

PARK GLEN ELEMENTARY
PTA HANDBOOK

FORT WORTH, TEXAS
KISD COUNCIL
AREA #17
TEXAS CONGRESS OF
PARENTS AND TEACHERS
2006 - 2007

Dear Parents and Teachers of Park Glen Elementary,

It is great to be part of this awesome PTA! I am honored to be able to work with parents, teachers, and staff members that care for and provide an environment in which our children can grow and succeed. You only have to look at the smiles and excitement coming from the children to realize the impact of what goes on within these walls.

The Parent/Teacher Association was formed in 1897 in Washington D.C. by Alice McLellan Birney and Phoebe Apperson Hearst. It was created to meet a profound challenge: to better the lives of children. At Park Glen, we sponsor many programs and events throughout the school year. The success of these programs is a direct result of the time, energy and dedication of the teachers and the overwhelming number of volunteers. Any contribution made, whether big or small, makes Park Glen Elementary a better place for our children.

Please use this handbook to guide you in the following areas:

- ❖ PTA bylaws and Rules
- ❖ PTA Board Members and their responsibilities
- ❖ Administration, Faculty, and Staff of Park Glen Elementary
- ❖ School Calendar of Events for 2006 - 2007

These are very formative years for our children, and I can't think of a better place for them to grow and learn.

Thank you,

Rachel Daws
PTA President

Park Glen Elementary PTA

Organized: July 6th, 1994

5100 Glen Canyon Road

Fort Worth, TX 76137

817-744-5400

KISD Council Area #17 Region IV

Texas Congress of Parents and Teachers

2006 - 2007

Park Glen Elementary PTA Executive Board Meetings

*August 14, 2006 9 A.M.

*January 8, 2006 9 A.M.

*September 11, 2006 9 A.M.

*February 5, 2006 9 A.M.

*October 23, 2006 9 A.M.

*April 9, 2006 9 A.M.

*November 13, 2006 9 A.M.

*May 7, 2006 9 A.M.

*Meetings will be held in Room D114

Table of Contents

*PGE's PTA President's Welcome	1
*Table of Contents	2
*PTA Objects and PTA Prayer	3
*National, State, District & Council PTA Information	4
*PTA Executive Board & Committee Chairpersons	5 - 6
*PTA Executive Board Responsibilities	7 - 8
*Room Representatives	9 - 11
*PGE PTA 2006 - 2007 Budget	12 - 13
*PTA Order of Business	14
*PGE PTA General Meetings and Programs	15
*PGE Parent Education Programs	16
*Dates to Remember	17
*KISD Mission Statement	18
*KISD Council of PTA's Roster	19
*KISD Council of PTA'S General Meetings & President's Roundtable Meetings	20
*KISD Council of PTA's 2006-2007 Calendar & Superintendent Brown Bag Lunch Schedule	21 - 22
*PGE Phone Directory	23 - 24
*KISD Early Release Schedule	25
*KISD 2006-2007 School District Calendar	26
*KISD Phone Directory	27 - 28
*KISD Board Members	29
*KISD Parent Education Programs & KISD School Board Meetings information	30
*PGE PTA Bylaws and Standing Rules	31 - 46
*PTA Bylaws and Standing Rules	30 - 46

OBJECTS OF THE PTA

- *To promote the welfare of the children and youth in home, School, community, and place of worship.
- *To raise the standards of home life.
- *To bring into closer relation the home and the school, so the parents and teachers may cooperate intelligently in the education of children and youth.
- *To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantage in physical, mental, social, and spiritual education.

PTA PRAYER

Heavenly Father,

Thou art our creator and our God.

We thank you for all the blessings Thou hast bestowed upon us, more especially for the children and our relation to them. We ask that Thou wilt endow us with wisdom and strength as we care for and nurture them. May we be Thine instruments to lead our children to a realization of Thy power and Thy love. Bless Thou our fellowship as we work for the children of our land. Lead us into steadfastness and faith toward the solution of the great problems that confront our world today. Consecrate us to Thy service and to the service of all children.

PGE PTA EXECUTIVE BOARD AND COMMITTEE CHAIRPERSONS

President

Rachel Daws
817-427-1527
Chris-rach.daws@worldnet.att.net

1st Vice President

Publicity
Rhonda McGranahan
817-577-9850
rhonda_mcgranahan@sbcglobal.net

2nd Vice President

Membership
Randy Day
817-656-7138
randay@earthlink.net

3rd Vice President

Programs
Maureen Bastian
817-577-4043
mbastian@aahawk.com

4th Vice President

Fundraising
Kristy Taylor
817-514-7539
Kristenwtaylor@sbcglobal.net

5th Vice President

Volunteers
Kim Ballard
817-291-8765
kballard1014@yahoo.com

Library/Media

Karen Rumer
817-565-1960
rumer5@charter.net

Room Representatives

Hollie Stephens
817-428-5077
holliestep@aol.com

Secretary

Gin-Gin Owens
817-514-6044
gintana@gintana.com

Treasurer

Karen Medzorian
817-428-2928
stukar@sbcglobal.net

Parliamentarian

Karyn Peltier
817-428-5182
jkmpeltier@sbcglobal.net

Parent Education

Donna Novak
817-788-0697
dltstars1@yahoo.com

Historian

Laurie McClary
817-427-4717
lauriemccclary@charter.net

Newsletter

Cindy Gipson
817-427-8809
cindygipson@sbcglobal.net

Arts in Education

Traci Ward
817-581-6449
jtmward@sbcglobal.net

Book Fair

Shelly Ross
817-606-6171
shellyross@charter.net

Environmental

Sherry French
817-581-6182
windoggie@yahoo.com

Projects

Tonya Arning
817-545-4071
tarning@legendhc.com

Legislative

Tammy Ward
817-427-8061
tammissin@aol.com

Health and Safety

Sarah Cantrell
817-788-1740
JSLCantrell@sbcglobal.net

Hospitality

Amber Mees
817-503-0739
tamees@sbcglobal.net

Council Delegate

Kevin Gaisbauer
817-498-8431
Kevin@gace.org

Teacher Liaison

Colleen Bartoszek
817-281-9456
cbartoszok@kellerisd.net

Assistant Principal

Martha Beseau Bock
817-744-5400
mbeseau@kellerisd.net

Yearbook/Handbook

Alisa Bates
817-485-7859
alias_bates@hotmail.com

Publishing House

Missy Sickler
817-581-1122
missycs@charter.net

School Supplies

Debbie Spivey
817-581-0988
debspivey@aol.com

Academic Enrichment

Joanna Ratliff
817-498-6401
jgratliff@kellerisd.net

Council Delegate

Tia Wiley
817-656-9997
fourwileys@yahoo.com

Principal

Carol Wicker
817-744-5400
cwicker@kellerisd.net

PTA Executive Board Responsibilities

- *President - Directs the affairs of the PGE PTA in cooperation with the PTA Board and the PGE Staff
- *1st Vice President - Is an aide to the President and is responsible for public relations among the community
- *2nd Vice President - Implements a program to recruit and establish informed and involved PTA membership
- *3rd Vice President - Plans entertaining and educational programs for the PGE General Association PTA meetings
- *4th Vice President - Plans and implements fundraising programs in order to secure the funds necessary to carry out the work of the PGE PTA
- *5th Vice President - Recruits and places volunteers as needed for school and PTA activities
- *Secretary - Keeps the minutes of the association proceedings and presents the Executive Board report to the General Association
- *Treasurer - Serves as custodian of the funds and financial records and receives and disburses all monies of the association
- *Parliamentarian - Advises presiding officers on parliamentary law and matters of procedure (Robert's Rules of Order)
- *Parent Education - Provides educational workshops and handouts to Park Glen Elementary parents
- *Historian - Maintains record of PTA sponsored events and activities
- *Newsletter - Oversees compiling, editing, publishing, and distribution of the Park Glen Elementary newsletter
- *Arts in Education - Introduces students to various art forms to increase cultural literacy
- *Library/Media - Provides assistance and support services to the librarian and organizes voluntary academic enrichment programs for the students
- *Book Fair - Organizes book fairs to encourage student's enrichment through reading; book fair proceeds help provide additional educational materials offered by the library/media center
- *Room Representative - Mentors/guides classroom parents with organizing various classroom events
- *Environmental - Provides programs, projects, and services to promote environmental awareness
- *Projects - Implements projects for the enjoyment and physical edification of the students and families
- *Yearbook/Handbook - Compiles and distributes the school handbook and yearbook
- *Legislative - Informs the Association of legislative issues affecting the

