

PTA[®]
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For Unit Presidents 2021 – 2022

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Please be advised that information and dates are subject to change after printing. For the most up to date information, visit longbeachcouncilpta.org.

Many thanks to Lezlie Darling and the LBCPTA Board of Directors team of 1995-97 for creating the first issue for this resourceful Red Book.

PURPOSE OF THE CALIFORNIA STATE PTA

To promote the welfare of children and youth in home, school, community, and place of worship.

To raise the standards of home life.

To secure adequate laws for the care and protection of children and youth.

To bring into closer relation the home and the school, that 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 advantages in physical, mental, social, and spiritual education.

CALIFORNIA STATE PTA CORE VALUES

The California State PTA is a professional, non-profit volunteer organization committed to the well-being of all children.

We believe every adult has a responsibility to ensure that all children develop to their full potential.

We believe parents are children's first teachers and that parent involvement is essential throughout a child's educational experience.

We believe that family is the basic unit of society responsible for the support and nurturing of all children, and we recognize that "the family" may be defined in many ways.

We believe our responsibility includes advocating for the safety and welfare of all children and the opportunity for a quality public education for each child.

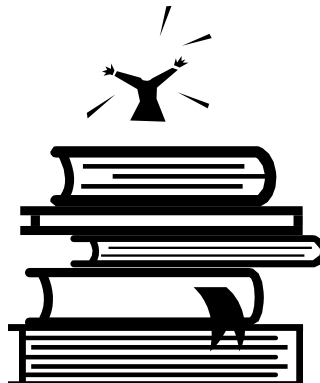


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Dear Unit PTA President,

Welcome to Long Beach Council PTA! As a Unit President, you are to be congratulated for being willing to take on such an important responsibility. The LBCPTA board members are looking forward to working with you during this school year.

PTA is a multi-level organization with information being passed and communicated through channels (units, council, district, state and national). Membership dues and volunteer hours are just two examples of what passes all the way from the unit level to the national level. It is so important that our units complete the necessary forms and turn them in by due dates so the council, district and state can then meet their own due dates.

This Red Book has been compiled by the LBCPTA Red Book Committee to help LBCPTA units fulfill requirements and have access to all sorts of PTA information. ***Unit presidents are encouraged to save copies of the Money Matters Form BEFORE turning into LBCPTA. It can be used as a receipt to go in the treasurer's binder. Saving copies of sections for other officers and committee chairs is highly recommended. Sharing knowledge only makes your PTA stronger.***

Unit presidents are asked to please **READ AHEAD** in the Red Book. By doing so, you will be able to stay ahead of the paper trail and allow enough time to gather all the information from your officers.

In the *Months* section, you will have an *at-a-glance* look at paperwork and fees due to LBCPTA each month. Unit presidents (UPs) will turn in their paperwork electronically to their area advisors along with the Money Matters form and the Unit President's Tracker at each UPs meeting. The tracker serves as your reminder of what to turn in and when. Recognition will be given at the end of the year to the units that have complied with meeting dates and action items on the Unit Tracker.

Long Beach Council PTA is committed to helping you have a smooth and successful presidency. Please do not hesitate to contact any one of us for assistance.

