

# District 37 Dialogue

National Congress of Parents and Teachers  
Illinois PTA – District 37 Publication – Spring: 2008

Michele Sheppard, Director

Nicole Fentem, Editor

## **From Our Director**

*Volunteers do not necessarily have the time; they just have the heart.*

*By: Elizabeth Andrew*

With the end of the school year rapidly approaching, this is traditionally the time that we stop to thank all the people that have given generously of their time and talent to support PTA. Thank you for all that you have done! Many units purchase Scholarship Awards from Illinois PTA to honor those individuals that have volunteered countless hours. The money spent on these awards supports the Illinois PTA Lillian E. Glover Scholarship Fund. This scholarship is available to graduating seniors who are entering an educational related field. If your PTA hasn't taken advantage of this opportunity, please consider doing so in the future.

Looking back over the last month, I know that some of you made it to Kankakee for the Illinois PTA Convention. This is a great way to learn more about PTA. It is a fun event that provides an opportunity to learn about a various topics, participate in the business of the Illinois PTA, and check out some new vendors. Illinois PTA's annual convention is the general membership meeting of the Illinois PTA. It is your unit's chance to be represented in the business of the Illinois PTA. Please consider attending next year's convention in Naperville, March 13-15, 2009. Make sure to budget for delegate credentials, lodging, transportation, and meals. This leadership training opportunity is an appropriate use of PTA funds.

As you begin planning for the next school year, I want to make you aware of some important upcoming dates. District 37 will be holding training courses in June at the Schaumburg School District

54 Board Room. All courses begin at 6:30pm and will last approximately three hours. The schedule of course is as follows:

<b>June 5</b>	PTA Road to Success (combines the Information and Advanced course)
<b>June 9</b>	Presidents course
<b>June 11</b>	ABC's of PTA Finance
<b>June 16</b>	PTA and the Law

These courses provide the basic understanding, the legal requirement, and the financial concerns of PTA. It is required in your bylaws that all officers take the Information and Advance courses. With the new combined class, they can fulfill this obligation in one evening. Please RSVP to attend to [nfentem@sbcglobal.net](mailto:nfentem@sbcglobal.net).

On August 4, we will hold Packet Orientation at Winston Campus in Palatine. It will begin with registration at 6:00 p.m. All presidents are required to attend to receive the packet of information from Illinois PTA. This will include your membership cards. New this year will be the delivery the National PTA Back to School Kit at this meeting. Please note that Illinois PTA is going green, so all packets will be on CDROM unless you contact the state office ([ptamembsvs@ameritech.net](mailto:ptamembsvs@ameritech.net)) to ask for a hard copy of the packet.

Next, Monday, October 20 will be the District 37 Annual Meeting and Dinner. This year is an election year. Every PTA President received a "Call for Nominations" form in the mail. It is important that your PTA think about whom they want to lead District 37 for the next two years (2009-2011) and submit their name for consideration. This is also the time to honor those units that have successfully completed and submitted a Local Unit Honor Award. The award

application was emailed to all presidents as well as being included in this mailing.

Lastly, I would like to make you aware that District 37 has created a website. Please visit us at [www.ilpta-d37.org](http://www.ilpta-d37.org). Remember the website is still in its infancy, but we are working to keep it current. Please contact me with any questions or concerns.

Have a great summer!

*Michele*

Michele Sheppard  
Illinois PTA District 37 Director



### **Are Your BYLAWS Up to Date?**

Summer is a good time to begin reviewing your bylaws. Bylaws must be submitted for review every two years to both the PTA District Director and the unit's general membership. If they are not approved every two years, then that local unit is required to operate under the *ILLINOIS PTA BYLAWS FOR LOCAL UNITS*.

As of this date, there are 10 units in our District that do not have approved bylaws. There are 36 units that need to have their bylaws approved next year.

Since there will be a large numbers of units updating bylaws next school year, it is very important that the process begins as soon as possible. Waiting to the last minute may result in your bylaws not being approved in the timeline that is required for your unit.