PTA Executive Board Responsibilities

families and staff of PGE

- *Publishing House - Encourages students to develop their writing skills through the PAWS Publishing program
- *Health and Safety - Promotes health and safety in our school
- *School Supplies - Organizes a program that enables parents to pre-purchase their child's school supplies for the following year
- *Hospitality - Arranges special appreciation events for teachers and staff of Park Glen Elementary
- *Academic Enrichment - Coordinates a program for weekly extra curricular math enrichment
- *Council Delegate - Represents our local PTA at Council meetings and acts as a liaison between the two
- *Teacher Liaison - Acts as a liaison between the PTA and school staff

2006 - 2007 Room Parents

Teacher/Grade	Parent	Phone	E-Mail
Gregg/AMK	Sandi Walker – Head	817-514-8181	sandiwalker@sbcglobal.net
	Rachel Bruce – Co	817-656-1883	mbruce@rocketmail.com
	Jo Reid – Co	817-504-0283	johannareid@charter.net
Gregg/PMK	Missy Randall – Head	817-428-5098	randall221@sbcglobal.net
	Tina Boxma – Co	817-656-0865	tinaboxma@yahoo.com
	Maria Ines – Co	817-300-3004	inescast@hotmail.com
	Celeste Little – Co	817-514-0080	celeste.little@sbcglobal.net
	Pat Sanici	817-427-8460	pat_sanici@sbcglobal.net
Lundy/AMK	Sarah Haddock – Head	817-281-9208	sarah@haddockfamily.com
	Laura Steel – Co Head	817-849-1560	lsteel@fbckeller.org
	Debra Aguilar – Co	817-656-1085	gdcaquilar4@sbcglobal.net
	Melani Collins – Co	817-605-9309	snillocmm@yahoo.com
	Melissa Coco – Co	817-479-3060	cocosmd@charter.net
	Leigh Ann Richards – Co	817-428-0854	
York/AMK	Cherie Kobiske – Head	817-485-8847	cdkobiske@sbcglobal.net
	Sarah Matt – Co	817-427-1404	matt8986@aol.com
	Susan Moore – Co	817-992-6044	susanmoore@1scom.net
	Gin-Gin Owens – Co	817-514-6044	gintana@gintana.com
York/PMK	Chrissa Mitchell – Head	817-514-8603	
	Deirdre Vowels – Co Head	817-581-9927	gregaeiou@juno.com
Bartoszek/1 st	Sandi Walker – Head	817-514-8181	sandiwalker@sbcglobal.net
	Theresa Chasteen – Co	817-503-0108	cddg@sbcglobal.net
	Cindy Gipson – Co	817-427-8809	cindygipson@sbcglobal.net
	Sherry May – Co	817-428-8070	jetdr@sbcglobal.net
	Leigh Ann Richards – Co	817-428-0854	
Bruns/1 st	Dawn York – Head	817-427-2493	york001@flash.net
	Nicole Hart – Co	817-503-0946	lanhart@sbcglobal.net
	Tammi Hull – Co	817-656-2997	tamihull@sbcglobal.net
	Susan Kenney – Co	817-188-0936	fkenney@aol.com
	Christina Waldie – Co	817-498-6121	we2ags@sbcglobal.net
Flynn/1 st	Tia Wiley – Head	817-656-9997	fourwileys@yahoo.com
	Missy Maynor – Co	817-428-3543	missym0272@sbcglobal.net
	Carrie Casserilla – Co	817-656-8199	casserilla@sbcglobal.net
	Kelly Baker – Co	817-485-9202	kellydbaker@gmail.com
	Marla Rhea – Co	817-581-0115	marlarhea@aol.com
Ingram/1 st	Kim Ballard – Head	817-291-8165	kballard1014@yahoo.com
	Sarah Cantrell – Co	817-788-1740	jsicantrell@sbcglobal.net
	Piper Fowler – Co	817-503-7661	pipeleaf@sbcglobal.net
	Cherry Lindgren – Co	817-514-8727	calindgren@hotmail.com

Kleckner/1st	Traci Ward – Head Carol Damon – Co Carrie Beckett – Co Kristi Taylor – Co Susan Denholm – Co Celie Miller – Co	817-581-6449 817-428-2336 817-656-8119 817-281-5717 817-514-0882 817-479-3140	itmward@sbcglobal.net cldrudy@yahoo.com carriebierce@hotmail.com kdcoffey@sbcglobal.net Susan@Denholm.org
Cennamo/2nd	Elizabeth Brown – Head Sarah Haddock – Co Head Donna Kinstley – Co Nadine Parsons – Co	817-581-7808 817-281-9208 817-581-0639 817-427-8965	av8rswife@sbcglobal.net sarah@haddockfamily.com kinstley24@sbcglobal.net dpspdcrcr@airmail.com
Harlow/2nd	Stephanie Leon – Head Denise Anderson – Co Courtney Hoffman – Co Shelly Ross – Co	817-428-8816 817-581-4915 817-281-7330 817-605-6171	skl99@sbcglobal.net arbonhealthy@sbcglobal.net csnoahhope@sbcglobal.net shellyross@charter.net
Kersh/2nd	Maureen Bastain – Head Michele Newbrough Co Head Terri Gventer – Co Phyllis McDougal – Co Hollie Stephens –Co Angie Vincze – Co	817-577-4043 817-788-5821 817-427-4445 817-581-6616 817-428-5077 817-656-3259	mbastain@aaahawk.com shelygal@yahoo.com gventers@charter.net pmcdougal@fumcftw.org holliestep@aol.com aajvincze@abcgloba.net
Miller/2nd	Sharon Foulon – Head Charlene Roberson Co Head	817-656-0492 817-514-7312	jpfoulon@aol.com dennis5@ev1.net
Poole/2nd	Debbie Bouchard – Head Amie Lowe – Co Head	817-577-8024 817-581-7708	boucharddebbie@hotmail.com booganic@sbcglobal.net
Temple/2nd	Stacy Day – Head Holly Christensen – Co Grace Mclver – Co Julie Telligman –Co	817-703-9019 817-788-2102 817-788-2286 817-875-9045	randay@earthlink.net thkchristensen@sbcglobal.net smciver@kellymoore.sw.com tjelligman@yahoo.com
Lance/3rd	Cindy Gipson – Head Kathy Matthews – Co Head Amy Foust – Co	817-427-8809 817-577-5717 817-428-6615	cindygipson@sbcglobal.net kathybmatthews@charter.net abcdefoust@sbcglobal.net
Massengale/3rd	Rachel Robertson – Head Debra Aguilar – Co Susan Evans – Co Sherri Hall – Co Deidre Vowels –Co	817-428-5161 817-656-1085 817-788-8602 817-849-1421 817-581-9927	mnr-roberson@sbcglobla.net gdcaguilar4@sbcgloba.net halltx@sbcglobal.net gregaeiou@juno.com
Ratliff/3rd	Shannon Miller – Head Jill Engstrom – Co Wendy Hyatt – Co	817-514-6979 817-605-7699 817-577-4574	jonshannon@sbcglobal.net jdbengst@yahoo.com wendyhyatt@sbcglobal.net
Rogers/3rd	Missy Randall – Head Chrissa Mitchell – Co Head	817-428-5098 817-514-8603	randall221@sbcglobal.net

