

CouncilConnections

A PUBLICATION OF THE SCHAUMBURG TOWNSHIP COUNCIL OF PTAs

No. 38 December 8, 2008

ICPT 37

Message from the Illinois PTA President

JINGLE BELLS! JINGLE BELLS! JINGLE ALL THE WAY!

That song is running through my mind as I write this message. I spend the day after Thanksgiving dealing with customers. That's right. I work retail and Black Friday is always one of the worst working days for me. But this year was different as the customers were actually friendly and nice to talk with during my hectic running back and forth. I was tired (3 a.m. is usually my bed time not work time!), but I kept going. I had to as I had promised my twelve year old and six year old granddaughters that I would be with them for the annual Holiday Parade at 5:30 pm. You see the twelve year old is in the band and they were marching, and the six year old idolizes her. So my daughter and I sat on the sidelines with blankets and hot chocolate and waited to see Cousin Kaykay march by. It was worth it to see the look on the faces of all the kids watching as the floats and bands marched by. Oh and the candy they were catching from just about everything that passed by didn't hurt either. Santa Claus came at last and the look on the six year olds face was worth waiting two hours to see.

But back to Jingle Bells.

There was a group there selling bells with the money going to help somewhere during this holiday season. I wondered how many people would benefit by those 'bells'. Would they receive the same joy that I was experiencing watching the kids (and yes the grownups too)? I hoped that they would, but I promised myself to make a difference this year by helping somehow, somehow. I'm going to look for ways to help children more this holiday season. I've chosen a wish from a tree already, and given so that we can feed the homeless, but for some reason I don't think that's enough for me this year. I shall check with others and hope that I can make a difference somewhere, somehow.

I hope that as you celebrate this holiday season, you too will look beyond the scope of home and help in whatever way is appropriate for you.

So for now... JINGLE BELLS! JINGLE BELLS! JINGLE ALL THE WAY!

Hugs,
Jean
Illinois PTA President

Council President *Mary Kay Prusnick* 630-736-5737

Superintendent of Schools - District 54 *Ed Rafferty* 847-357-5036

School Community Relations *Terri McHugh* 847-357-5028

Council Connections Editor *Michelle Mussman* 847-789-5006

PTA[®]
everychild.onevoice.[®]



National PTA News

PTA national president Jan Harp Domene has been named 2009 Americana "Woman of the Year" by Cypress College. Domene will receive the award—one of Orange County's most prestigious—at the Americana Awards Dinner scheduled for February 28, 2009, in the Disneyland Hotel's Grand Ballroom. Among those honored in the past are Gene Autry, Carl Karcher, Marion Knott, Bishop Jamie Soto, Vince Ferragamo, Mark Chapin Johnson, and Bill Medley (formerly of the Righteous Brothers). Approximately 600 guests are expected to attend.

Domene resides in Anaheim and is the mother of three, and is being recognized for her 32 years of PTA service as well as for her participation with numerous other organizations, including: the Red Cross, the National Center for Missing and Exploited Children, the Susan G. Komen Breast Cancer Foundation, Special Olympics, the Prevention of Youth Violence Task Force, youth sports and Cheer.

STC Recording Secretary

I would like to share with you some highlights that my predecessor, Libby Letcher, used to teach the Recording Secretary Training classes back in May. Though I do not think I am doing as good a job as Libby, I am trying to remember the most important points when taking and typing up the minutes each month.

According to the National PTA's PTA President's Quick Reference Guide (found at www.pta.org), the official record of all meetings is referred to as the minutes. According to the IRS, minutes need to be treated as a permanent file and kept forever. The secretary is responsible for keeping an accurate record of the proceedings of the association meetings. These records are the history of the PTA. Remember, if it is not in the minutes, it did not happen.

The secretary is responsible for:

- Recording minutes of PTA meetings, with special attention given to motions (recorded exactly as stated) and action taken.
- Keeping secure official, permanent PTA records, including all originals of approved minutes, and
- Maintaining a copy of current bylaws, standing rules, and a membership list.

