



Area 2 – Gwinnett Council

PTA[®]

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Council Theme:

“Building a team of leaders”



LOCAL UNIT PLANNING CALENDAR

2016-2017 Area 2 Gwinnett County Council of PTAs Schools by Cluster

Area 2 Council of PTAs is proud to serve and support the following clusters within Gwinnett County. Also included in our cluster is a Georgia charter school, Ivy Preparatory Academy-Gwinnett, the all-girls school. Each cluster has an Executive Board member of the Area 2 Council to serve as an immediate contact for all the schools in the cluster.

Collins Hill

(Contact Taiwannika Walker)

Collins Hill High School
Creekland Middle School
McKendree Elementary School
Rock Springs Elementary School
Taylor Elementary School
Walnut Grove Elementary School



Duluth

(Contact Sean Whiteman)

Duluth High School
Coleman Middle School
Duluth Middle School
Berkeley Lake Elementary School
Chattahoochee Elementary School
Chesney Elementary School
Harris Elementary School



Lanier

(Contact: Shauna Young & Virginia Kerr)

Lanier High School
Lanier Middle School
Sugar Hill Elementary School
Sycamore Elementary School
White Oak Elementary School



Mountain View

(Contact Shauna Young & Taiwannika Walker)

Mountain View High School
Twin Rivers Middle School
Dyer Elementary School
Freeman's Mill Elementary School
Patrick Elementary School
Woodward Mill Elementary School



Norcross

(Contact Sam Howard)

Norcross High School
Pickneyville Middle School
Summerour Middle School
Baldwin Elementary School
Beaver Ridge Elementary School
Norcross Elementary School
Peachtree Elementary School
Simpson Elementary School
Stripling Elementary School



North Gwinnett

(Contact Virginia Kerr)

North Gwinnett High School
North Gwinnett Middle School
Level Creek Elementary School
Riverside Elementary School
Roberts Elementary School
Suwanee Elementary School



Peachtree Ridge

(Contact Sonia Howard)

Peachtree Ridge High School
Hull Middle School
Northbrook Middle School
Burnette Elementary School
Jackson Elementary School
Mason Elementary School
Parsons Elementary School



Gwinnett – Ivy Prep Academy (a Georgia Charter Middle School)



2016-2017 Area 2 Gwinnett County Council of PTAs Officers Resources

General Reminders:

PRESIDENT

- ◇ Review this planning guide and become familiar with the deadlines for submitting awards this year.
- ◇ Review the guidelines and requirements for earning awards this year (see the Georgia PTA Leadership Resource Guide and Area 2 Gwinnett County Council of PTAs Handbook).
- ◇ Read the local unit bylaws and make sure officers and board of directors have copies of current bylaws.
- ◇ Prepare a printed agenda for each meeting.
- ◇ **Remember to thank the volunteers often.**
- ◇ Conduct executive committee and board of directors, as well as general membership meetings in accordance with the local unit bylaws.
- ◇ Save all documentation from the local unit PTA events in a binder to use when writing reports. Reports are due in March. (Examples of documentation include publicity material, news articles, photos, thank you notes, and event programs, program goal outlines/plans/outcomes).
- ◇ Pass on information received from Council, State, and National PTA to your executive committee and committee chairpersons.
- ◇ Check email often for updates and information from Area 2 Council and Georgia PTA.
- ◇ Bookmark websites for Area 2 Gwinnett County Council of PTAs, Georgia PTA, and National PTA. Check these websites often for important dates and information:
 - Area 2 Gwinnett County Council of PTAs:* www.area2gwinnettpta.org
 - District 12 Georgia PTA:* www.georgiaptadistrict12.my-pta.org
 - Georgia PTA:* www.georgiapta.org
 - National PTA:* www.pta.org

SECRETARY

- ◇ Prepare Minutes for each meeting – if it's not in the Minutes, it did NOT happen. Business conducted must be documented in the Minutes.
- ◇ Treasurer's reports and committee reports should be filed with Minutes.

TREASURER

- ◇ Prepare a printed treasurer's report for each meeting and have a copy of the transaction details available for review, if requested.
- ◇ Make sure Check Request forms are submitted, signed, and approved before issuing any check(s).
- ◇ Remember, two signatures are required on all check(s).
- ◇ Do not employ debit cards.
- ◇ Consider adding 'swiping' capabilities for accepting membership dues payment.