Vasquez/3 rd	Kim Ballard – Head Melissa Sickler – Co	817-291-8765 817-581-1122	kballard1014@yahoo.com missycs@charter.net
Young/3 rd	Rhonda McGranahan – Head	817-581-9850	rhonda_mcgranahan@sbcglobal.net
Evans/4 th	Shelly Ross – Head Jill Yarbrough – Co Head Susan Kenney – Co	817-605-6171 817-581-7124 817-788-0936	shellyross@charter.net jillyarbr143@yahoo.com fkenney@aol.com
Freeby/4 th	Debbie Spivey – Head Silvina Daly – Co Christy Ryan – Co Dana Tomaselli – Co	817-581-0988 817-427-0034 817-428-5235 817-281-9196	debspivey@aol.com sildaly@charter.net jrcscm@aol.com n5nuo@sbcglobal.net
Hull/4 th	Sherry French – Head Ruth Burgess – Co Heesuk Park – Co Marla Rhea – Co Shelby Stegall – Co	817-581-6182 817-577-4865 817-788-1661 817-581-0115 817-577-1508	winddoggie@yahoo.com raburgess@charter.net dhpark@sbcglobal.net marlarhea@aol.com shellystegall@charter.net
McDonald/4 th	Janet Parsons – Head	817-503-2348	janetparsons2@hotmail.com
Pruitt/4 th	Sharon Foulon – Head Courtney Hoffman – Co Kelly Phanekham – Co	817-656-0492 817-913-6022 817-788-5729	foulon@sbcglobal.net csnoahhope@sbcglobal.net khophanekham@sbcglobal.net
Shoemake/4 th	Tracy Jam – Head Diane Brown – Co Linda Sifuentes – Co Dawn York – Co	817-201-2082 817-514-0634 817-428-0546 817-427-2493	tntjam@yahoo.com york001@flash.net
Hancock/BMOD	Tammi Hudson Head	817-427-4015	tmhudson68@sbcglobal.net
Austin/PPCD	Sarah Rojas – Head	817-581-8491	sarahrojas@sbcglobal.net

Park Glen Elementary

Budget for Fiscal Year 2006 - 2007

Income

Carryover	27,152.00
Membership	1,000.00
Fundraising	
19,000.00	
Yearbook/Handbook	5,000.00
Book Fair	12,000.00
School Supplies	10,500.00
Arts in Education	1,500.00
Fast Food Nights (lounge restock)	1,000.00
Total Income	\$78,152.00

Expense

President	100.00
1 st Vice President	150.00
2 nd Vice President	500.00
3 rd Vice President	2,000.00
4 th Vice President	150.00
*catalogues	13,000.00
5 th Vice President	450.00
Secretary	175.00
*web site annual fees	100.00
Treasurer	150.00
Parliamentarian	22.00
Parent Education	550.00
Historian	150.00
Newsletter	40.00
Arts in Education	250.00
*Reflections	
*50's Dance	1,100.00
Reading Counts (funded by book fair)	2,445.81

Library Media		900.00
Book Fair		200.00
Room Representatives		1,800.00
Scholastic Book Sales		10,800.00
Environmental		600.00
Projects		1,900.00
Legislative		10.00
Yearbook/Handbook		3,200.00
Publishing House		425.00
Health & Safety		1,300.00
School Supplies		10,500.00
Hospitality		2,800.00
Babysitting	*PTA Donated	200.00
Academic Enrichment		1,500.00
Administrative		150.00
	In & Out Dinner	300.00
	Brag Luncheon	100.00
	Contingency	3,431.52
	Copies & Paper	2,900.00
	Council Dues	75.00
	Founder's Day	100.00
	Leadership Training	100.00
	New School Start up	200.00
	PTA Insurance	390.00
	Summer Seminar	2500.00
Other:	*District Choir Shirts	60.00
	*4 th Grade Field Day	900.00
	*Teacher Lounge Re-Stock	1,000.00
	*Escrow Allocations	8,477.67
	Total Expenses	\$78,152.00

PTA Order of Business

- I. Call to Order
- II. Opening
- III. Flag Ceremony, Pledge, Poem, Song, or Inspirational Message
- IV. Reading and Approval of the Minutes
- V. Statement of Treasurer
- VI. Reading of Communications
- VII. Report from Executive Committees
- VIII. Reports from Standing Committees
- IX. Reports from Special Committees
- X. Unfinished Business
- XI. New Business
- XII. Announcements
- XIII. Programs
- XIV. Adjournment

Programs for the PGE PTA General Board Meetings

*August 16, 2006	Local vendors
*September 12, 2006	Magician - Bret Roberts
*October 24, 2006	Ken - N - Jim Show
*November 13, 2006	Fort Worth Zoo
*January 9, 2006	TBA
*February 6, 2006	Ms Dunn
*April 9, 2006	TBA
*May 7, 2006	TBA

PGE Parent Education Programs

November 1, 2006 Bullying, Peer Pressure and Self Esteem
@ Parkwood Hill Intermediate
7 - 8:30 p.m.
FREE workshop and FREE childcare

DATES TO REMEMBER

*July 18	Address verification 1 - 7 pm
*July 19	Address verification 9am - 2pm
*August 2	PTA lunch for the teachers
*August 7	Meet the Teacher 5:30 - 6:30 pm
*August 9	1 st Day of School Cheers & Tears 8:30 - 9:30 in café PMK - 12:30 - 1:00pm in library
*August 14	Executive Board Meeting 9:00am Parent Orientation: 4 th grade 5:30 - 6:00pm PMK 6:00 - 6:30pm
*August 15	Parent Orientation: 1 st grade 5:30 - 6:00pm
*August 16	General Board Meeting 6:30pm
*August 21	Parent Orientation 2 nd grade 5:30 - 6:00pm
*August 22	Parent Orientation: 3 rd grade 5:30 - 6:00pm
*September 8	Muffins with Grandparents A - G 9:00 - 9:30am
*September 11	Muffins with Grandparents H - O 9:00 - 9:30am PMK 2:00 - 2:30pm Executive Board Meeting 9:45am
*September 12	Muffins with Grandparents P - Z 9:00 - 9:30am General Board Meeting 6:30pm
*September 25	Book Fair (9-25 thru 9-29)
*October 27	Fifties Dance 6:30 - 8:30pm
*December 18	FMNV Party
*February 14	FMNV Party
*February 20	TAKS
*April 23	Book Fair (4-23 thru 4-27)
*April 28	Spring Carnival 4 - 8
*April 5	TAKS
*April 17	TAKS (4-17 thru 4-20)
*May 7 - 11	Teacher Appreciation Week
*May 17	Kindergarten Award Ceremony
*May 18	1 st Grade Award Ceremony
*May 21	2 nd Grade Award Ceremony
*May 22	3 rd Grade Award Ceremony
*May 23	4 th Grade Award Ceremony END OF YEAR PARTY
*May 24	LAST DAY OF SCHOOL

KELLER ISD

Our Mission Statement

The Keller Independent School District, with an unwavering commitment to excellence and in partnership with our community, will achieve the highest standards of performance by providing exceptional educational opportunities for all students.

Our Goals

All students will achieve educational excellence.

- *All systems in the Keller ISD will be effective, efficient, and accountable in support of the district's mission.
- *The Keller ISD will develop and promote positive community relations through effective communication, the involvement of stakeholders, and the establishment of business and community partnerships.
- *Keller ISD facilities and services will be operated in a safe manner so that all students and employees may thrive in a secure and nurturing environment.

We Believe

- *All children can learn.
- *In treating all people with dignity and respect.
- *Family, community and schools are partners in education.
- *Only the best personnel shall work with our students.
- *In a safe, positive working and learning environment.
- *In high performance in all endeavors.
- *Technology is an essential tool in the working and learning environment.
- *Learning is a life long process.

Keller ISD Council of PTAs Roster

President

Wendy Collins
817-431-5587
donnie.collins@verizon.net

Vice President

Aide, Training
Susan Kaker
817-379-4211
srkeller@verizon.net

2nd Vice President

Membership
Susan Perkins
817-431-8031
tperk1@verizon.net

3rd Vice President

Budget/Finance
Davina Nichols
817-337-7103
davina@charter.net

4th Vice President

Hospitality
Khanh Moutafis
817-741-4324
moutafis@verizon.net

Secretary

Stephanie Bryce
817-577-3807
bryce4@charter.net

Treasurer

Michelle Clenin
817-741-0259
clenin@peoplepc.com

Historian

Andrea Pollock
817-337-8935
andreap_1824@charter.net

Parliamentarian

Melanie Rodges
817-337-8134
melanie.rodges2@verizon.net

Arts in Education
vacant

Legislative

Jennifer Bradely
817-605-7131
disneymom@prodigy.net

Newsletter

Teri Estep
817-
teriestep_council@verizon.net

Yearbook

Brenda White
817-482-1758
brkswhite@mindspring.com

Youth Protection

Diane Newbury
817-427-8637
newburs@sbcglobal.net

Keller ISD Council of PTAS General Meetings

*August 24, 2006	7:00pm	Thursday
*January 25, 2006	7:00pm	Thursday
	Reflections Reception	
*February 21, 2006	11:00am	Wednesday
	Founder's Day Luncheon	
*May 2, 2006	1:00am	Wednesday
	Brag Luncheon	

All general meetings are at the Rock Gym.