The *Illinois PTA Bylaws for Local Units 2008-09* will be included in the Local Unit Packet that will be delivered to the presidents in August. In the meantime, you should begin reviewing the bylaws to verify what information needs to change. Some areas to check are the list of officers, quorum, dates of meetings, and membership year. Once the 2008-09 bylaws are available, it will be easy to add the information from the old bylaws.

### **TECHNOLOGY – Nicole Fentem**

Congratulations to all our website winners!!

*Honorable Mention:*

Virginia Lake PTA

Webmaster: Tom Brauer & Nancy Perryman

President: Ann Cygnar

*Award Of Merit:*

Hunting Ridge PTA

Webmasters: Linda And Tim Millar

President: Kim Piotrowski

*Outstanding:*

Frank C. Whiteley PTA

Webmaster: Jennifer Mondy

President: Jennifer Nemec

If you are wondering what it takes to have a winning website, logon to [www.illinoispta.org](http://www.illinoispta.org) and click on the left tab entitled "Links". This will allow you to go directly to these PTA websites.

As always, if you have any questions or topics you would like to see covered on technology, be sure to email me.

### **LEGISLATION**

At State Convention in April the delegate body passed a new resolution regarding food allergies. Please do your part in advocating for this potentially life threatening predicament children may face in the school environment. The resolution states the following:

- Illinois PTA will disseminate information to its constituent bodies on food allergy including suggestions for identifying dangers such as anaphylaxis, possible solutions and appropriate PTA activities that involve food.
- Illinois PTA will encourage the Illinois State Board of Education and local school districts to incorporate information on food allergy into school wellness policies, including but not limited to educating staff members and parents.
- Illinois PTA and its constituent bodies will support legislation that addresses concerns on food allergy.



## **TREASURER – Barb Quinn**

### **Endings and New Beginnings**

In accordance with the bylaws, each PTA is required to conduct an annual audit of the books at the close of the fiscal year. The specifics of who participates in the audit and the conduct of the audit can be found in the local unit bylaws, the PTA Information Course, The ABCs of PTA Finance, and in the annual treasurers' materials. We also recommend that if any signatory on the account changes, especially the treasurer or president, during the year an audit should be conducted before any new signatories are placed on the account.

The purpose of the PTA audit is to verify the accuracy of the financial records, and should be done in a timely fashion. This means that all the financial records for the year should be reviewed in accordance with Generally Accepted Accounting Principles, beginning with the reconciled bank statements, canceled checks, check register, monthly financial reports of the treasurer, expense and receipt vouchers, and the minutes of meetings at which any action was taken that would revise or amend the budget. Once the audit has been completed, a report should be presented that shows the beginning balance for the fiscal year, all receipts, all disbursements, and the ending balance for the fiscal year, as documented by the final reconciled bank statement. This report is the first order of business at the next general meeting, and allows the membership to know that the books have been reviewed and found to be in order. Any exceptions should be noted on the report and appropriate action taken.

The results of the audit are directly related to the creation of a budget for the upcoming fiscal year, as it is the balance confirmed by the audit report that represents the cash on hand or beginning balance for the new fiscal year. When creating a budget, be sure to think about the goals of the organization and what it will take to meet those goals. Planning ahead will help you prioritize both your activities and fund raising projects for the year. Included in the budget should be an itemized proposal for the various projects you plan to undertake to support the programs, services and activities your PTA will

undertake in the coming year. Please remember that PTAs operate on a zero-based budget. That means that your planned expenditures will be equal to your planned income.

Suggestions for budget requests should be based on past practice, end of year reports, and new programs that are being undertaken. Appropriate budget items would include: administrative costs (i.e. insurance, supplies), standing committee costs, leadership development including council, district, state and national events, legislative activities in keeping with the insubstantial rule of the Internal Revenue Service, parent education programs, student programs, and cultural arts including Reflections. Once a budget has been proposed, it is presented to the general membership for adoption. Any changes proposed to the budget must be adopted by the general membership.

Further information on both Auditing procedures and Budgeting procedures can be found in the resources cited above, as well as National PTAs *Quick Reference Guides*, The Illinois PTA Answer Book, and the Illinois PTA Yearbook.

Questions regarding either the audit or the budget should be directed to the district director who will point you in the right direction.

