



# Newsletter

15th District Office • 319 South 15th Street • Louisville, KY 40203 • (502) 485-3535

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May 2009

## Together We Can ... Make a Difference

The school year is coming to an end, and there are still a few activities that need to be completed to close out the year. Please remember that board member recruitment is a constant activity. If you do everything yourself and don't delegate and recruit volunteers, you are doing your organization and school a tremendous disservice both now and down the road. Once you and your board leave, there is no one to continue on.

**PTA is not merely a fundraising organization** but rather an organization that adds to the education of students. Please continue to remind the community and our elected officials at both the state and federal levels that it is not the responsibility of parent groups to fill monetary shortfalls. If a program or procedure is mandated, it needs to be fully funded.

Here is a list of things to consider:

- Have you conducted your Parent Teacher Association (PTA)/Parent Teacher Student Association (PTSA) elections?
- Have you recognized your volunteers this year?
- Have you thanked your volunteers and teachers?
- Have you and your new board signed up for trainings? (Kentucky Convention/Leadership in July is great for networking and workshops. See the Kentucky Convention/Leadership tentative grid of workshops in this issue.)
- Invite your principal to attend trainings too!

- Are you prepared to turn over your books to the new board (if changing)?
- Remember that together we can help students become healthy, educated, working adults.



## Congratulations, Winners!

The following individuals are the door prize winners from our 2009 15th District PTA Fundraising/Program Ideas Fair held at Atherton High School in March. Thanks for coming and checking out the businesses for your fundraising/program ideas.

The door prize winners are the following:

- Joelle Armstrong, Bates Elementary
- Theresa Ryan, Doss High School Magnet Career Academy (MCA)
- Amy Harmon, Dunn Elementary
- Allyson Parker, Goshen Elementary
- Domonique Hockman, Indian Trail Elementary
- Amy Shumate, Louisville Male High
- Robin Finzer, Seneca High School MCA
- Cristy Plank, Smyrna Traditional Elementary
- Joelle Ellisson, Valley Traditional High
- Rhonda Bosie, Watterson Elementary
- Vicki Davis, Wellington Traditional Elementary
- Sherry Willis, Wellington Traditional Elementary
- Holly Popeck, Buckner Elementary



## Great teachers make great public schools.

**The 15th District PTA Board thanks all of the teachers and staff members of Jefferson County Public Schools (JCPS) for making public schools great!**

**Tuesday, May 5**, is National Teacher Day, a day for honoring teachers and recognizing the lasting contributions that they make to our lives. Although it takes a lot of people to make a school succeed, this day focuses on the teachers who work to make public schools great places for students to be successful. Teacher Appreciation Day is celebrated on the Tuesday of the first full week of May. National PTA designates **May 3-9** as Teacher Appreciation Week. If your school is unable to celebrate during this week, please celebrate during another week. This week is geared to draw attention to the crucial role that teachers play in making sure every student receives a quality education and to highlight the hard work they do to make public schools great for every student. Thank you!

# Preparation for an Audit

Put financial records in order for the auditing process shortly before the end of the term of office. The outgoing treasurer cannot pay bills after the books are closed for audit. Upon assuming office, the incoming treasurer may deposit funds in the PTA bank account. During the audit process, it is recommended that expenditures within an adopted budget be limited to those of an emergency nature. The audit should be completed as quickly as possible.

Upon leaving office, the treasurer should do the following:

- Be sure that all state and national dues have been collected and forwarded to the state PTA office.
- Balance the books to be ready for audit.
- Be sure that the PTA's books agree with the bank balance and outstanding checks, including cash on hand.
- Prepare the annual report covering the term of office.
- Submit a copy of filed IRS Form 990 or 990-EZ.

- Prepare other reports required by the government.
- Arrange for transfer of all records, reports, and files to the new treasurer.
- Obtain and file new signature cards with the bank so that the new treasurer will be authorized to sign checks without delay.