President's Roundtable Meetings

*September 7	9:00am	Thursday Texas III
	7:00pm	
*November 2	9:00am	Thursday
	7:00pm	
*March 1	9:00am	Thursday
	7:00pm	
*April 26	9:00am	Thursday
	7:00pm	

Meetings are held at the TC Lone Star Room unless noted otherwise.

KISD Council of PTA's 2006 - 2007 Calendar

August 24	Keller ISD Council of PTAs 1st General Meeting Rock Gym @7:00 pm *Delegates attend Dr. Veitenheimer speaks on the "State of the District"
August 29	Articles due – Council Newsletter
September 7	President's Roundtable @ Texas III – 350 Keller Parkway 9:00 a.m. and 7:00 p.m.
September 10	Early Bird Awards Deadline to TX PTA for Membership L.O.T. (Leadership Orientation Training) Registration forms and payment due to Susan Kaker
September 14	Brown Bag Luncheon @ South Keller Intermediate – Noon
September 28	Leadership Orientation Training @ Texas I and IV 9:30 a.m. and 7:00 p.m.
September 29	Last day to submit Council dues (\$75.00)
October 10	Articles due – Council Newsletter
October 15	Must have attended Leadership Orientation Training by this date; Dues, Membership List, Membership Award forms due to TX PTA
October 19	Brown Bag Luncheon @ Shady Grove Elementary – Noon
October 30	Reflections Deadline – for Local Schools (set by TXPTA)
November 2	President's Roundtable @ TC Lone Star room – 350 Keller Parkway 9:00 a.m. and 7:00 p.m.
November 4	Casey's Kids Fun Run @ Bear Creek Park starts @ 7:30 a.m.
November 15	Handbook Deadline Parent Education Form Requests due to TXPTA
November 30	Reflections drop – Council Deadline – Time and Place TBA Brown Bag Luncheon @ North Riverside – Noon
January 2, 2007	Articles due – Council Newsletter
January 18	Brown Bag Luncheon @ Keller-Harvel – Noon
January 20	KISD Council of PTAs 2nd General Meeting Rock Gym @ 7:00 p.m. *Delegates attend Reflections Reception will be held
February 1	Environmental Contest Deadline (local)
February 9-11	Texas PTA Annual Convention – San Antonio
February 15	Brown Bag Luncheon @ Parkview Elementary – Noon
February 21	Keller ISD Council of PTAs 3rd General Meeting Rock Gym @ 11:00 *Delegates attend
	Founder's Day Luncheon
March 1	President's Roundtable @ TC Lone Star Room – 350 Keller Parkway 9:00 a.m. and 7:00 p.m. Environmental Contest drop off (time and place TBA)
March 15	Spring Dues, Membership Lists due to TX PTA
March 27	Articles due – Council Newsletter
March 30	Vendor Fair
April 12	Brown Bag Luncheon @ Hidden Lakes Elementary – Noon
April 18	Historian Books due to Council – Andrea Pollock
April 26	President's Roundtable @ TC Lone Star Room – 350 Keller Parkway 9:00a.m. and 7:00p.m.
April 28	Area 17 Spring Conference @ Birdville ISD
May 2	Keller ISD Council of PTAs 4th General Meeting Rock Gym @ 11:00a.m. *Delegates attend
May 10	Brown Bag Luncheon @ Heritage Elementary – Noon
May 17	Officer and Chairmen Training @ TX Rooms, Bluebonnet Room, and Cafeteria 6:30p.m.

KISD Council of PTA's 2006 - 2007 Calendar

Superintendent Brown Bag Lunches

- | | |
|---------------------|----------------------------|
| *August 17, 2006 | Lone Star Elementary |
| *September 14, 2006 | South Keller Elementary |
| *October 19, 2006 | Shady Grove Elementary |
| *November 30, 2006 | North Riverside Elementary |
| *January 18, 2007 | Keller-Harvel Elementary |
| *February 15, 2007 | Parkview Elementary |
| *April 12, 2007 | Hidden Lakes Elementary |
| *May 10, 2007 | Heritage Elementary |



KELLER

INDEPENDENT SCHOOL DISTRICT

2006-2007 EARLY RELEASE SCHEDULE

OCTOBER 5, DECEMBER 19, MARCH 9, MAY 24

Bette Perot Elementary	8:30 a.m. – 1:30 p.m.	Liberty Elementary	8:30 a.m. – 1:30 p.m.
Bluebonnet Elementary	8:30 a.m. – 1:30 p.m.	Lone Star Elementary	8:30 a.m. – 1:30 p.m.
Florence Elementary	8:30 a.m. – 1:30 p.m.	North Riverside Elementary	8:30 a.m. – 1:30 p.m.
Freedom Elementary	8:30 a.m. – 1:30 p.m.	Park Glen Elementary	8:30 a.m. – 1:30 p.m.
Friendship Elementary	8:30 a.m. – 1:30 p.m.	Parkview Elementary	8:30 a.m. – 1:30 p.m.
Heritage Elementary	8:30 a.m. – 1:30 p.m.	Shady Grove Elementary	8:30 a.m. – 1:30 p.m.
Hidden Lakes Elementary	8:30 a.m. – 1:30 p.m.	Whitley Road Elementary	8:30 a.m. – 1:30 p.m.
Independence Elementary	8:30 a.m. – 1:30 p.m.	Willis Lane Elementary	8:30 a.m. – 1:30 p.m.
Keller-Harvel Elementary	8:30 a.m. – 1:30 p.m.	Woodland Springs Elementary	8:30 a.m. – 1:30 p.m.

KINDERGARTEN

Bette Perot Elementary	8:30 – 10:30 a.m.	11:30 a.m. – 1:30 p.m.
Bluebonnet Elementary	8:30 – 10:30 a.m.	11:30 a.m. – 1:30 p.m.
Florence Elementary	8:30 – 10:30 a.m.	11:30 a.m. – 1:30 p.m.
Freedom Elementary	8:30 – 10:30 a.m.	11:30 a.m. – 1:30 p.m.
Friendship Elementary	8:30 – 10:30 a.m.	11:30 a.m. – 1:30 p.m.
Heritage Elementary	8:30 – 10:30 a.m.	11:30 a.m. – 1:30 p.m.
Hidden Lakes Elementary	8:30 – 10:30 a.m.	11:30 a.m. – 1:30 p.m.
Independence Elementary	8:30 – 10:30 a.m.	11:30 a.m. – 1:30 p.m.
Keller-Harvel Elementary	8:30 – 10:30 a.m.	11:30 a.m. – 1:30 p.m.
Liberty Elementary	8:30 – 10:30 a.m.	11:30 a.m. – 1:30 p.m.
Lone Star Elementary	8:30 – 10:30 a.m.	11:30 a.m. – 1:30 p.m.
North Riverside Elementary	8:30 – 10:30 a.m.	11:30 a.m. – 1:30 p.m.
Park Glen Elementary	8:30 – 10:30 a.m.	11:30 a.m. – 1:30 p.m.
Parkview Elementary	8:30 – 10:30 a.m.	11:30 a.m. – 1:30 p.m.
Shady Grove Elementary	8:30 – 10:30 a.m.	11:30 a.m. – 1:30 p.m.
Whitley Road Elementary	8:30 – 10:30 a.m.	11:30 a.m. – 1:30 p.m.
Willis Lane Elementary	8:30 – 10:30 a.m.	11:30 a.m. – 1:30 p.m.
Woodland Springs Elementary	8:30 – 10:30 a.m.	11:30 a.m. – 1:30 p.m.