## **SCHOLARSHIP – Lynn Topp**

ILPTA District 37 is proud to announce our winners for the Lillian E. Glover Scholarship, they are Prutha Parikh from Hoffman Estates High School and Sarah Long from Palatine High School.

Prutha won our \$1,000 scholarship and will be entering college to major in Secondary Education and History. Sarah is our \$500 scholarship recipient, she will be majoring in Special Education this fall.

All of our applicants had to attend a public Illinois high school and be in the top 25% of their graduating class with the intent to attend a college or university and enroll in a education or educational-related degree program. A selection committee was formed to judge our applicants on

scholastic achievement, leadership abilities, activities in and out of school and personal statements on their desires to become educators and their thoughts on parental involvement in education.

Our Scholarship Selection Committee consisted of 7 people from Arlington Heights School District 25, Community Consolidated School District 54 (Schaumburg) and Community Consolidated School District 15 (Palatine/Hoffman Estates/Rolling Meadows). The members are Barb Quinn from ILPTA District 37, Donna Devine and Rosie Baldwin from AHSD 25, Ed Rafferty and Mary Prunsnick from CCSD 54 and Mary Zarr and Elizabeth Bratkiv from CCSD 15. We'd like to thank our Scholarship Selection Committee and acknowledge their commitment to ILPTA District 37 and to our future educators.

### **NEWSLETTER – Nicole Fentem**

Most PTAs in our District are trying to go “Green” especially with the newsletter. This is an excellent way to combine our environmental concerns with our means of communication. What does it mean for our communication though? Are we still reaching all of our market with the electronic newsletters? Are people more or less likely to read it on their computer screen rather in hard copy format? Are they longer or shorter than before? Does all the information still get distributed? Are you able to get more information out with no limit to the number of pages? These are truly questions I would like to see answered by each PTA.

It is our duty as PTA to make sure our communities get the most up to date information in the simplest format for everyone to understand. Please send me your comments on how you think this is affecting your PTA’s mode of communication positively or negatively. You can send responses to me at [nfentem@sbcglobal.net](mailto:nfentem@sbcglobal.net). Together we can get the PTA message out to our community the way they want to receive it. ~Thanks in advance for your help.

### **MEMBERSHIP – Barb Quinn (interim chair)**

Making Membership Matter. . .

Congratulations to the PTAs in District 37 who ran away with the membership awards at the 2008 Illinois PTA Convention! At the beginning of the year, Jan Harp Domene, PTA National President, issued a challenge to all PTAs to increase membership by 2%. Many of our PTAs took this challenge seriously and can be proud to say they are part of the 2% solution!

As this year begins to wind to a close think about your membership campaign for the 2007 ~ 2008 year. What goals did you set? What methods did you use to reach those goals? Who did you recruit this year that you may have missed in the past? Did you ask past presidents and board members to join as community members? Did you thank everyone who joined? Did you inform the membership about your goals and roles as advocates for all children? Are you ready to begin a new campaign?

One of the most effective tools of a PTA is the evaluation of each activity undertaken. Develop an evaluation tool for your membership campaign that will allow you to continue the progress you are making. Membership is about much more than having a “card” ~ it’s about having a voice at the local level, at the district level, at the state level and at the national level. As your membership grows, so does your voice for all of our children.

***Membership Matters!***



## REFLECTIONS – Lisa Gentry

“I can make a difference by . . .”

### **2007-2008 NATIONAL PTA REFLECTIONS PROGRAM**

Congratulations to the following students whose entries were selected to represent our district at the State level of the National PTA Reflections program.