MEMBERSHIP CHAIRPERSON

- ◇ Membership card templates can be downloaded on the Area 2 website at: www.area2gwinnettpta.org. Go to the Committees tab and click on Membership. Or, visit www.georgiapta.org, click on the Leadership Resources tab and go to Your PTA Membership.

EVERYONE

- ◇ Remember to take time for yourself and your family.
- ◇ Keep in mind the reason you are involved in PTA/PTSA – children!

2016-2017 Area 2 Gwinnett County Council of PTAs Officers Monthly

JUNE/JULY

President:

- ◇ Plan to attend the Georgia PTA's Convention/Leadership Training (CLT) Conference. Make sure the officers and board are aware of this important training event. Register early to avoid late fees. Pick up membership cards.
- ◇ At CLT, look for meeting notice regarding Area 2 Council/District 12 breakout sessions.
- ◇ Work with secretary to complete the local unit's Area 2 Voting Delegates form. This form is due back to Area 2 Council by August 31, 2016. Send via email to: secretary@area2gwinnettpta.org.

Secretary:

- ◇ Make sure that all incoming officer information has been sent to Area 2 Council and Georgia PTA. Due date for this information **was** May 1st.
- ◇ Work with President(s) to complete the local unit's Area 2 Voting Delegates form. This form is due back to Area 2 Council by August 31, 2016. Send via email to: secretary@area2gwinnettpta.org.

Membership Chairperson:

- ◇ Now is the time to plan the membership campaign for the upcoming school year. Watch for publicity ideas and membership campaign information from National PTA or visit their website at: www.pta.org.
- ◇ Attend CLT and go to membership related workshops.

AUGUST

President:

- ◇ Make sure the local unit Area 2 Council Voting Delegates form has been completed and submitted by August 31, 2016. Send via email to: secretary@area2gwinnettpta.org.
- ◇ Review the local unit bylaws – they are the “road map” for a successful year!
- ◇ Distribute material received at training sessions to officers and committee chairpersons.
- ◇ Coordinate with principal regarding upcoming school year and your PTA/PTSA's plans.
- ◇ Hold a planning meeting with the officers and board – present proposed budget for board approval.
- ◇ Plan the General PTA/PTSA Membership Meeting to approve your budget.
- ◇ Make sure the local unit is represented at the Area 2 Council General Meeting & Training on August 17, 2016.
- ◇ Submit incoming chairperson information to Georgia PTA at: www.georgiapta.org and also Area 2 Council at: secretary@area2gwinnettpta.org.
- ◇ Provide the committee chairpersons with the material needed to be successful and write Priority Reports.
- ◇ Watch for an opportunity to attend a Georgia PTA University.

Membership Chairperson:

- ◇ Membership drive is in full swing! The new membership awards, Visionary Pin and Pacesetter's Certificate, must be postmarked by to the Georgia PTA by the last business day in August. The Early Bird Certificate award must be postmarked by the last business day in August.

Treasurer:

- ◇ Read over all of the treasurer's material from Council, State, and National PTA.
- ◇ Make sure the financial review report of last year's books is in order for presentation at the first General PTA/PTSA Membership meeting. The Audit Report should also be presented to the general membership.
- ◇ Watch for an opportunity to attend a Georgia PTA University.
- ◇ Submit PTA dues transmittal form to the Georgia PTA.

Reflections Chairperson(s):

- ◇ The Area 2 Council Reflections Workshop is on August 19th at the Instructional Support Center (ISC) from 9:00am – 11:00am.
- ◇ Completed Reflections Chairman Profile forms are due to Area 2 Reflections Chair by August 31st. Complete order form for Reflections Handbook and posters. Bring to Workshop or email completed forms to: reflections@area2gwinnettpa.org
- ◇ Email Area 2 Reflections Chair at: reflections@area2gwinnettpa.org to reserve an electronic copy of the Reflections Handbook.

SEPTEMBER

President:

- ◇ Thank the volunteers who have worked to make the start of the year a success!
- ◇ Remind treasurer to send in Area 2 Council Dues (\$250). Dues deadline date is September 15, 2016.
- ◇ Remind treasurer to send audit packet to Georgia PTA by September 30, 2016.
- ◇ Remind committee chairs to make contact with all persons who volunteered to assist with events.
- ◇ Attend the District 12 Fall Conference on September 24th - location TBD

Treasurer:

- ◇ Ensure that Area 2 Council dues have been submitted by September 30th to Area 2 Council Treasurer.
- ◇ Submit PTA Dues Transmittal form to Georgia PTA for the Platinum Membership Award and the Early Bird Certificate by the last business day of September.
- ◇ Submit audit packet to Georgia PTA by the last business day in September.

