petiford, *petiford@sbcglobal.net*

Council Newsletter:

Carrie Windes, *newsletter@sptamo.com*

Advisory Committee

Past Pres: Carrie Windes, *crgraphics@sbcglobal.net*

Elementary Rep: Stephanie Young (Delaware)

Elementary Rep: Jennifer Webb (Williams)

Middle School Rep: Joe Cooper (Pershing)

High School Rep: Kirk Slater (Hillcrest)

Alternate (HS): Jason Michel (Parkview)

Superintendent Rep: Bret Range,

bgrange@spsmail.org

MOPTA Rep: Tori Sallee, *toris@mopta.org*

BOE PTA Advisor: Gerry Lee,

glee2026@sbcglobal.net

MOPTA Office: 573-445-4161 or 800-328-7330

National PTA Office: 703-518-1200 or 800-307-4782

We're Here By You & For You

The Purposes of the Parent-Teacher Association

- To promote the welfare of the children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

The Purpose of the Springfield Council of PTAs

The Springfield Council of PTAs (SCPTA), or Council, was established in 1913 to serve as an advisory board to PTA and PTSA units in Springfield. That's right—your Council has been around over 100 years.

The Council's goals are to provide leadership training, coordinate district-wide activities and encourage parent and public involvement in our schools.

PTA and PTSA members from the community make up the body of the Council. Our general membership meetings are held at 9:15 a.m. on the first Wednesday of every month during the school year--each time at a different district school. Our meetings include everything from question and answer sessions with board of education members to informative gatherings led by Council members, community leaders and program directors.

The Council's Budget

Major Saver Fundraiser has provided most of the money that SCPTA has used for program expenses in our General Fund. In addition to our annual fundraiser, each unit pays \$35 in annual dues to support SCPTA. Additional support is received through Special fund donations from PTA units and individual donors to support Scholarships, The PTA Clothing Bank, the McBride Fund and the CARE fund.

All expenses of SCPTA go to support our district-wide activities, programs or services like the annual school of information, the Founder's Day Banquet, KAC staff appreciation, Principal's Day recognition, leadership training and support for our special funds.

Vision - Mission - Values

PTA Vision: Making every child's potential a reality.

PTA Mission: PTA is a powerful voice for all children; a relevant resource for families and communities; and a strong advocate for the education and well-being of every child.

PTA Values

Collaboration: We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals.

Commitment: We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.

Accountability: We acknowledge our obligations. We deliver on our promises.

Respect: We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves as we do from others.

Inclusivity: We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.

Integrity: We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.

National PTA comprises millions of families, students, teachers, administrators, and business and community leaders devoted to the educational success of children and the promotion of family engagement in schools. PTA is a registered 501(c)(3) nonprofit association that prides itself on being a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for public education. Membership in PTA is open to anyone who wants to be involved and make a difference for the education, health, and welfare of children and youth.

SCPTA is a member-council in good standing with the Missouri PTA and the National PTA.

SCPTA General Membership Meetings

Date: Wednesday, September 6, 2017 9:15am
Location: **Study Alternative School**, 2343 W Olive St, 65802

Date: Wednesday, October 4, 2017 9:15am
Location: **Jeffries Elementary**, 4051 S Scenic Ave, 65807

Date: Wednesday, November 1, 2017 9:15am
Location: **Bowerman Elementary**, 2148 N Douglas Ave, 65803

Date: Wednesday, December 6, 2017 9:15am
Location: **Sherwood Elementary**, 2524 S Golden Ave, 65807

NO MEETING IN JANUARY

Date: Wednesday, February 7, 2018 9:15am
Location: **Rountree Elementary**, 1333 E Grand St, 65804

Date: Wednesday, March 7, 2018 9:15am
Location: **Portland Elementary**, 906 W Portland St, 65807

Date: Wednesday, April 4, 2018 9:15am
Location: **Sunshine Elementary**, 421 E Sunshine St, 65807

Date: Wednesday, May 2, 2018 9:15am
Location: **KAC meeting Room A**, 1359 E St Louis St, 65802

Helping Keep Your Unit in Good Standing

One of the most important things we do as a Council is to ensure that every PTA or PTSA member stays in good standing with the state and national PTA in order to participate in the programs and benefits offered by the association. A PTA unit is “in good standing” if it:

- Adheres to the purposes and basic policies of Missouri PTA (MOPTA);
- Remits national and state dues to MOPTA by date required;
- Has bylaws approved every three years according to the procedures of MOPTA;
- Submits a copy of the unit’s fiscal year-end report to MOPTA by December 1st of each year;
- Submits a copy of the unit’s annual financial review to MOPTA by December 1st of each year;
- Submits a copy of the required IRS tax form to the MOPTA by December 1st of each year;
- Submits the names and addresses of officers to the MOPTA by March 31st of each year; and
- Meets other criteria as may be prescribed by MOPTA.
- Send SCPTA dues to SCPTA treasurer by December 1st of each year.