#### VISUAL ARTS CATEGORY

NAME	GRADE	SCHOOL	COUNCIL
Brennan Barrett	1	Hunting Ridge	NWS
Ben Kurka	1	Hunting Ridge	NWS
Jimmy Minard	2	Dirksen	STC
#Nupur Thakkar	2	Hale	STC
Madalyn Moscinski	5	Sanborn	NWS
Jennie Yang	5	Thomas Jefferson	NWS
Robin Barr	5	Link	STC
Cynthia Gorski	5	Greenbrier	AH
Rebekah Kiner	5	Windsor	AH
# Nancy Chen	6	Thomas Jefferson	NWS
Krista Legan	6	Enders Salk	STC
Connie Liou	8	Mead	STC

#### PHOTOGRAPHY CATEGORY

NAME	GRADE	SCHOOL	COUNCIL
Abigail Hanley	K	Link	STC
#Grant Behrens	2	Dirksen	STC
**Christopher Castelli	2	Link	STC
#Braden Kobeski	4	Marion Jordan	NWS
Heather Pecho	4	Windsor	AH
#Joseph Novak	4	Link	STC
Ruby Lynn	4	Link	STC
Alec Krebs	4	Nerge	STC
Eddie Graham	6	Virginia Lake	NWS
Lauren McGraw	7	South Middle	AH
Jeff Ruser	8	Frost Jr. High	STC
Erik Delanois	8	Frost Jr. High	STC

#### DANCE/CHOREOGRAPHY CATEGORY

NAME	GRADE	SCHOOL	COUNCIL
Mary Beth Stevens	1	Virginia Lake	NWS
Katie Payne	3	Ivy Hill	AH
Melissa Wickland	4	Aldrin	STC
Olivia Portnov	4	Ivy Hill	AH
**Gabrielle Fentem	5	Hale	STC
Cindy Flores	8	Carl Sandburg	NWS

## MUSICAL COMPOSITION CATEGORY

NAME	GRADE	SCHOOL	COUNCIL
#Abigail Citterman	2	Windsor	AH
Isabelle Samson	3	Ivy Hill	AH
Maximilian Weiss	3	Olive	AH
Zach Radlicz	3	Windsor	AH
Allison Rzepka	4	SR Paddock	NWS
Claire Stevens	4	Virginia Lake	NWS
Lauren Schrader	4	Mac Arthur	STC
Jessie Citterman	5	Windsor	AH
Kristen McClellan	5	Ivy Hill	AH
Abigail Duran	6	Virginia Lake	NWS
#Jennifer Vliet	6	South Middle	AH
#Billy Thomas	6	Armstrong	STC

#### LITERATURE CATEGORY

NAME	GRADE	SCHOOL	COUNCIL
Emma Forman	K	Virginia Lake	NWS
Carlyn Bratt	1	Winston Campus	NWS
Sarah Spears	2	Enders Salk	STC
Cullen O’Doherty	3	Ivy Hill	AH
Madelyn Baboian	4	Ivy Hill	AH
Sophie Shepley	4	Patton	AH
Michael Einig	5	Fairview	STC
Dawn Walter	7	South Middle	AH
#Audrey Robledo	8	Carl Sandburg	NWS
Erin Rhodes	8	Sundling	NWS
Matthew Murphy	8	Frost Jr. High	STC
#Alyssa Lancaster	8	Frost Jr. High	STC

#### FILM/VIDEO CATEGORY

NAME	GRADE	SCHOOL	COUNCIL
Neil Patel	2	Armstrong	STC
Olivia Bloom	2	Jane Addams	NWS
Alexandra Rywelski	2	Jane Addams	NWS
Jason Fillingim	3	Nerge	STC
Kaylee Gerhardt	4	Ivy Hill	AH
#Daniel Carpenter	4	Westgate	AH
Thomas Moore	4	Link	STC
#Nikhil Modak	4	Link	STC
Mitchell Jensen	4	Link	STC
Gabriela Jasiolec	5	Virginia Lake	NWS
Elizabeth Cox	6	Jane Addams	NWS
Brandy Filbin	8	Carl Sandburg	NWS

Advance to National = \*\* Honorable Mention = #

These students received a congratulatory letter and an invitation to attend this year's Scholarship and Reflections Reception. This year's Reception was held on April 9<sup>th</sup> at Patton School in Arlington Hts. Additionally, these students were recognized at the Illinois PTA State Convention April 18th – April 20th.

The Reflections Theme for 2008-2009 is:  
"Wow !!".

Note that a theme search contest for the 2009-2010 program year will be held this fall.

I would like to thank all of our Reflections chairs at the local and council levels for a job well done.