Membership Chairperson:

- ◇ Continue the membership drive.
- ◇ Complete a roster of the PTA members and provide a copy to the secretary and president/co-presidents.
- ◇ Remember, the membership drive should continue for the *entire school year*, not just the first few months.
- ◇ Make sure the treasurer has submitted the PTA Dues Transmittal form to Georgia PTA for memberships collected this month and the Dues form for membership awards – Platinum Membership and Early Bird Certificate. Send forms to Georgia PTA, both must be postmarked by the last business day of September.

Legislative Chairperson:

- ◇ Plan to attend the Georgia PTA State Advocacy Conference on TBD.

Special Dates:

- ◇ September 24: District 12 Fall Conference, TBD

OCTOBER

President:

- ◇ Plan for the local unit's Red Ribbon Week activities. 2016 Theme: "YOLO. Be Drug Free" <http://redribbon.org/theme/>
- ◇ Plan something for male members this month. Try to recruit more male members.
- ◇ Plan to attend the College Fair for Students with Disabilities – details TBD.

Treasurer:

- ◇ Membership awards are due this month for the Oak Tree and Partnership Awards. Submit the Dues Transmittal for these awards by the last business day in October.

Membership Chairperson:

- ◇ Try to recruit more male members this month. Plan a special drive for male members.
- ◇ Remember to work with the treasurer to send in the next membership installment by the last business day in October.
- ◇ Ensure the Dues Transmittal for Oak Tree and Partnership Membership Awards are postmarked by the last business day in October.

Reflections Chairperson:

- ◇ Reflections entries are due to Area 2 Council October 21st – Location: TBD
- ◇ Plan how the local unit will recognize and reward students who participated in the local unit Reflections program.

Special Dates:

- ◇ October 17 - 21: National School Bus Safety Week (<http://www.napt.org/resources/national-school-bus-safety-week.php>)
- ◇ October 19: Bus Driver Appreciation Day
- ◇ October TBD: College Fair for Students with Disabilities

NOVEMBER | DECEMBER

President:

- ◇ Watch for an opportunity to attend a Georgia PTA University.
- ◇ Begin reviewing information in the Council and State handbooks regarding report writing.
- ◇ Remind treasurer to file Form 990 with the IRS by November 15 depending on fiscal year end.
- ◇ Remind Reflections Chairperson and encourage the PTA/PTSA board to attend the Area 2 Council Reflections Exhibit – TBD November 4 & 5

Treasurer:

- ◇ Make sure that Form 990 has been filed with the IRS by November 15 depending on fiscal year.
- ◇ Submit PTA Dues Transmittal form to the Georgia PTA for additional memberships collected and submit the Silver Membership Certificate by the last business day in November.

Legislative Chairperson

- ◇ Plan now and determine how to keep your membership informed about issues being presented during the upcoming Legislative Session.

Membership Chairperson:

- ◇ Continue the membership drive.
- ◇ Remember to work with the treasurer to send in the next membership installment by the last business day in November for any new memberships received. Then submit the Silver Membership Award form. Keep the membership roster current and give copies to the secretary and president(s).

Reflections Chairperson:

- ◇ Attend the Area 2 Council Reflections Exhibit on November 12 –TBD.
- ◇ You or a member of the local unit MUST be on site at 3:00pm to sign for and pick up local unit entries.
- ◇ Plan how to recognize and reward students who participated in the Area 2 Council Reflections program.

Special Dates:

- ◇ November 5: Area 2 Council Reflections Exhibit - TBD
- ◇ November 13-19: American Education Week
- ◇ November 16: Education Support Professionals Day
- ◇ November 17: National Parent Involvement Day
- ◇ November 18: Substitute Educators Day

JANUARY

President:

- ◇ Prepare for the election of the Nominating Committee, which should be held at a General Membership meeting (follow the local unit bylaws). If your elections are to be held in May, per your bylaws, present an amendment to your general membership to vote on having elections in early Spring, so that your local unit officers can be submitted to the state office by May 1.
- ◇ Encourage the PTA/PTSA and invite the principal to attend the Area 2 January General Meeting on January 25, 2017 from 6:00pm – 8:00pm at GCPS Instructional Support Center. Check out website for details at: www.area2gwinnettpta.org

- ◇ Review the Georgia PTA Priority Report guidelines.
- ◇ Evaluate the local unit's progress in reaching PTA goals.