The Council’s Bylaws Chair has a complete list of those PTA/PTSA units who are due for the 3-year bylaw review by Missouri PTA. The Chair can assist units in looking over their bylaws and will remind units of upcoming deadlines. For more information, contact Tori Sallee, MOPTA Regional Director at toris@mopta.org or the Council’s VP of Organization and Development, Julia Stalder at orgdev@scptamo.com.

Your 2017-2018 District-Wide Activities

School of Information

The School of Information is a training event hosted by Council each spring to acquaint unit officers and chairmen of PTA/PTSA with their duties and responsibilities. Generally, workshops are included for the President and Vice President; Secretary; Treasurer; Legislation and Advocacy Chair; PTA Reflections Program Chair; and Membership Chair. For more information, contact Laura Erwin at programs@scptamo.com.

Officer Orientation

Officer Orientation is held annually in August before the start of the school year. Unit Presidents and Executive Officers are encouraged to attend for more detailed information on such topics as: procedures for bylaw review; application for Council scholarships; resource development; legislative update; membership challenges; Founder's Day; Clothing Bank; Reflections; RIF, 4th grade play; proper procedures for handling cash and filing proper IRS documents; financial review and keeping your unit in good standing; state convention; and tool kits. The Council's Handbook is also handed out during this meeting. For more information, contact Christie Browne at promotions@scptamo.com.

Town Hall Meeting

Town Hall Meeting is an annual legislative event sponsored by Missouri PTA and hosted by the Springfield Council of PTAs. State and Federal legislators answer questions relating to education and PTA legislative priorities. For more information, contact Donna Petiford at petiford@sbcglobal.net.

School Board Candidate Forum

School Board Candidate Forum is held approximately one month prior to election. PTA members can compare and contrast candidates' responses to questions relating to the candidates' qualifications, PTA experience, and proposed areas of board focus. For or more information, contact Donna Petiford at petiford@sbcglobal.net.

Reflections

Students in pre-K through grade 12 are encouraged to explore and be involved in the arts as part of this national PTA program. Thousands of students will reflect on this year's theme, *Within Reach*, and create original works of art in the categories of dance choreography, film production, music composition, literature, photography and visual arts. Your council provides training programs for unit Reflections chairs. For more information, contact Aaron Mrad at aaronmrad@yahoo.com.

Your 2017-2018 District-Wide Activities

Founder's Day Banquet

An evening of awards and celebration, this event is held every February at a district high school to commemorate the founding of PTA and to recognize outstanding volunteers throughout the district. Our high school PTAs take turns hosting the event and providing the entertainment. For more information, contact Vice President of Promotions at promotions@scptamo.com.

Reading is FUNDamental or RIF

Reading is Fundamental (RIF) is the nation's oldest and largest children's and family literacy organization. Its mission is to inspire a passion for reading and learning through innovative literacy programs and services. RIF makes reading fun through exciting and motivational activities that culminate in book distributions, which are opportunities for kids to choose and keep books at no cost to them or their families. RIF provides the books and SCPTA provides the volunteer(s) to promote RIF activities and organize the book distribution in local schools. For more information, contact Mary Christiano at mary@christiano.us.

4th Grade Play

A beloved Springfield Public Schools tradition, the SCPTA works with a community partner to provide busing for every 4th grade student to experience a play free of charge at the historic Landers Theater. For more information, contact Flo Graham at fgraham@spsmail.org.

School Crossing Protection Committee

Springfield Council of PTAs chairs the School Crossing Protection Committee and meets quarterly with school district, city, county, and state decision makers to discuss requests for crossing guards and other issues related to student safety. Parent representatives from each school zone are encouraged to attend these meetings at the Traffic Management Center at 1107 W Chestnut Expressway, 65802. Contact council@scptamo.com for the meeting dates. The School Crossing Protection Committee Manual and Walking Maps for Schools can be found at <https://www.springfieldmo.gov/2114/School-Safety>

SCPTA Clothing Bank & School Assignments

One of the most important programs overseen by SCPTA since 1973, for all member units, is undoubtedly the Clothing Bank. Students from all throughout the R-12 school district utilize the Clothing Bank.

PTA Clothing Bank is located at 2343 W Olive Street behind the Study Alternative Center and has a separate entrance on the northeast side of the building. Look for the double doors with our sign above the doors.

PTA Clothing Bank is open to shoppers from 2:30-5:00 p.m. on most Thursdays, and one Saturday per month (except February) 9:00-11:00am during the school year, and select dates during Summer School.