Now that the treasurer has put the financial records for the audit in order, the treasurer should be ready to hand to the audit committee the following items:

- A copy of the last audit form
- The checkbook and canceled checks
- Bank statements and deposit receipts
- The treasurer's book or ledger
- The annual financial report
- Itemized statements and receipts of bills paid
- Check requests (authorization to pay forms)

- Copies of board, executive committee, and organization minutes that include an adopted budget as well as any amendments that were approved during the year
- Current bylaws and standing rules
- Any other information requested by the auditor/audit committee

According to the Kentucky PTA, a unit in good standing is one that "audits the treasurer's books and submits the PTA Audit Report Form to the Kentucky PTA Office by **August 15.**" This report should be completed by the audit committee and presented to the general membership at the first general meeting following the audit. This meeting is usually at Open House. The bottom portion is the only part of the form that needs to be sent to Kentucky PTA. The outgoing treasurer may want to fill out a copy of this form before turning the books over for audit so that missing items and any inadvertent errors can be corrected before the audit. This report can be found in the *Kentucky PTA Leaders' Notebook*.

# For Parents/Guardians of Children With Special Needs: Organizing Your Child's Records

As we reach the end of this school year, I know the natural feeling is to want to forget about school, meetings, and paperwork for a few months. But summertime is a great opportunity to get all of our paperwork organized. We all know there is a lot of information to keep up with when you have a child with special needs/issues.

Being able to have your child's essential personal, medical, and educational information organized and compiled into a binder is very useful and can save a lot of time at meetings, doctor/therapist appointments, or in an unforeseen emergency. I have compiled some suggestions to help make record keeping much easier.

## You will need the following items:

- A three-inch or bigger binder
- Tab dividers (one to three packages)
- Sheet protectors (top-loading, clear, plastic)

- A ruled notebook; paper; and plain, white copy paper
- A three-hole punch

The first thing to do is to sort through the paperwork, being sure to compare documents that appear to be duplicates to be sure that they are **exactly** the same. If you are not absolutely sure, keep and file both documents. If you have short pieces of paper or messages, attach them to a standard piece of paper to keep all documents uniform size. Before punching holes in any papers, look to see if you will be losing any part of the reports. It is best to place reports and assessments, such as Individual Education Programs (IEPs) and psychological testing, in a sheet protector.

**Next, label and arrange the dividers and sections as follows, arranging the documents from newest to oldest so the current documentation is on top:**

**1. Profile Section:** Type or print out a page listing pertinent personal informa-

tion about your child, such as his or her full name, address, date of birth, Social Security number, doctors' and therapists' names and contact information, insurance information, emergency contacts, blood type, any food and drug allergies, likes and dislikes, strengths and weaknesses, and coping mechanisms. Include any information you feel is helpful to have readily available for appointments or meetings and in case of an emergency.

**2. History Section:** This section includes immediate family tree information, including contact information, child and family health history, developmental history, and significant life events.

**3. Medical/Hospitalizations/Medications Section:** Keep all letters to and from doctors. Keep a list of appointments, and list the date of the appointment, doctor's name, diagnosis, and any tests and the results. Create a record of all hospitalizations. List the hospital name, date of admission and discharge, reason for ad-

mission, diagnosis, tests completed, and doctor's name. Ask for a copy of the hospital discharge summary, and include that as well. Create a record of all current medications. List the medication name, the purpose, the doctor who prescribed it, and the name and contact information of the pharmacy. Create a record of all the medications your child has taken in the past. List the medication name, purpose, date it began and ended, the doctor who prescribed it, benefits, reactions/side effects, and why the medication was discontinued.

**4. Diagnostic and Treatment Reports Section:** Create a list of current diagnoses. It is also helpful to keep a list of diagnoses that your child has been given, including the date and the doctor's name. Ask for and keep a copy of all diagnostic tests, such as blood work and x-rays. Keep a record of any treatments and the benefits and side effects of each. This section is where I keep a copy of my child's immunization records. This is also a place to keep copies of any articles or information you have shared with your child's doctors and/or therapists and to note their comments/suggestions.

**5. Psychological/Behavioral/Social:** This is where you file copies of reports, assessments, etc., dealing with psychological, emotional, behavioral, or social concerns. Again, whenever an assessment or test is done, ask for a copy of the results and the doctor's comments on the results.

**6. Educational Section:** This will probably be one of the largest sections in the binder. If it seems too large, you may want to divide this into two or more sections. In this section, you will keep paperwork relating to your child's education. This includes an initial referral or study, letters, notes, report cards, assessments and testing reports, behavioral reports, work samples, eligibility documents, progress reports, and an IEP or 504 Plan. You should also include the following if they are applicable to your child: Functional Behavior Assessment (FBA), Behavior Intervention Plan (BIP), behavior charts (positive and negative), and any other reports or paperwork that are a part of your child's education file. I personally keep at least three years of records in the current binder and file the other papers in another binder for reference. It is sometimes helpful to look back at previous goals and interventions to see how they have worked.