Legislative Chairperson:

- ◇ Georgia General Assembly begins – remember to keep the membership informed of important activities.

Treasurer:

- ◇ Submit PTA Dues Transmittal form to the Georgia PTA for additional memberships collected.

Membership Chairperson:

- ◇ Continue the membership drive.

Special Dates:

- ◇ January 25: Area 2 Council January General Meeting (GCPs Instructional Support Center) 6:00pm – 8:00pm (RSVP by January 13, 2017)

FEBRUARY

President:

- ◇ Make plans to celebrate the 119th PTA Founder's Day – February 17, 1897
- ◇ Watch for an opportunity to attend a Georgia PTA University.
- ◇ Remind the treasurer to submit membership dues and the Bronze Membership Award form to Georgia PTA by the last business day in February.

Treasurer:

- ◇ Submit PTA Dues Transmittal form to Georgia PTA for additional memberships collected and the Bronze Membership Certificate by the last business day in February.

Membership Chairperson:

- ◇ Remember to work with the treasurer to send in the next membership installment and awards form by the last business day in February for any new memberships received – keep the membership roster current and give copies to the secretary and president(s).

Legislative Chairperson:

- ◇ Continue to monitor the legislative activities and plan to attend PTA Day at the Capital on TBD.

Special Dates:

- ◇ February 13-17, 2017: PTA Take Your Family to Work week

MARCH

President:

- ◇ Plan the General Membership meeting to elect next year's officers according to the local unit bylaws.
- ◇ Local Unit Incorporation renewal due to Georgia PTA on March 1.
- ◇ Priority Reports are due to Georgia PTA on 2nd Friday of March. Also send copies to Area 2 Council and District 12 Director.
 - PTA handbooks, newsletters, and "Model PTA Award" forms
 - 'Outstanding School Nurse' nomination due to Georgia PTA
 - 'Outstanding Principal' nomination form due to Georgia PTA
 - Application form for a Georgia PTA Scholarship is due to Georgia PTA
 - 'Birney Butler Outstanding Educator' nomination form due to Georgia PTA
 - 'Visionary Award' nomination form due to Georgia PTA
 - Area 2 Gwinnett County Council of PTAs 'Award of Distinction' form due
 - Area 2 Gwinnett County Council of PTAs 'Outstanding Principal' nomination form due

- ◇ Dues transmittal form for membership needs to be submitted to Georgia PTA. This is the final opportunity to submit dues for memberships to Georgia PTA for the purposes of calculating voting delegates for District Elections, CLT 2017, and National PTA 2017.

Membership Chairperson:

- ◇ Present a summary of membership activity to the Board. Submit final membership dues to Georgia PTA.

Nominating Committee:

- ◇ This committee should be in place according to your local unit bylaws and actively seek next year's PTA leadership. Remember all Nominating Committee discussions are confidential. Current president(s) do NOT serve on this committee. See Area 2 website for details regarding local unit Nominating Committee.

Special Dates:

- ◇ March 2: National Read Across America Day (Dr. Seuss's Birthday)
- ◇ March 11: District 12 Spring Conference
- ◇ March 11: Area 2 Scholarship Applications Due

APRIL

President:

- ◇ Plan to attend the District's Area Board of Education meetings.
- ◇ Plan to attend the Area 2 Gwinnett County Council of PTAs Spring General Meeting/End-of-Years Awards Dinner on April 26, 2017 – Location TBD. (Check our website for details at: www.area2gwinnettpa.org)
- ◇ Remember to recognize and celebrate the local unit volunteers.
- ◇ Begin planning for Teacher Appreciation week May 1 - 5.
- ◇ Prepare for kindergarten round-up the first part of May.
- ◇ Begin final evaluation of this year's progress.
- ◇ Make plans to attend the National PTA Convention on June 22-25 in Las Vegas, NV.

Secretary:

- ◇ Make sure your committee chairpersons are finalizing their procedure books for next year.

Membership:

- ◇ Prepare for kindergarten round-up the first part of May. Dues collected during this event should be submitted with a note that the dues are for the upcoming school year. Start membership roster for following year.