The secretary should have these items on hand at all meetings:

- Minutes of the previous meeting
- Copies of the previous treasurer's report
- List of unfinished business to be discussed
- Agenda
- Current bylaws and standing rules
- Current membership list
- List of committee chairs
- Materials for note/minute taking

Other important things to consider before starting your role as Recording Secretary:

- Decide how you will take the minutes (paper/pencil; laptop; tape recording)
- Create a template to use during the meeting. The template should follow the meetings' agenda
- During the meeting, accurately log the time the meeting was called to order, all pertinent information related to the meeting's discussions, motions and decisions, and the time the meeting was adjourned.

- Meeting minutes do not need to be a word for word description of the discussions, but should accurately reflect the discussion and decisions. Make notes that will remind you later of the discussion so you will be able to provide the important details in the minutes.
- It is important to identify motions made and by whom, whether the motion was seconded and the outcome of the vote on the motion.
- Financial discussions regarding the committee budgets are also very important and the details should be recorded. (ie. A committee requests an amendment to increase their budget)
- Occasionally, there may be a heated, emotional discussion on a subject. Take notes on the important aspects of the subject and the decisions that are made, not necessarily who said what. Summarize the facts and identify the outcome.

As I stated at the beginning of this article, these are only the highlights of your responsibilities and expectations as a Recording Secretary, for more detail, please refer to the website and reference guide as noted. Just remember to do your best, never hesitate to ask questions if you need a point clarified, and keep on recording!

Jean Lemp,
STC Recording Secretary

Stevenson School

I can not believe it is December already and I am halfway through my first year as president of the Stevenson School PTA. I related to many of the articles in the November Council Connections. I share Claudia's (from Blackwell) first year goal of getting by without falling behind. Actually, I have already fallen behind and my fear is that I will leave something extremely important left undone. I think about ideas I would like to implement but keep telling myself to get through this first year and then look into adding some different activities.

We did one new thing this year at Stevenson which was very fun and successful. We had a Welcome Back to School picnic in conjunction with School of Information Day. We served hot dogs and passed out ice cream. The teachers all attended and classrooms were open so that students could drop off school supplies (avoiding the overloaded backpacks on the bus) and acquaint themselves with their new classroom – which we hope alleviated some back to school anxiety. It seemed that all who attended enjoyed the opportunity to reconnect to school friends and families. It gave our PTA Board a great opportunity to enlist volunteers and encourage people to get involved.

The Illinois PTA President's message about transitions (from the November newsletter) also has me thinking about transitions. Our fundraisers this year aren't doing very well – no surprise given the economy - which makes me think about what changes our PTA can make in fundraising activities that would both raise money and provide a fun, inexpensive family event. I wonder if this would be more appealing to families in these economic times – would people be inclined to participate rather than buy gift wrap or gift cards? Given people's busy lives, what kind of events would be attractive? How can we attract new volunteers? I notice that we have lots of people willing to help but that most of these people are always the same. What can we do to

attract new volunteers – how can we reach out to those who aren't involved and get them interested? While I am very grateful for all the help and support I have received from my board members, committee chairs and friends; I can't help but wonder how to get more people involved as more hands make less work.

I wish all of you a happy and joyous holiday season and look forward to learning more from all of you in 2009!

Lisa Guagenti
Stevenson School PTA President

District 54 Community Closet

Special thanks to Adams Jr High for generously hosting the STC December meeting. It was very valuable for all of us to see the space that houses the Community Closet and become even more committed to the wonderful service we are now able to extend to our families in need.

If you have any more questions concerning donations or volunteering, remember to contact Terri McHugh at: TerriMcHugh@sd54.org.

We look forward to hearing more from Aldrin school, so that we may learn from their experience, should our own schools be interested in hosting a similar clothing drive.

Please remember that everyone is invited to bring in hats and/or mittens to our next STC meeting, on January 7th, in continuing support of the families in our community.

*Warmest wishes for a wonderful
holiday break with
your family and friends.*