**7. Legal/Confidential Paperwork:** This is where I keep such documents as a copy of the birth certificate, Social Security card, insurance card, adoption paperwork, subsidy agreements, and contact information.

### Some final tips:

- Make sure all documents, notes, phone messages, etc., are dated.
- It is important to keep a copy of everything—don't hesitate to ask for copies from anyone who provides services for your child. You have a right to these documents.
- Keep this book current and updated. Accurate record keeping is essential! This book can be a great resource for you and others who are a part of your child's life.
- When you take your child to a doctor/therapist appointment or attend a meeting about your child, more time can be spent helping your child because you have all of this information readily available.
- When you have the binder organized, create a master document list for the binder by sections. Add to your master list as you add to the binder.

There may be other documents that you want to include or some that you don't want to include or that don't apply to your child. Personalize it for you and your child. Remember that this valuable binder contains personal information about your child and your family, and protect it.

**A daily journal:** One final thing I would strongly recommend is that you keep a daily journal. It doesn't have to be anything elaborate or long. It is simply writing a few notes at the end of the day about your child's school day, special events, successes, fears/anxieties, important family events, and anything that seems important about the day, etc. This is a helpful tool, especially down the road a bit when you are trying to figure out why your child is struggling—it could be the anniversary of a difficult period in your child's life. You will also be able to see any patterns and be able to prepare you and others to help him or her use appropriate coping skills and have fewer behavioral issues. This will help your child be successful in dealing with past issues and will help him or her develop confidence when he or she is able to get past a rough patch or avoid a hospitalization. This also helps reduce your stress level as a parent/guardian, which is a great thing!

Enjoy the summer with your family. Relax a little. Don't stress over the little things. Choose your battles. Create and record memories with your family. Take time for yourself—you deserve it.

Please let me know if I can be of service to you and your child. Also, if there is a subject you would like more information on, please let me know. I am always looking for ideas for future newsletter articles.

A fellow parent,

Theresa Mayfield

Exceptional Child Education (ECE)  
Chairperson and Parent

## General Board Training

There will be general board trainings on **Tuesday, June 16**, at the VanHoose Education Center, in the Stewart Auditorium, from 2 to 4 p.m. and from 7 to 9 p.m. All incoming officers are invited to attend. We'll discuss officers' responsibilities, bylaws, fundraising, and much more. If you or anyone from your board plan on attending, please R.S.V.P. to Cherie Dimar at **244-5171** or **jdimar2@aol.com**. Let us know which of the two sessions you will attend and how many people will be coming from your PTA. We hope to hear from you soon!

## Recycling

One project that we continue to pursue is the recycling of used ink jet and laser jet toner cartridges and used cellular telephones. The money we receive from these items will be used to help fund the district's Clothing Assistance Program (CAP).

The recycling of cartridges and cellular telephones helps keep tons of toxic materials out of our landfills, so please help in our recycling program. You will help the environment and fund a worthy program at the same time.

If you have any questions or if you have recycling items to contribute, contact Richard Gardner at **499-9779**. Thanks!



# Convention/Leadership 2009

Make plans **now** to attend the Kentucky PTA Convention/Leadership 2009 in Louisville at the Fern Valley Hotel and Conference Center. Early Bird Registration to Convention/Leadership 2009 is **just \$100!** Save your school funds by registering early.

Who should attend Convention/Leadership? Officers, board members, parents, students, teachers, principals, Family Resource and Youth Services Center (FRYSC) coordinators, and anyone interested in children and youth. Help your PTA get off to a good start by getting the training offered at Convention/Leadership. There will be workshops, materials, and training to help you run your organization. In addition, there will be information about School-Based Decision Making (SBDM) elections; speaking out for all children in Frankfort and Washington, D.C.; Kentucky Kids' Day; and membership campaign suggestions. The event will offer work-

shops on grandparents raising kids, bullying prevention, father involvement, and many other topics. Opportunities to visit the Exhibit Hall, the PTA Boutique, and the Silent Auction will be available. Chuck Saylor, the newly installed National PTA president and first male president of the organization, will be our guest. Mr. Saylor will give several workshops starting at 2 p.m. on Thursday.