If you have any questions or concerns regarding Reflections, please feel free to contact me at 847-524-0991 or [Tgen4@aol.com](mailto:Tgen4@aol.com).



To Fill Out The  
Local Unit Honor Award Form



Important Dates to Remember



2008

June 5	PTA Road to Success, 6:30pm Schaumburg
June 9	Presidents course, 6:30pm Schaumburg
June 11	ABC's of PTA Finance, 6:30pm Schaumburg
June 16	PTA and the Law, 6:30pm Schaumburg
June 20-23	National Convention, San Diego CA
Aug 4	Packet Orientation, 6:00pm Palatine
Aug 9	Local Unit Honor Award Deadline
Oct 1	First Membership Dues Payment Deadline
Oct 20	District 37 Fall General Membership Mtg.
Dec 1	Lillian Glover Scholarship Deadline

2009

Feb 28	All Illinois Award Applications Postmarked (except Reflections and Scholarship)
Mar 13-15	Illinois PTA Convention: Naperville, IL

## DISTRICT 37 COUNCIL CORNER

### Arlington Heights Council of PTAs

We have had a very successful year in our Council. Our schools have all had a number of fundraisers and events and had much success with their membership drives. With the help and support from parents, teachers and administration, the Arlington Heights Council has sponsored several programs since December.

At our Council Breakfast in January, the Medical Director of Youth Services from Northwest Community Hospital came and spoke on mental health issues and children. In March, we sponsored our Council Fine Arts Festival showcasing our Reflections projects as well enjoying student performances in music and theater. Also in March was our 3rd Annual Scholarship and Grant Gala sponsored along with the ABC/25 Foundation of Arlington Heights. The proceeds from the event go towards teacher grant requests for items for District 25 classrooms and towards awarding scholarships to graduating high school students who attended District 25 schools. We will be holding our PTA Council Scholarship Awards Luncheon on May 14 at the Wellington and will be presenting the scholarships to the individuals selected by the scholarship committee. At that time, we will also be installing our new executive board for 2008-2009.

We have been very fortunate to have had such hard working and dedicated volunteers this year and would like to thank all of our PTA membership for supporting and continuing to support our programs. A number of our schools were recognized at the Illinois PTA Convention, receiving awards for their Newsletter and various membership awards. We were also very honored to have our Council receive an IL PTA Membership Award and the IL PTA Outstanding Council Award. We started this year with a large number of new council members, and it was wonderful watching the progression of our nine different schools coming together as one unit on so many different levels. Our thanks to everyone for making that happen.

*Have a wonderful summer*

*~ Jeanne & Debby*

## DISTRICT 37 BOARD

Director	Michele Sheppard <a href="mailto:MIls1960@aol.com">Mls1960 @aol.com</a>
Secretary	Rose Ann Yanik <a href="mailto:yanik@ahsd25.k12.il.us">yanik@ahsd25.k12.il.us</a>
Treasurer	Barbara Quinn <a href="mailto:barbquinnilpta@aol.com">barbquinnilpta@aol.com</a>
Health/Safety	OPEN
Hospitality	Laura Megleo <a href="mailto:Luvlanoth@aol.com">Luvlanoth@aol.com</a>
Leadership	Cindy Giambarberee <a href="mailto:Pcgia@sbcglobal.net">Pcgia@sbcglobal.net</a>
Legislation	Terry Miceli <a href="mailto:Terrylyn@usa.com">Terrylyn@usa.com</a>
Membership ( <i>Interim</i> )	Barbara Quinn <a href="mailto:barbquinnilpta@aol.com">barbquinnilpta@aol.com</a>
Newsletter/ Technology	Nicole Fentem <a href="mailto:nfentem@sbcglobal.net">nfentem@sbcglobal.net</a>
Parent Ed.	Laura Nevel <a href="mailto:imeldars@aol.com">imeldars@aol.com</a>
Reflections	Lisa Gentry <a href="mailto:Tgen4@aol.com">Tgen4@aol.com</a>
Scholarship	Lynn Topp <a href="mailto:Lynnietopp1@aol.com">Lynnietopp1@aol.com</a>
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