SCPTA and all member PTAs and PTSAs join together to provide inventory and to staff the Clothing Bank. The need for clothing is higher than ever and it takes the support of all member units to meet that need for our district's students.

Volunteers are needed from 9am – 5pm on open Thursdays and 9am – 11pm on open Saturdays, with no set amount of time required. Volunteers can work any day that they are available.

Each PTA/PTSA unit is assigned approximately one day a month to round up volunteers from their school to work at the Clothing Bank. The Clothing Bank Chairs are also asked to sort through their school's lost and found drop off for gently used items to donate at least three times a year. Chairs are then asked to deliver the items to the Clothing Bank on the days that the Clothing Bank is open.

Arrangements can be made for volunteers to come when the store is not open to the public by contacting Patty Dunn clothingbank@scptamo.com or Allison Lawson at publicservices@scptamo.com.

To find out when your PTA/PTSA is asked to provide volunteers for 2017-2018 at the Clothing Bank, go to the following link or see the following schedule: <http://scptamo.com/special-funds-and-projects/the-pta-clothing-bank/>.

The PTA Clothing Bank

PTA / PTSA Units Work Assignment Schedule 2017-2018

The PTA Clothing Bank is staffed by PTA / PTSA members

Units arrange for volunteers for each assigned days

Volunteers are needed every Thursday 9-5 & Saturday* 9-11

August 2017:

17: Glendale, Pershing, Hickory Hills, Sequiota, Field, Wilder, Pittman and Bingham

24: Hillcrest, Reed, Pleasant View, Robberson, Bowerman, Williams, Watkins, Fremont, and Truman

September:

7: Central, Pipkin, Westport, Study, Campbell, Bissett, York, Weaver, Boyd, Weller, and Greenwood

9* *Saturday: ALL units and volunteers welcome!*

14: Kickapoo, Cherokee, Wilson's Creek, Mann, Jefferies, Disney, Harrison, McBride, and Gray

21: Glendale, Pershing, Hickory Hills, Sequiota, Field, Wilder, Pittman and Bingham

28: Parkview, Jarrett, Carver, Cowden, Sherwood, Holland, Sunshine, Delaware, Rountree, McGregor, Twain, and Portland

SCPTA Clothing Bank & School Assignments

October:

5: Hillcrest, Reed, Pleasant View, Robberson, Bowerman, Williams, Watkins, Fremont, and Truman

7* *Saturday: ALL units and volunteers welcome!*

12: Central, Pipkin, Westport, Study, Campbell, Bissett, York, Weaver, Boyd, Weller, and Greenwood

19: Glendale, Pershing, Hickory Hills, Sequiota, Field, Wilder, Pittman and Bingham

26: Parkview, Jarrett, Carver, Cowden, Sherwood, Holland, Sunshine, Delaware, Rountree, McGregor, Twain, and Portland

November:

2: Hillcrest, Reed, Pleasant View, Robberson, Bowerman, Williams, Watkins, Fremont, and Truman

4* *Saturday: ALL units and volunteers welcome!*

9: Central, Pipkin, Westport, Study, Campbell, Bissett, York, Weaver, Boyd, Weller, and Greenwood

16: Kickapoo, Cherokee, Wilson's Creek, Mann, Jefferies, Disney, Harrison, McBride, and Gray

30: Parkview, Jarrett, Carver, Cowden, Sherwood, Holland, Sunshine, Delaware, Rountree, McGregor, Twain, and Portland

December:

2* *Saturday: ALL units and volunteers welcome!*

7: Kickapoo, Cherokee, Wilson's Creek, Mann, Jefferies, Disney, Harrison, McBride, and Gray

January 2018:

11: Hillcrest, Reed, Pleasant View, Robberson, Bowerman, Williams, Watkins, Fremont, and Truman

13* *Saturday: ALL units and volunteers welcome!*

18: Glendale, Pershing, Hickory Hills, Sequiota, Field, Wilder, Pittman and Bingham

25: Central, Pipkin, Westport, Study, Campbell, Bissett, York, Weaver, Boyd, Weller, and Greenwood

February:

1: Kickapoo, Cherokee, Wilson's Creek, Mann, Jefferies, Disney, Harrison, McBride, and Gray

8: Hillcrest, Reed, Pleasant View, Robberson, Bowerman, Williams, Watkins, Fremont, and Truman

15: Central, Pipkin, Westport, Study, Campbell, Bissett, York, Weaver, Boyd, Weller, and Greenwood

22: Parkview, Jarrett, Carver, Cowden, Sherwood, Holland, Sunshine, Delaware, Rountree, McGregor, Twain, and Portland

March:

1: Kickapoo, Cherokee, Wilson's Creek, Mann, Jefferies, Disney, Harrison, McBride, and Gray