OCTOBER 5, DECEMBER 19, MARCH 9, MAY 24

INTERMEDIATE

Bear Creek Intermediate	8:45 a.m. – 1:45 p.m.
Chisholm Trail Intermediate	8:45 a.m. – 1:45 p.m.
Parkwood Hill Intermediate	8:45 a.m. – 1:45 p.m.
South Keller Intermediate	8:45 a.m. – 1:45 p.m.
Trinity Meadows Intermediate	8:45 a.m. – 1:45 p.m.

OCTOBER 5, DECEMBER 19, MARCH 9, MAY 24

MIDDLE SCHOOL

Fossil Hill Middle School	7:30 – 10:30 a.m.
Hillwood Middle School	7:30 – 10:30 a.m.
Indian Springs Middle School	7:30 – 10:30 a.m.
Keller Middle School	7:30 – 10:30 a.m.
Trinity Springs Middle School	7:30 – 10:30 a.m.

HIGH SCHOOL

Central High School	7:30 – 10:30 a.m.
Fossil Ridge High School	7:30 – 10:30 a.m.
Keller High School	7:30 – 10:30 a.m.

KELLER INDEPENDENT SCHOOL DISTRICT 2006-2007 SCHOOL CALENDAR

July 2006						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	N	N	N	29
30	N					

July 4 Independence Day Holiday
26-31 New Staff Professional Development

August 1 New Staff Professional Development
2-7 Teacher Professional Development
8 Teacher Workday
9 First Day of School

January 2007						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2006						
S	M	T	W	T	F	S
		N	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 4 Labor Day Holiday

October 5 Early Dismissal for Students
6 End of 1st Nine Weeks (41 days)
Elementary Conference Day
Professional Development (HS/MS)
9-13 Fall Break

February 2007						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

September 2006						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November 20 Professional Development Exchange Day
21-24 Thanksgiving Holiday

December 19 Early Dismissal for Students
End of 2nd Nine Weeks (42 days)
End of 1st Semester (83 days)
20-29 Winter Break/New Year Holiday

March 2007						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 2006						
S	M	T	W	T	F	S
				5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 1 Winter Break Holiday
2 Teacher Workday
3 Professional Development Day
4 First day of Second Semester
15 Martin Luther King Holiday

April 2007						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2006						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 6 Inclement Weather Make-up or Day off

May 24 Early Dismissal for Students
Last Day of School
End of 4th Nine Weeks (48 days)
End of 2nd Semester (94 days)
25 Teacher Workday/Inclement Weather Make-up
(If May 25 is needed for a make-up day, students will attend class on May 25 and teachers will have a workday on May 26)
28 Memorial Day Holiday

May 2007						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 2006						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2007						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- HOLIDAY
- NEW STAFF PROFESSIONAL DEVELOPMENT
- PROFESSIONAL DEVELOPMENT (NO SCHOOL FOR STUDENTS)
- EARLY DISMISSAL FOR STUDENTS/Workday for Teachers
- START/END SEMESTER
- INCLEMENT WEATHER MAKEUP OR DAYS OFF
- REPORTING PERIOD BEGINS/ENDS
- WORKDAY (NO SCHOOL FOR STUDENTS)
- STATE TAKS TEST

KISD PHONE DIRECTORY

Administrative

Administrative Office	817-744-1000
Athletic Department	817-744-1066
Communications	817-744-1021
Construction Department	817-744-1204
Demographics/Planning	817-744-1206
Employee Benefits	817-744-1080
Facilities	817-744-3950
Finance Department	817-744-1156
Fine Arts	817-744-1029
Food Service	817-744-1151
Human Resource	817-744-1091
Instruction Department	817-744-1061
Maintenance	817-744-3950
Operator	817-744-1000
Payroll	817-744-1124
Purchasing Department	817-744-1156
Special Education	817-744-1031
Stock Transportation	817-744-1300
Student Transfers	817-744-1011
Substitute Line	817-337-3800
Superintendent's Office	817-744-1011
Fax	817-337-3261
Technology Department	817-744-1221
Worker's Compensation	817-744-1123

Elementary

Bette Perot	817-744-4600
Bluebonnet	817-744-4500
Florence	817-744-4700
Freedom	817-744-4800
Friendship	817-744-6200
Heritage	817-744-4900
Hidden Lakes	817-744-5000
Independence	817-744-6100
Keller-Harvel	817-744-5100
Liberty	817-744-6000
Lone Star	817-744-5200
North Riverside	817-744-5300
Park Glen	817-744-5400
Parkview	817-744-5500
Shady Grove	817-744-5600
Whitley Road	817-744-5800
Willis Lane	817-744-5700
Woodland Springs	817-744-5900

Intermediate Schools

Bear Creek	817-744-3650
Chisholm Trail	817-744-3800
Parkwood Hill	817-744-4000
South Keller	817-744-4150
Trinity Meadows	817-744-4300

KISD PHONE DIRECTORY

Middle Schools

Fossil Hill	817-744-3050
Hillwood	817-744-3350
Keller	817-744-2900
Indian Springs	817-744-3200
Trinity Springs	817-744-3500

High Schools

Central	817-744-2000
Fossil Ridge	817-744-1700
Keller	817-744-1400

Other

Keller Learning Center	817-744-4465
Educational Service Center	817-744-1000
Election Information	817-337-7508
Texas Education Agency	512-463-9734
Tax Office	817-884-1515
Natatorium	817-744-1350
Transportation	817-744-1300

KELLER ISD BOARD MEMBERS

James Veitenheimer	jveitenheimer@kellerisd.net	817-744-1011 817-337-3261-fax
Bob Apetz	rapetz@kellerisd.net	817-428-1407
Scott Brown	slbrown@kellerisd.net	817-514-0634
David Farmer	dfarmer@kellerisd.net	817-431-9447
Linn Jencopale	liencopale@kellerisd.net	817-431-9674
Cindy Lotton	clotton@kellerisd.net	817-485-4177
Randy Pugh	randallwpugh@cs.com	817-379-0916

KISD Parent Education Programs

There are no Parent Education Programs scheduled at this time.

KISD School Board Meetings

Regular meetings of the KISD Board of Trustees are held the second (2nd) and fourth (4th) Monday of each month at 6:30 p.m. in the Education Center, 305 Keller Parkway in Keller. An agenda is posted on the front door of the building 72 hours before meetings.

The School Board may change meeting dates or locations at their discretion. Special/Called meetings may be scheduled whenever necessary.

TEXAS CONGRESS OF PARENTS AND TEACHERS
SUGGESTED BYLAWS FOR LOCAL UNITS

As adopted by the State Board of Directors

February 1999

ARTICLE I: Name

The name of this association is the Park Glen Elementary Parent Teacher Association (PTA), Fort Worth, Texas. It is a local PTA unit organized under the authority of the Texas Congress of Parents and Teachers (the Texas PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

** ARTICLE II: Articles of Organization (See appendix 1)

The articles of organization of a constituent organization include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

** ARTICLE III: Purposes (See Appendix 2)

Section 1. The Objects of the Park Glen Elementary PTA, in common with those of the National PTA and the Texas PTA are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Section 2. The Objects of the National PTA, the Texas PTA and the Park Glen Elementary PTA are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article IV.

Section 3. The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter "Internal Revenue Code").

**** ARTICLE IV: Basic Policies**

The following are basic policies of the Park Glen Elementary PTA in common with those of the National PTA and the Texas PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the organization.
- c. The organization shall not - directly or indirectly - participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The organization shall work with the schools to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities and local education authorities.
- e. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. The Texas PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTA/PTSA representative shall make no commitments that bind the group he represents.
- f. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code,

or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

h. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

i. The bylaws of all constituent organizations shall prohibit voting by proxy (unless proxy voting is specified by applicable state law).

ARTICLE V: Relationship with National PTA and Texas PTA

****Section 1.** This PTA council shall be organized and chartered under the authority of the Texas PTA in the area in which this PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Texas PTA may in its bylaws prescribe. The Texas PTA shall issue to this council and appropriate charter evidencing the due organization and good standing of this PTA.

A local PTA in good standing is one which:

- a. adheres to the Objects and basic policies of the PTA.
- b. remits the national portion of the dues through the state PTA to reach the National PTA office by dates designated by the National PTA.
- c. has bylaws approved according to the procedures of each state; and
- d. meets other criteria as may be prescribed by the individual state PTA.