Come and network with other PTAs. Make new friends, and get reacquainted with those you may have met at past conventions.

This is an election year for the Kentucky PTA, so you will want to have your PTA represented at the convention meetings. Bylaws will be voted on as well. Your school deserves to have its voice heard and its vote counted at the business meetings!

## Convention/Leadership July 16–18

**Fern Valley Hotel and Conference Center  
2715 Fern Valley Road • Louisville, KY 40213**

**Below is a tentative grid of workshops.  
The actual program will be available on-site.**

### Thursday, July 16

- 11:30 a.m. Registration opens.
- 12 noon–6 p.m. Exhibit Hall opens at 12 noon and closes at 6 p.m. (Thursday and Friday only).
- 12 noon–6 p.m. Packets, Silent Auction, and PTA Boutique  
Resource tables in lobby from 12 noon Thursday until closing Saturday
- 12:30–1 p.m. Grant winners meeting
- 1–2 p.m. “Meet and Greet” National PTA President (Inside Exhibit Hall area)

Workshop 1 2–3 p.m.	Starting From Scratch	Father Involvement	Membership	Treasurer Basics: An Overview
Workshop 2 4–5 p.m.	National Standards for Family Schools Partnerships	Next Step: Building the Board	Grandparents Raising Kids	Robert's Rules (Parliamentary Procedure)

- 6 p.m. Doors open for the Life Recognition Banquet.
- 6:30–8:45 p.m. Life Recognition Banquet going right into General Meeting 1
- 9–10 a.m. District Caucuses to discuss bylaws and other business; locations to be announced

Registration includes three meals (the Life Recognition Banquet on Thursday night and lunches on Friday and Saturday), all convention and leadership materials, access to the exhibit hall as well as all of the workshops. All registrations received by **Friday, May 22**, will be entered into a drawing for a **free registration**. That's right; the **full registration fee** will be refunded to the winner!

Registrations received by **Friday, June 19**, will be entered into a drawing for half of the registration price. This means \$50 will be returned to the winner.

**Registration after Friday, June 19, is \$150. On-site registration is \$180. Non-PTA member registration is \$200.**

## Friday, July 17

Exhibit Hall, Silent Auction, and Kentucky PTA Boutique hours: 9 a.m.–12 noon and 2:30–6 p.m.

Workshop 3 9:30–10:30 a.m.	Child Abuse Prevention	Working the Working Parents	Insurance and Treasurer	Accountability	First Impressions
Workshop 4 10:45–11:45 a.m.	Programs for High Schools	Proper Order: Organizational Skills	Gaming	Working With Your School Board	Reflections
12 noon–2:30 p.m.	Luncheon going right into General Meeting 2				
Workshop 5 2:30–3:30 p.m.	Cyberbullying: Our Kids Are Dying to Get Online	The Little PTA That Is Great	Involve the Under-Involved Parents	Report Cards 101	Childhood Obesity
3:30–4:30 p.m.	Dessert in Exhibit Hall				
Workshop 6 4:45–5:45 p.m.	QRP Suicide: Prevention Training	Healthy Meals/Cooking	Getting Your “Just Awards” and Scholarships	Middle School Success	Kentucky PTA Kids’ Day
5:45 p.m.	Dinner on own followed by evening workshops at 7:30 p.m.				
Workshop 7 7:30–8:30 p.m.	Fundraising Essentials	Membership, Everyone’s Business	President and Secretary: Working Together	Financial Review and Filing With IRS	

## Saturday, July 18

Silent Auction Hours: 9–11:45 a.m. • No Exhibit Hall on Saturday • Resource tables open

Workshop 8 9:30–10:30 a.m.	Signs of Suicide: High Schools SOS	Volunteers: The Heart of PTA	Speaking Out for All Children	Fundraising Basics	Emerging Minority Leaders	Treasurer-Budget
Workshop 9 10:45–11:45 a.m.	SAFE Team	Having an Effective, Working PTA Board	SBDM Elections	Reflections	Grandparents Raising Kids	President
12 noon–2:30 p.m.	Lunch					
Adjourn	General Meeting and last of awards and installation of new officers					
Workshop 10 2:30–3:30 p.m.	SAFE Team	High School Programs	Blue Ribbon School (tentative)	Wisdom From the Past!	Health	Parent Involvement Jeopardy
Workshop 11 3:45–4:45 p.m.	Saving Our Schools—National PTA President	Bylaws/Standing Rules	Membership	The “S” in PTSA	Art Is Smart	Award-Winning Programs
Reception 4:45–5:15 p.m.	Join us for a reception for outgoing and incoming officers.					