Warmest wishes for a great school year,

Long Beach Council PTA Board of Directors

Long Beach Council PTA Board of Directors & Officers

Contact Info 2021-2023

Officer/Chair	Name	Email
President	Andrea Wader	president@longbeachcouncilpta.org
Executive Vice President - Convention, Office, Honorary Service Awards & PATs	vacant	
(1st VP) Director of Leadership - Honor Unit Awards & Red Book	Nora Howit	leadership@longbeachcouncilpta.org
(2nd VP) Director of Membership	April Walker	membership@longbeachcouncilpta.org
(3rd VP) Director of Communications	Christina Wilson	communications@longbeachcouncilpta.org
Program/Directories & Newsletters		
Social Media	vacant	socialmedia@longbeachcouncilpta.org
Website	Christina Wilson	website@longbeachcouncilpta.org
(4th VP) Director of Legislation	Susanna Gonzalez-Edmond	legislation@longbeachcouncilpta.org
LBUSD Liaison		
Resolutions		
Sacramento Safari		
(5th VP) Director of Programs –	Nooshin Valizadeh	programs@longbeachcouncilpta.org
Inspiration		
Reflections	Kim Erkman	reflections@longbeachcouncilpta.org
Founders Day		
In & Out Meeting		
(6th VP) Director of Education	Aarthi Harper	education@longbeachcouncilpta.org
Parent Education		
Ed Celebration		
Teacher of the Year	Erica Dawson	toty@longbeachcouncilpta.org
LBCPTA HS Scholarships	Diana Craighead	scholarships@longbeachcouncilpta.org
(7th VP) Director of Community Concerns	Sarah Derrick	communityconcerns@longbeachcouncilpta.org
Bethune/Homeless Assistance	Sarah Derrick	
Diversity, Equity, and Inclusion	Kim Tabari	dei@longbeachcouncilpta.org
Kindred Schools	Linda Simpkins	finsecretary@longbeachcouncilpta.org
Red Ribbon/Healthy Lifestyles Week	Genn Billish	healthandsafety@longbeachcouncilpta.org
Recording Secretary	Krista Richardson	recsecretary@longbeachcouncilpta.org
Treasurer	Joe Blunt	treasurer@longbeachcouncilpta.org
Financial Secretary	Linda Simpkins	finsecretary@longbeachcouncilpta.org
Auditor	Flora Farzad	auditor@longbeachcouncilpta.org
Historian	Lillian Villa-Quintero	historian@longbeachcouncilpta.org
Area 1 Advisor	Stacey Castro	AA1@longbeachcouncilpta.org
Area 2 Advisor	Jessica Reed	AA2@longbeachcouncilpta.org
Area 3 Advisor	Kelley McCarty	AA3@longbeachcouncilpta.org
Area 4 Advisor	Nora Howit	AA4@longbeachcouncilpta.org
Parliamentarian	Raphael Nendel-Flores	parliamentarian@longbeachcouncilpta.org



2021 – 2022 Unit Presidents Tracker

PLEASE TURN IN THIS FORM EVERY MONTH ALONG WITH THE PAPERWORK DUE. COPIES WITH AN "E" HAVE THE OPTION OF SUBMITTING BY EMAIL OR HARD COPY TO THEIR AREA ADVISOR. COVID MAY CAUSE SOME ADJUSTMENTS DURING THE YEAR.

Unit Name: _____ PTA President: _____

Date	Item	Copies	Area Advisor Notes & Signature Only
Aug. 10	Red/Green Book Training Meeting		
Sep. 14	UPs Executive Board Meeting		
Sect 12	Money Matters Form	E or HC	
Sect 6	Membership Dues (#):		(Chk #): (\$):
Sect 8	PAT Award Certificate Order Form	E or HC	(Chk #): (\$):
Sect 9	Treasurer's Report (May – August)	E or HC	
Sect 9	Unit Treasurer's Annual Report (UTAR) 7/1/20 to 6/30/21	E or HC	
Sect 9	Year-End Audit (January 2021 – June 2021)	E or HC	
Sect 9	Taxes – 199 State (7/1/20 – 6/30/21)	E or HC	
Sect 9	Taxes – 990 Federal (7/1/20 – 6/30/21)	E or HC	
Sect 9	CT-TR-1 & RRF-1 (7/1/20 – 6/30/20)	E or HC	
Sect 5	Board & Association Meeting Minutes (Last Assoc. Meet.)		
Sect 12	Officer, Committee Chair & Delegate Contact Info	E only	
Sect 5	Unit Bylaws Status Form	E or HC	
Oct. 12	UPs Executive Board Meeting		
Sect 12	Money Matters Form	E or HC	
Sect 6	Membership Dues (#):		(Chk #): (\$):
Sect 4	Council Assessment Fee \$100.00		(Chk #): (\$):
Sect 8	PAT Award Certificate Order Form	E or HC	(Chk #): (\$):
Sect 9	Treasurer's Report (September)	E or HC	
Sect 9	Unit Budget (Approved by association in September)	E or HC	
Sect 5	Board & Association Meeting Minutes (September)	E or HC	
Sect 9	Conflict/Whistleblower Forms	E or HC	
Nov. 9	Council Association Meeting BRING (min of 2) DELEGATES!		
Sect 12	Money Matters Form	E or HC	
Sect 6	Membership Dues (#):		(Chk #): (\$):
Sect 4	Insurance Premium – Amount to be announced by October UPs		(Chk #): (\$):
Sect 8	PAT Award Certificate Order Form	E or HC	(Chk #): (\$):
Sect 9	Treasurer's Report (October)	E or HC	
Sect 5	Board & Association Meeting Minutes (October)	E or HC	
Sect 12	Worker's Compensation Form	E or HC	
Sect 10	33rd District Unit Program/Directory Award Submission Form	E or HC	
Sect 10	Reflections Student Entry Forms	E or HC	
Sect 10	Reflections Unit Participation Form	E or HC	
Sect 4	Delegate Names:		