****Section 2.** This PTA shall adopt such bylaws for the government of the organization as may be approved by the Texas PTA. Such bylaws shall not be in conflict with the Bylaws of the National PTA or the bylaws of the Texas PTA.

****Section 3.** Bylaws of each constituent organization shall include an article on amendments.

****Section 4.** Each officer or board-member of a constituent organization shall be a member of a local PTA within its area.

****Section 5.** Each officer or board member of a local PTA shall be a member of such local PTA.

****Section 6.** This PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization including, specifically, the number of its members, the dues collected from its members, and the amount of dues remitted to the Texas PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Texas PTA or, where directed by the Committee on State and National Relationships, by a duly authorized representative of the National PTA.

****Section 7.** The charter of this PTA shall be subject to withdrawal and the status of such organization as a PTA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Texas PTA.

****Section 8.** This local PTA is obligated, upon withdrawal of its charter by the Texas PTA:

a. to yield up and surrender all of its books and records and all of its assets and property to the Texas PTA or to such agency as may be designated by the Texas PTA, or to another local PTA organized under the authority of the Texas PTA;

b. to cease and desist from the further use of any name that implies or connotes association with the National PTA or the Texas PTA or status as a constituent organization of the National PTA; and

c. to carry out promptly, under the supervision and direction of the Texas PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA.

****Section 9.** This PTA shall collect dues from its members and shall remit a portion of such dues to the Texas PTA as provided in Article VI hereof.

****Section 10.** Only members of a local PTA who have paid dues for the current membership year may participate in the business of that association.

****Section 11.** Bylaws of each constituent organization shall include a provision establishing a quorum.

****Section 12.** The members of the nominating committee for officers of a constituent organization shall be elected by the membership, Board of Directors/Managers, Executive Board, or Executive Committee.

****Section 13.** Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of the bylaws of the National PTA as are identified herein by a double star (**).

****Section 14.** The adoption of an amendment to any provision of the Bylaws of the National PTA identified by a double star shall serve automatically and without requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA. Notwithstanding the automatic character of the amending process, the local PTA's shall promptly incorporate such amendments in their respective bylaws.

#Section 15. Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of these bylaws as are identified by the state symbol (#).

ARTICLE VI: Members and Dues

****Section 1.** Every individual who is a member of this PTA is, by virtue of that fact, a member of the National PTA and of the Texas PTA by which such local PTA is

chartered, and is entitled to all the benefits of such membership.

****Section 2.** Membership in this PTA shall be made available without regard to race, color, creed or national origin, under such rules and regulations, not in conflict with the provisions of the National PTA Bylaws, as may be prescribed in the bylaws of this PTA, to any individual who subscribes to the Objects and basic policies of the National PTA. (See appendix 3.)

****Section 3.** This PTA shall conduct an annual enrollment of members, but may admit persons to membership at any time.

****Section 4.** Each member of this PTA shall pay such annual dues to said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to the Texas PTA (the "state portion") and the portion payable to the National PTA (the "national portion").

****Section 5.** The amount of the state portion of each member's dues shall be determined by the Texas PTA. The national portion of each member's dues shall be \$1.25 per annum. *

#Section 6. The amount of such annual dues shall include the portion of \$1.25 per member payable to the Texas PTA (as determined in accordance with the bylaws of the Texas PTA) and the portion of \$1.25 per member payable to the National PTA, and the local portion of \$2.50. (See appendix 4.)

#Section 7. The state and National PTA portions of the dues paid by each member of this PTA shall be set aside by this PTA and remitted to the Texas PTA through such channels and at such times as the state bylaws may provide. Each state PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area. (See appendix 5.)

#Section 8. A local PTA must have a minimum of twenty (20) members to retain membership in the Texas PTA. Annual national and state portion of dues and names of members shall be sent to the state office postmarked on or before October 15 of the current year. Names of members and national and state portion of dues received after October 15 shall be sent to the state office whenever members are enrolled in the organization.

#Section 9. Organizations whose national and state portion of dues and names of all members enrolled are not in the state office postmarked on or before October 15 are ineligible to voting representation at state convention. Organizations whose national and state portion of dues are not paid by March 15 shall be dropped from the state roster.

#Section 10. Honorary Life Members

a. An Honorary Life Membership in the Texas PTA may be awarded to any deserving person by a local, council, district or the state PTA upon submission of name of honoree and payment of a fee of \$35.00. Such fees shall be made a part of the state extension fund.

b. Life membership shall be honorary and shall carry neither the right to vote nor to hold office. A life member may also become an all-inclusive member upon enrollment as a member in a local PTA.

c. A Texas Honorary Life Member may receive exemption from state portion of dues through one local PTA only. The member must be designated as a Texas Life Member when the local PTA annual membership list is sent to the state office.

d. The annual national portion of dues for a Texas Life Member shall be paid by said Texas Life Member.

ARTICLE VII: Officers and Their Election

**Section 1. Each officer shall be a member of this PTA.

#Section 2. Officers and their election:

a. The officers of this organization shall consist of a president, (5) vice-president(s), a secretary, a treasurer, a historian and a parliamentarian.

b. Officers, with the exception of the historian and parliamentarian shall be elected by ballot in the month of April. However, if there is but one nominee for an office, election for that office shall be by voice vote.

The historian and the parliamentarian shall be appointed by the president subject to the approval of the newly elected officers.

c. Officers shall assume their official duties following the close of the school year and shall serve for a term of one year or until their successors are elected.

d. No officer shall serve in the same office for more than two consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

#Section 3. Nominating Committee:

- a. There shall be a nominating committee elected by the general body at a regular meeting at least one month prior to the election of officers. The committee shall be composed of 5 members plus 1 alternate who shall be elected to serve in the event a member is unable to serve. The committee shall elect its own chairman immediately following the meeting.
- b. The nominating committee shall nominate an eligible person (See appendix 6.) for each office to be filled, and report its nominees at the regular meeting in April (See appendix 7.), at which time additional nominations may be made from the floor. The report shall be publicized to the local unit membership through regular publicity channels 7 days before the election meeting.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- d. No member shall automatically serve on this committee because of his office in the unit or position in the school system.
- e. The president does not serve as a member of this committee, nor does he appoint any member of the committee.

#Section 4. Vacancies

- a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given.
- b. In case a vacancy occurs in the office of president, the first vice-president shall serve notice of the election.

#Section 5. Reason to remove

By two-thirds vote of the executive board an officer or chairman may be removed from office for failure to perform duties or misconduct. An officer or chairman who misses three consecutive meetings may be removed from office.

ARTICLE VIII: Duties of Officers

Section 1. The president shall:

- #a. coordinate the work of the officers and committees of the organization in order that the Objects may be promoted;
- #b. confirm that a quorum is present before conducting any business at any meeting of the organization;
- #c. preside at all meetings of the association;
- #d. appoint the historian and parliamentarian, subject to approval of the newly elected officers;
- #e. appoint chairmen of special committees subject to approval of executive board;
- #f. be authorized to sign on bank accounts; (Two of three authorized signatures shall be required on all checks),
- #g. call a meeting of the officers for the purpose of selecting standing committee chairmen;
- #h. represent the local unit as a delegate to Council; (when local is in membership with council)
- #i. send the council secretary the names of delegate (s) and alternate (s) no later than October 31. If changes are made after October 31 the president shall submit changes in writing prior to any regular meeting in order to be eligible to vote (when local is in membership with council);
- #j. confirm that all officers are graduates of the current PTA Leadership Course or have completed the course by October 15 after the election;
- #k. send the names and addresses of the officers to the Texas PTA office by May 15 each year;
- #l. be a member ex-officio of all committees except the nominating and audit committees and,
- #m. perform such other duties as may be prescribed in these bylaws or assigned by the organization.