Thanks to the following businesses that participated in our 2009 15th District PTA Fundraiser/Program Ideas Fair. They generously gave of their time and made donations for the door prizes. Thanks so much.

<b>Company</b>	<b>Contact</b>	<b>E-Mail</b>	<b>Phone Number</b>
Allegra Print & Imaging	Bob Dabney	trishr@allegranet.com	491-8146
Bumblebee Marketing, Inc.	Dorothy Van Epps	dvanepps@bumblebeemarketinginc.com	1-800-776-3089
Crown Trophy	Randy Coulter	crownrandy@bellsouth.net	231-6333
Enjoy The City	Wayne Gentry	jjordan@enjoythecity.com	(606) 224-0574
Entertainment Publications, Inc.	Sheila Fow	sfow@entertainment.com	529-9459
Gordon Food Service	Cleo Saltsman Jr.		271-1233
Great American Opportunities, Inc.	John Jones	john.jones@gafundraising.com	777-6162
Hands On Originals	Derek Wright	dwright@handsonoriginals.com	1-800-942-6376
Home Interior & Gifts	Rita McGlasson	granny013@insightbb.com	957-5727
Innisbrook	Susan Walker	innisbrook@insightbb.com	749-1238
Inter-State Studio & Publishing Co.	Roger Kimball	inssnet@inter-state.com	1-800-821-7923
Kleinhenn Company	Deb Nacito	dnocito@bellsouth.net	426-1598
Kentucky Organ Donors Affiliates (KODA)	Ben Meibers		581-9511
LouisvilleYardSale.com	Shane Crum	shane@louisvilleyardsale.com	410-9428
Mommies Helping Soap & Candle Co.	Karen Cook	karen@mommieshelping.com	231-1079
Prospect Party Works	Victoria Schutz	vickie@rodeosky.com	494-8954
Signature Fundraising	Malissa Beamer	malissa@sigfund.com	424-0452
The Giving Tree	Joyce Smith	joysgifts4kids@aol.com	327-8864
The Underwriters Group	Stuart Ferguson		244-1343
Total Athletic	Barbara Briggs	barbara@jfcu.org	619-1201
Usborne Books	Kim Bard	kimbard15@yahoo.com	384-3695
VIP Cards	Rick Goldberg	gsg1@insightbb.com	561-1241
We 3 Girls Creations	Sara Sievert	sara@we3girlscreations.com	456-5574

## Love Scrapbooking?

Everybody loves seeing what they have done, and in the future, people might like to see a record of what your PTA has accomplished in the past. This gives them a goal to do more and to do better. Show us all the great activities your PTA has been involved in this year, and pass on your school's PTA history at the same time.

Once again, the Kentucky PTA will be judging publicity scrapbooks in its statewide competition. Each year, JCPS is well represented with very creative and interesting memory books. However, each year there are fewer and fewer schools that participate in this fun project. If you are unable to attend the Kentucky PTA Convention/Leadership 2009 and want to enter your publicity scrapbook, please call the 15th District PTA Office so that we can pick it up and make sure it gets there.



# Officers for the 2009-10 School Year

**Deadline: Monday, June 1**

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

President: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

First Vice President: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Second Vice President: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Third Vice President: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

First Vice President: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Secretary: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Treasurer: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please submit these names so that your officers can receive the district newsletter and other important information. List any other Executive Board members (elected officers) on a separate page. Please send this form to the 15th District PTA, 319 South 15th Street, Louisville, KY 40203, or send it via the Pony. The deadline is **Monday, June 1**.

**15th District PTA**  
319 South 15th Street  
Louisville, KY 40203

[www.jcpsky.net/Programs/PTA/index.html](http://www.jcpsky.net/Programs/PTA/index.html)

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## 15th District PTA Executive Board 2008-09

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**Fifth Vice President**

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**Immediate Past President and  
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**Special Projects Chairman**

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VENISHA JONES

**ECE Chairman**

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**Awards Chairman**

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**Family Resource Chairman**

CAROL BARTLETT  
485-3703

**Diversity Chairman**

KAREN HAWKINS