Special Dates:

- ◇ April 9-15: National Library Week
- ◇ April 17-21: Public School Volunteer Week (<http://www.projectappleseed.org/>)
- ◇ April 22: Earth Day
- ◇ April 23-29: Administrative Professionals Week
- ◇ April 26: Area 2 Council Spring General Meeting/End-of-Year Awards Dinner 6:00pm – 8:00pm (RSVP by April 12, 2017)

MAY

Outgoing President:

- ◇ Attend Area 2 Gwinnet County Council of PTAs Local Unit PTA/PTSA Transition Training on May 10 (GCPS ISC) TBD.
- ◇ Submit the Incoming Officer Information sheet to Georgia PTA no later than May 1. Or, enter it online at: www.georgiapta.org.
- ◇ Make sure local unit officers for next year have been elected and installed according to local unit bylaws.
- ◇ Finalize committee evaluations and make written recommendations for next year.
- ◇ Be sure that all procedure books are up to date and given to each successor.
- ◇ Arrangements MUST be made to transfer bank authorization with the treasurer and new officers. Newly elected officers assume their duties following the last day of the current school year (follow your bylaws).
- ◇ Current Executive Officers and Board of Directors/Committee Chairs may NOT sign *any* contracts for next year or authorize *any* checks on behalf of the PTA/PTSA *after* the last day of the school year.

- ◇ Send thank-you notes to everyone who helped you with PTA this year.
- ◇ Celebrate your local unit's successes and accomplishments.

Incoming President:

- ◇ Attend Area 2 Gwinnett County Council of PTAs Local Unit PTA/PTSA Transition Training on May 10 (GCPS ISC) TBD.
- ◇ Review the local unit bylaws and survey members for ideas for PTA activities and priorities for the new year.
- ◇ Work with the Executive Officers to appoint the Board of Directors. Set goals and plan preliminary budget.
- ◇ Work with the principal to set up school/PTA calendar for the new school year.
- ◇ Prepare the Local Unit PTA/PTSA Handbook and Calendar of Events for the new school year. Make sure it's printed prior to your school registration day in August.
- ◇ Update the local unit PTA/PTSA website link with new information for the upcoming school year.
- ◇ Review the Communications Cover Sheet in the Georgia PTA Leadership Guide. This sheet outlines guidelines for PTA handbooks and newsletters.
- ◇ Plan to attend Georgia PTA Convention Leadership Training in July 2017. Ensure your officers and BOD attends.
- ◇ Plan your first executive Board Meeting as soon as possible after school ends to avoid busy summer schedules.

Outgoing Treasurer:

- ◇ Attend Area 2 Gwinnet County Council of PTAs Local Unit PTA/PTSA Transition Training on May 10 (GCPS ISC) TBD.
- ◇ Make final preparation of books for financial review committee and audit.
- ◇ Arrangements MUST be made to transfer bank authorization with the president and new officers. Newly elected officers assume their duties following the last day of the current school year (follow your bylaws).
- ◇ Outgoing Executive Officers and Board of Directors/Committee Chairs may NOT sign *any* contracts for next year or authorize *any* checks on behalf of the PTA/PTSA *after* the last day of your school year.

Outgoing Secretary:

- ◇ Attend Area 2 Gwinnet County Council of PTAs Local Unit PTA/PTSA Transition Training on May 10 (GCPS ISC) TBD.
- ◇ Make sure officer information sheets have been sent to Area 2 Council, District 12 and Georgia PTA. Submit information online at: www.georgiapta.org.
- ◇ Make sure binders with Meeting Minutes and bylaws are in order for the next year.
- ◇ Outgoing Executive Officers and Board of Directors/Committee Chairs may NOT sign *any* contracts for next year or authorize *any* checks on behalf of the PTA/PTSA *after* the last day of your school year.

Outgoing Officers and Board of Directors/Committee Chairpersons:

- ◇ Attend Area 2 Gwinnett County Council of PTAs Local Unit PTA/PTSA Transition Training on May 10 (GCPS ISC) TBD.
- ◇ Organize and complete procedure book for the successor(s).
- ◇ Outgoing Officers and Board of Directors/Committee Chairs may NOT sign *any* contracts for next year or authorize *any* checks on behalf of the PTA/PTSA *after* the last day of your school year.

Special Dates:

- ◇ May 1-5: Teacher Appreciation Week
- ◇ May 2: National Teacher Day
- ◇ May 10: National School Nurse Day
- ◇ May 10: Area 2 Gwinnett County Council of PTAs Local Unit PTA/PTSA Transition Training (GCPS ISC) TBD. Check the Area 2 website for details at: www.area2gwinnettpta.org