



## October 2018 Checklist

Good fall season All! Can you believe that we are already almost 6 weeks into school? I know that all of you are busy with so many tasks at this point of the year. Being that there is so much to do, I recommend using this checklist to keep up with the tasks you need to accomplish and check them off when you have completed them. That will help you make sure that you do not forget important matters being done in a timely manner.

The following items need to be completed by the end of October:

- Reach out to your assigned Council Vice President** to answer questions or for help with issues. The Vice President assignments for this year are:
  - 1<sup>st</sup> Vice President - Jennifer Marg - O'Connor feeder cluster and Health Careers HS
  - 2<sup>nd</sup> Vice President – Elizabeth Ariola – Brandeis and Holmes feeder clusters
  - 3<sup>rd</sup> Vice President – KaTasha Green – Clark and Marshall feeder clusters
  - 4<sup>th</sup> Vice President – Julie Matta – Harlan and Jay feeder clusters
  - 5<sup>th</sup> Vice President – Nicole Howard – Stevens and Warren feeder clusters
  - 6<sup>th</sup> Vice President – Jennifer Morris – Brennan and Taft feeder cluster
- Amend budget as needed** to include planned events for the 2018-2019 school year and after your first fundraiser proceeds are realized. Questions contact, Evelyn Zinda, Council Treasurer at: [eazinda@yahoo.com](mailto:eazinda@yahoo.com)
- Send in membership dues** for State and National PTA (total of \$4.50) as members enroll. Texas PTA policy is that membership dues are submitted within **5 days of receipt**. Distribute membership cards as members enroll. Work to achieve the many award opportunities that Council and Texas PTA offer to your PTA.
- Confirm that the PTA Council Delegate** name has been sent to Larry Rowe, Council President, at: [councilptapresident@gmail.com](mailto:councilptapresident@gmail.com)
- Continue with the PTA Reflections** if your school participates in this program. If you have questions, please contact Aili Katherman at: [nisd.pta.arts@gmail.com](mailto:nisd.pta.arts@gmail.com) **Council turn in date is December 8th at NAC. Times for drop offs will be provided at a later date.** Follow Reflection guidelines carefully! Remember, Reflections can count as one program in the 3 to 1 program to fundraiser ratio. Also, remember, your local must be in Active Status by October 31<sup>st</sup> in order to participate in the event locally.
- Continue to purchase your Founder's Day tickets.** Ticket prices are \$12.00 each and each campus can purchase a maximum of 8 tickets at this time. Council **dues must be paid prior to purchases being made.** Sales date and time for tickets during October will be done as follows:

**October 11, 2018**

**Las Palapas, Tezel and Grissom 9:30 AM – 12:00 PM**

- For questions about Founders Day, email Tami Bosker at: [tbosker4@gmail.com](mailto:tbosker4@gmail.com)  
**There are 4 Foundation trainings in our initial fall drive.** They are:

October 2, 2018	Marshall High School	Library	6:00 pm – 8:00 pm
October 9, 2018	Warren High School	Cafeteria	6:00 pm – 8:00 pm
October 9, 2018	Stevens High School	LGI Room	6:30 pm – 8:30 pm
October 10, 2018	Connally Middle School	Cafeteria	6:00 pm – 8:00 pm

Though these classes were first intended just for the Stevens, Marshall, and Warren clusters, anyone who has not been trained should attend. Remember that anyone who sits on a board is required to attend the class one time. That includes administrators, teacher representatives, and student representatives. You can register by clicking the Training link at our Council webpage at: <https://nisdpta.org/training/>  
You must register at least two days prior to the class. Once the class is full, you will not be allowed to attend. Showing up without registration is not recommended as you could be turned away.

- If you have not started a Penny or coin drive for the Jack C. Jordan Scholarship committee, please do one now.** It is a great way to get the funds to help this cause. We would like for each local PTA to contribute their fair share of \$240 so that the budget of \$26,400 can be reached for these scholarships for students from all our high schools. The coin drive is a great way to gathering the funds without having to digging into your PTA budgets. For more information, contact Evelyn Zinda at: [eazinda@yahoo.com](mailto:eazinda@yahoo.com)  
Her last flyer about the Scholarship program and the penny drive is attached.
- The Jack C. Jordan Scholarship Committee is beginning to be formed.** We need two individuals from each cluster. We are primarily looking for parents to serve in these positions. There will be two meetings of the committee in their efforts to pick the scholarship recipients. Presidents, ask people on your boards to volunteer for this rewarding cause. If you wish to be a committee member, please contact Evelyn Zinda at: [eazinda@yahoo.com](mailto:eazinda@yahoo.com)
- Confirm PTA membership for each board member and their Foundations dates** has been given to local unit PTA secretary.
- Title 1 Project** - Sign up with Carol Rowe at [councilptatitle1@gmail.com](mailto:councilptatitle1@gmail.com) for the Donna Smith Title 1 Project if you would like to participate. This project can count as one program.
- Make sure all executive board members are current members of the PTA and have done the Volunteer Criminal Background check.** Please provide a copy of the membership card to the Secretary for PTA records.
- Meet with your principal regularly** (at least once a month) to discuss goals and how the PTA and the school can work together. **COMMUNICATION is your key to SUCCESS!** Also, please share all communications, such as emails, etc. **with your executive board members.**

Thanks for the great jobs you are doing on a daily basis for the kids. Take care and have a terrific October!

Larry ☺