3* *Saturday: ALL units and volunteers welcome!*

22: Glendale, Pershing, Hickory Hills, Sequiota, Field, Wilder, Pittman and Bingham

29: Parkview, Jarrett, Carver, Cowden, Sherwood, Holland, Sunshine, Delaware, Rountree, McGregor, Twain, and Portland

April:

5: Hillcrest, Reed, Pleasant View, Robberson, Bowerman, Williams, Watkins, Fremont, and Truman

7* *Saturday: ALL units and volunteers welcome!*

12: Glendale, Pershing, Hickory Hills, Sequiota, Field, Wilder, Pittman and Bingham

19: Central, Pipkin, Westport, Study, Campbell, Bissett, York, Weaver, Boyd, Weller, and Greenwood

26: Parkview, Jarrett, Carver, Cowden, Sherwood, Holland, Sunshine, Delaware, Rountree, McGregor, Twain, and Portland

The PTA Clothing Bank is closed for May 2018. The PTA Clothing Bank will also be closed any day that SPS cancels school. Please watch Facebook @ThePTAClothingBank for updates to schedule!

SCPTA Scholarships

Each year, the Council awards five scholarships to graduating high school seniors. Applications are sent to each school counselor in December with the list of qualifications and deadlines for applicants. The Council's scholarship committee determines the amount of each scholarship annually. For more information about these scholarships or the application process, contact Julia Stalder at orgdev@scptamo.com or scholarships@scptamo.com.

The Springfield PTA 2-Year Scholarship

Awarded to a student who plans to enroll in an accredited full course of study at a Missouri technical college. This scholarship is rotated annually among the Springfield R-12 high schools. The high school staff's scholarship committee determines the recipient.

The Springfield PTA 4-Year Scholarship

Awarded to a student who plans to enroll in an accredited full course of study at a Missouri 4-year college or university. This scholarship is rotated annually among the Springfield R-12 high schools. The high school staff's scholarship committee determines the recipient.

The PTA Grace Carr Scholarship

Awarded to a student who is enrolled or plans to enroll in an accredited full course of study at OTC. This scholarship is rotated annually among the Springfield R-12 high schools. The high school staff's scholarship committee determines the recipient.

The PTA Joan Keiser Scholarship

Awarded to a person who plans to enroll in an accredited full course of study in a Missouri liberal arts college or university. This scholarship rotates annually among the Springfield R-12 high schools. Recipient must be a graduating senior, show need for financial assistance and shall be determined by the high school staff's scholarship committee.

The PTA Helen Smith Scholarship

Awarded to a person who plans to enroll in an accredited full course of study in teacher education at a Missouri liberal arts college or university. This scholarship is rotated annually among the Springfield R-12 high schools. Recipient must be a graduating senior, show need for financial assistance and be determined by the high school staff's scholarship committee.

McBride Fund

The Gertrude McBride Student Fund was established in 1921 and is named for a highly respected educator and PTA leader. The fund assists worthy high school and middle school students in need. The fund is administered through an application process. Only schools whose PTA/PTSA units are in good standing on December 1 shall receive funds. In the past, these funds have been used to purchase caps/gowns, art supplies, eyeglasses, dress shoes to wear to a funeral, clothing, sports participation fees, athletic shoes, etc.

CARE Fund

The Charlie Nickel CARE (Charlie's Angels Reward for Excellence) Fund rewards outstanding elementary students behavior, attendance, and/or academic achievement, at the principal's discretion. The CARE Fund is administered through an application process. Only schools whose PTA units are in good standing on December 1st shall receive funds.

Information for Treasurers

Dues and Donations Reporting Form—Springfield Council of PTAs

Date: _____ Make checks payable to SPRINGFIELD COUNCIL OF PTAs

PTA / PTSA (school) Name: _____

President: _____ Phone: _____

Address: _____

Treasurer: _____ Phone: _____

Address: _____

Please submit SEPARATE checks for each category below

Write the purpose of the check on the check memo line.

Council Dues - \$35 payable by December 1st to SCPTA. \$ _____

Founders' Day Banquet Tickets QTY _____ x \$16.00 \$ _____

PTA Clothing Bank Donation \$ _____

Springfield Council of PTAs 2-yr & 4-yr Scholarship Donation \$ _____

PTA Helen Smith Scholarship Donation \$ _____

PTA Joan Keiser Scholarship Donation \$ _____

PTA Grace Carr Scholarship Donation \$ _____

CARE Fund Donation \$ _____

McBride Fund Donation \$ _____

TOTAL ENCLOSED \$ _____

*Use this form when submitting Council Dues or Donations to SCPTA projects.
Keep a copy for your records.*

Mail to: SCPTA, 1458 E Chestnut Expressway, Springfield MO 65802

Thank you for supporting your Council and these important projects!