2021 – 2022 Unit Presidents Tracker

Please turn in this form every month, along with the paperwork due. Monies turned in must include a Money Matters form. COVID may adjust how paperwork is submitted, thank you for continuing to stay connected and up to date on the paperwork.

Date	Item	Copies	Area Advisor Notes & Initials
Jan 11	UPs Executive Board Meeting		
Sect 12	Money Matters Form	E or HC	
Sect 6	Membership Dues (#):		(Chk #): (\$):
Sect 8	PAT Award Certificate Order Form	E or HC	(Chk #): (\$):
Sect 9	Treasurer's Report (November & December)	E or HC	
Sect 5	Board & Association Meeting Minutes (Nov & Dec)	E or HC	
Feb. 8	UPs Executive Board Meeting FOUNDERS DAY		
Sect 12	Money Matters Form	E or HC	
Sect 6	Membership Dues (#):		(Chk #): (\$):
Sect 10	33rd District PTA Free Will Offering		(Chk #): (\$):
Mar. 8	Council Association Meeting & ELECTION - BRING Min of 2 DELEGATES!		
Sect 12	Money Matters Form	E or HC	
Sect 6	Membership Dues (#):		(Chk #): (\$):
Sect 8	PAT Award Certificate Order Form	E or HC	(Chk #): (\$):
Sect 9	Treasurer's Report (January & February)	E or HC	
Sect 9	Mid-Year Audit (July 2021 – December 2021)	E or HC	
Sect 12	Annual Historians Report	E or HC	
Sect 9	Budget Update (Year-to-Date Actuals)	E or HC	
Sect 5	Board & Association Meeting Minutes (Jan & Feb)	E or HC	
Sect 8	33rd District Unit Recognition Awards Application	E or HC	
Sect 4	Delegate Names:		
Apr. 12	UPs Executive Board Meeting		
Sect 12	Money Matters Form	E or HC	
Sect 6	Membership Dues (#):		(Chk #): (\$):
Sect 8	PAT Award Certificate Order Form	E or HC	(Chk #): (\$):
Sect 9	Treasurer's Report (March)	E or HC	
Sect 12	2022-2023 33rd District Officers Contact Form	E only	
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Sect 8	LBCPTA Teacher of the Year Entry Form and Essay	E or HC	
May 10	UPs Executive Board Meeting		
Sect 12	Money Matters Form	E or HC	
Sect 6	Membership Dues (#):		(Chk #): (\$):
Sect 8	PAT Award Certificate Order Form	E or HC	(Chk #): (\$):
Sect 4	LBCPTA In & Out Meeting & Awards (6/7/22)		(Chk #): (\$):
Sect 9	Treasurer's Report (April)	E or HC	
Sect 5	Board & Association Meeting Minutes (April)	E or HC	
Sect 12	Unit Program Report	E or HC	