Section 2. The vice-presidents:

a. First Vice President Shall:

- #1. act as aide to the president;
- #2. preside in the absence of the president (in their designated order)(see appendix 8);
- #3. perform other duties as assigned by the president or association; and
4. act as public relation liaisons among community, school (ie. notices to parents and media releases...) and be the "aide-to-the president"

b. The second vice-president shall:

- #1. act as aide to the president;
- #2. preside in the absence of the president (in their designated order; see appendix 8.);
- #3. perform other duties as assigned by the president or association; and
4. act as chairman of the Membership Committee. Shall be responsible for obtaining membership of parents, teachers, and other interested parties in the PTA and for making sure each member receives a completed membership card, getting a copy of the membership list and money to the State PTA office by October 15. Copies of this membership list shall go to the President, Principal, Secretary and Treasurer.

c. The third vice-president shall:

- #1. act as aide to the president;
- #2. preside in the absence of the president (in their designated order; see appendix 8);
- #3. perform other duties as assigned by the president or association; and
4. be chairman of the Programs/Parent Education Committee. The PTA programs should focus on the issues considered critical by the PTA members. The Committee will make available information on and promote programs and projects dealing with issues affecting children.

d. The fourth vice-president shall:

- #1. act as aide to the president;
- #2. preside in the absence of the president (in their designated order; see appendix 8);
- #3. perform other duties as assigned by the president or association; and
4. be chairman of the Budget/Finance Committee. It shall be the duty of this officer to devise and execute with the approval of the executive committee and the association, ways and means of procuring funds necessary for carrying on the work of this PTA for adoption in the August meeting.

e. The fifth vice-president shall:

- #1. act as aide to the president;
- #2. preside in the absence of the president (in their designated order; see appendix 8);
- #3. perform other duties as assigned by the president or association; and
4. act as Volunteer Coordinator. The Coordinator shall work with the Principal and teacher to secure parent volunteers as needed for school and PTA activities. The Coordinator shall keep a volunteer register.

Section 3. The secretary shall:

- #a. record the minutes of all meetings of the association;
- #b. have a current copy of the bylaws;
- #c. maintain a membership list (see appendix 9);
- #d. perform other duties as assigned by the president or association.
- e. be authorized to sign on the bank account(s);and
- f. shall be in charge of all correspondence and thank you notes; responsible for making reminder calls at least standing 7 days before the date of next executive board meeting to all executive committee members.

Section 4. The treasurer shall:

- #a. have custody of all the funds of the association;
- #b. keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for five years;
- #c. make disbursements in accordance with the budget adopted by the association;
- #d. sign on bank accounts (two of three authorized signatures shall be required on all checks);
- #e. present a financial statement at general meetings, executive board meetings, and at other times when requested by the association or executive board;
- #f. make a full report at the annual meeting;
- #g. be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Sect. 5 of these bylaws; and,
- #h. submit books to the auditing committee as requested; and
- #i. perform other duties as assigned by the president or association.

Section 5. The historian shall:

- #a. act as custodian of all records and materials pertinent to the history of the association, and
- #b. compile and keep a record of events and activities to be presented as the official history to the general body for adoption at the annual meeting.

Section 6. The parliamentarian shall:

- #a. attend all meetings of the association, and
- #b. advise on matters of parliamentary procedure when requested (see appendix 10.).

Section 7. All officers shall:

- #a. be a graduate of the Texas PTA Leadership Course by October 15 following election;
- #b. submit a plan of work to the executive board for approval;
- #c. perform the duties outlined in these bylaws and those assigned from time to time; and,
- #d. deliver to their successors or the president all official materials within 15 days following the meeting at which their successors assume their duties.

ARTICLE IX: Meetings

#Section 1. Regular meetings of the association shall be held in the months of August, September, October, January, February, April and May. Time and date to be established by executive board at its first meeting of the year. Five days notice shall be given if change of date is needed (See appendix 11.).

Section 2. Special meetings of the association may be called by the president or by a majority of the executive board, 7 days notice having been given.

#Section 3. The election meeting shall be held in April.

#Section 4. The annual meeting shall be held in May.

#Section 5. Fifteen (15) members shall constitute a quorum for the transaction of business in any meeting of this association. (See appendix 12.)

ARTICLE X: Executive Board

Section 1. The executive board shall consist of the officers of the association, the chairmen of standing committees, [council delegates], and the principal of the school or a representative appointed by him/her.

**Section 2. A PTA member shall not serve as a voting member of a constituent organization's board on the local, council, district, region, state or national levels while serving as a paid employee of, or under contract to, that constituent organization.

Section 3. The duties of the executive board shall be to:

- a. transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
- #b. create standing and special committees;
- #c. approve the plans of work of all officers and committee chairmen;
- d. present a report at the regular meetings of the association;
- #e. appoint an auditing committee consisting of not less than three members who are not authorized signers, at least 30 days before the annual meeting, to audit the treasurer's accounts;
- f. prepare and submit a budget for the year to the association for adoption;
- g. approve routine bills within the limits of the budget; and,
- #h. fill vacancies of officers and chairmen.

Section 4. Meetings.

- a. Regular meetings of the executive board shall be held prior to each regular association meeting, the time to be fixed by the board at its first meeting of the year.
- #b. A majority of the executive board members shall constitute a quorum (see appendix 13).
- c. Special meetings of the executive board may be called by the president or by a majority of the members of the board 7 days notice being given.

ARTICLE XI: Standing and Special Committees

Section 1. Only members of the association shall be eligible to serve in any elective or appointive position.

Section 2. The executive board may create such standing committees as it may deem necessary to promote the Objects and carry on the work of the association. The term of each chairperson shall be one year or until the selection of a successor.

Section 3. The newly elected president shall call a meeting of the officers for the purpose of selecting standing committee chairmen.

Section 4. No chairman shall serve in the same office for more than two consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

Section 5. The chairman of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Section 6. The president shall be a member ex-officio of all committees except the nominating and audit committees.

ARTICLE XII: Council Membership

Section 1. (Applies only to local PTAs holding membership in a council of PTAs, and must correspond to council bylaws.) (See appendix 14.)

- a. The association shall be represented in meetings of the Keller ISD Council of Parent-Teacher Associations by the president or alternate, the principal or alternate, and/or by 3 delegates or their alternates. All representatives to a council must be members of a local unit.
- b. Delegates and their alternates shall be chosen by election in August.
- c. Delegates to Keller ISD Council of PTAs shall serve for a term of 1 year.

Section 2. This association shall pay annual dues of \$75.00 to the Keller ISD Council of PTAs as provided in the council bylaws.

ARTICLE XIII: Fiscal Year

Section 1. The fiscal year of this association shall begin June 1 and end May 31.

Section 2. An auditing committee consisting of not less than three (3) members shall be appointed by the executive board at least thirty (30) days before the last meeting of the year (See appendix 15.).

Section 3. The audit committee report shall be adopted by the association at the annual meeting in May (See appendix 16.).

** ARTICLE XIV: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the National PTA and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws, the bylaws of the Texas PTA, and the bylaws of the National PTA, or the articles of incorporation.

ARTICLE XV: Amendments

#Section 1.

- a. These bylaws may be amended at any regular meeting of the association, provided a quorum is present, by a two-thirds vote of the members present and voting. Notice of the proposed amendment shall have been given at the previous regular meeting or 30 days prior to the meeting at which the amendment is voted upon (see appendix 17). The amendment shall be subject to approval of the Texas PTA.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the association, or by a two-thirds vote of the executive board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- c. After adoption by a two-thirds vote at a meeting of the association, two (2) copies of bylaws and standing rules as amended or revised shall be sent for approval to the Texas PTA, 408 W. 11th Street, Austin, Texas 78701-2199. (See appendix 18.)

**Section 2. The adoption of an amendment to any provision of the Bylaws of the National PTA identified by a double star shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA. Notwithstanding the automatic character of the amending process, the local PTAs shall promptly incorporate such amendments in their respective bylaws.

#Section 3. The adoption of an amendment to any provision of the bylaws of the Texas PTA identified by the state symbol (#) shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA.

As adopted by the Texas PTA Board of Directors February 1999

APPENDIX

Articles or sections listed which bear a single star (*) are requirements of the Texas PTA. They do not require a vote of the association and should be incorporated promptly and verbatim into the local unit bylaws.

** Articles or sections listed which bear double stars (**) are requirements of the National PTA. They do not require vote of the association and should be incorporated promptly and verbatim into the local bylaws.

1. In an incorporated organization the individual has additional protection for his personal assets against any law suits. The corporation entity provides this protection. In an unincorporated organization there is a greater potential for each and every member to be sued because there is no corporation entity. A lawyer or the office of the Secretary of State should be contacted for detailed information on the steps necessary to become an incorporated PTA unit.

2. In 1977 the title of Article III was changed to conform with the District of Columbia corporation laws that govern the National PTA. This change was recommended by an attorney and approved by convention delegates. The remainder of the article retains the word "Objects" for its historical significance.

3. The question is frequently raised as to whether there is any age requirement for election as an officer of a PTA organization. The counsel of the Texas PTA has advised us that in his opinion:

"(a) In Texas the not-for-profit corporation laws do not specify an age qualification for persons who can serve as directors (members of the board of managers, etc.) of corporations."

"(b) Where there is no specification in the state corporation laws, a person should not be deemed to be eligible to serve as an officer unless the person is at an age at which he is competent to make contracts. Texas law does not specify at what age a person is competent to make contracts."

"(c) A PTSA - Parent-Teacher-Student Association - may be organized in secondary schools with students as co-workers with parents and teachers. Students in grades 9-12 may pay dues and have full membership privileges (PTSA Plan II), or may work without paying dues in a consultative capacity (PTSA Plan I)."

4. The total amount of local unit annual dues is obtained by adding the per member National PTA portion, the Texas PTA portion and the per member portion desired for local use.

5. The remittance to the Texas PTA shall be accompanied by a report in such form, as may be required by the Texas PTA, showing the name and address of the president of the PTA, the amount of dues collected during the period covered by the report, and the number and names of the members of the PTA.
6. The National PTA, the Texas PTA and their parliamentary authority recognize that only one person shall be elected to serve in any one office.
7. Since the district conferences are held in March or April, it is suggested that local PTAs designate the month of March as the date of election so that newly elected officers may benefit from the knowledge gained in attendance at the conference.
8. Vice-presidents should be named in order of precedence: first, second, third, etc. Each vice president should have administrative charge of a specific area. This must be listed in the bylaws, one vice president shall be designated as aide-to-the-president.
9. PTA membership lists are not to be released to outside interests by National PTA, Texas PTA, district, council or local units.
10. The parliamentarian has the same duty as the presiding officer to maintain a position of impartiality and therefore does not vote on any question except in the case of a ballot vote. If a member feels that he cannot properly forego his right to vote in order to serve as parliamentarian, he should not accept that position. See the current edition of Robert's Rules of Order Newly Revised, page 458.
11. It is suggested that the membership be notified through regular publicity channels of the date and time of all association meetings following the first meeting of the executive board at which time this schedule is determined.
12. It is suggested that the quorum be set to reflect the number of members who could reasonably be expected at any business meeting. This should be a specific number (not percentage) of the total membership. Ten (10) members will be the least number accepted.
13. In calculating a quorum, filled board positions, rather than positions available, will be counted.
14. If the local is in council membership this Article XII is necessary in the local bylaws. If the local is not in council membership, indicate "not applicable" and do not fill in the blanks.
15. An audit of the treasurer's accounts is for the protection of the treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the treasurer of responsibility except in the case of fraud.

16. The auditor's report is adopted by a majority vote at the first general meeting following the close of the school year.
17. Each amendment to the bylaws shall be provided to the membership through the regular publicity channels thirty (30) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting.
18. These amendments, standing rules or revision of the bylaws do not go into effect until an approved copy is returned to the local unit by the Texas PTA. If not approved, they must be redone.

APPROVED BY THE LOCAL UNIT ON May 21, 2001.

APPROVED BY THE TEXAS PTA ON

STANDING RULES

Rule 1. A standing rule can be adopted by a majority vote at any business meeting without previous notice. Although such a rule remains in effect until rescinded or amended, it does not bind future sessions if a majority desires to suspend it. Standing rules are adopted by a majority vote and are amended by a two-thirds vote without previous notice or by a majority vote with such notice.

Rule 2. A written plan of work shall be presented to the executive committee, by each elected officer and standing committee chairman, by the August executive board meeting.

Rule 3. Procedure folders: Each elected officer and standing committee chairman shall maintain a procedure folder and add to it materials and information considered important to the performance of the particular office or committee. This folder shall contain arrangements, copy of plan of work, evaluation of activities, etc. and shall be delivered, along with all official material to the successor of chairman, or incoming president in the event the chairmanship is vacant.

Rule 4. Duties of the standing committee chairman:

a. Arts in Education Chairman shall plan and implement programs for the students and parents emphasizing the expansion of art, music, drama, poetry, essays, photography, etc. Will publicize and promote participation of students in the National PTA's annual Reflections program.

b. Environmental/Recycle Chairman shall provide programs, projects, and services to promote environmental awareness (ie. recycle programs, EPA poster contests, Texas PTA Beautification Awards program ...).

c. Hospitality/Nursery Chairman shall promote a spirit of friendliness among those who attend meetings (ie. nametags for Board members...). The Chairman shall arrange for capable babysitting at all regular meetings of the association. This committee shall be responsible for teacher appreciation activities.

d. Legislative Chairman shall attend all Keller ISD Board meetings and keep the PTA informed. The committee will keep local membership aware of pending state and local legislation and involves the PTA's membership in legislative process.

e. Library/Media Resource Chairman shall work with the librarian towards the expansion of media resources through donations, awareness programs, reading programs, etc.

Project Chairman shall be responsible for researching, presenting to the executive committee, and association for adoption, project(s) for the year. Shall see that the adopted project(s) are paid. (i.e., Invention Convention, Field Day, etc.) as soon as possible, making certain that all expenses connected with said project(s) are paid for by

the April meeting. The principal, one teacher elected by the executive committee, at least two other members shall serve on this committee.

g. Publications/Handbook Chairman shall oversee the handbook. The annual shall be publicized, sold and distributed by the committee. The newsletter shall be published and distributed monthly. The handbook shall contain facts and figures about the PTA unit. (The handbook will be distributed by November 15th to all PTA members, and the Keller ISD Council of PTAs and be responsible for subscriptions to the National and State Publications.)

h. Publishing Company Chairman shall organize parents to assist in editing, illustrating and publishing student's own original writing.

i. Room Representative Chairman shall be in charge of the committee that consists of the room parent representative(s) for each classroom. Teachers will choose the representative (s) from a list of room representative volunteers. Each teacher shall select the parent (s) to become the primary room representative (s). The chairman shall appoint a grade captain for each grade level through whom all information shall be distributed. The chairman shall be responsible for a room parent orientation to be held no later than October 15th. The chairman shall coordinate the parties for Christmas and Valentine's Day, and as needed for Field Day and Teacher Appreciation, between the administration, teachers, and room president, principal, volunteer coordinator, and handbook chairman. Room Representative Chairman shall provide, with parental consent, each room parent with a list of parents' names, phone numbers, and student's names for the classroom for which they are volunteering, and shall update this list as needed as class roster (s) change..

j. Parent/Student Council Committee Chairman shall make sure that the PTA is represented at all Student Council meetings and act as a liaison between the Council and the PTA.

k. The Annual Chairman shall publicize, publish, sell and distribute the annual.

l. The Newsletter Chairman shall publish and distribute PTA "Cheetah Chatter".

m. School Supply Chairman shall be responsible for the ordering of school supply packets as directed by the PTA board.

n. A faculty/PTA liaison, who is elected by the faculty and approved by the Executive Board, shall serve on the Executive Board as a communication bridge between the association and faculty. The liaison shall be a faculty member.

o. Book Fair Chairman will be responsible for planning and implementing all book fairs sponsored by the PTA.

p. Academic Enrichment Chairman is responsible for any student academic

enrichment program(s) that is undertaken by the PTA.

Rule 5. Standing and special committees shall consist of a chairman and at least two non-board members. The chairman of each committee (with the assistance of the volunteer Coordinator) shall be responsible for selecting the committee members.

Rule 6. First vice-president shall be responsible for encouraging subscriptions to the National/State PTA Publications to the Board and general PTA membership.

Rule 7. First vice-president shall be responsible for all PTA General Body meeting announcements (i.e., flyers to parents, marquee, etc.).