

Area I

Gwinnett Council

PTA[®]

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**Area I Gwinnett
Council of PTAs
2009 - 2010
Handbook & Directory**

www.gwinnettpta.org

“Working Today for Our Children’s Tomorrow”

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Table of Contents

WHAT IS PTA?.....	6
PTA PURPOSES.....	7
THE PTA MISSION	7
NATIONAL STANDARDS FOR PARENT/FAMILY INVOLVEMENT	7
WHAT IS A PTA COUNCIL?.....	8
AREA I GWINNETT COUNCIL OF PTAS STRUCTURE	8
GREETINGS.....	10
CALENDARS.....	14
GENERAL MEETINGS, PROGRAMS AND SPECIAL EVENTS	16
GEORGIA PTA CALENDAR OF EVENTS.....	18
GWINNETT COUNTY PUBLIC SCHOOLS 2009 - 2010 CALENDAR.....	20
LOCAL UNIT PTA “YELLOW” PLANNING CALENDAR.....	22
DIRECTORIES.....	36
PTA AND GWINNETT COUNTY PUBLIC SCHOOLS	36
NATIONAL, STATE, DISTRICT 12, AND AREA I GWINNETT COUNCIL OF PTAS DIRECTORY	38
2009-2010 AREA I GWINNETT COUNCIL OF PTAS EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS	39
2009–2010 AREA I GWINNETT COUNCIL OF PTAS BOARD OF DIRECTORS / STANDING COMMITTEE CHAIRS	40
GEORGIA PTA BOARD OF DIRECTORS/STANDING COMMITTEES/SPECIALISTS	42
AREA 1 GWINNETT COUNCIL OF PTAS 2009- 2010 LOCAL UNIT PTA/PTSA PRESIDENTS	43
GWINNETT COUNTY PUBLIC SCHOOL CLUSTERS.....	47
GWINNETT COUNTY COUNCIL OF PTAS PAST PRESIDENTS.....	49
COMMITTEE INFORMATION	50
AREA 1 GWINNETT COUNCIL OF PTAS	50
ENVIRONMENTAL EDUCATION	52
NEWSLETTER.....	53
LEGISLATION & ADVOCACY.....	54
MEMBERSHIP	55
PARENT RESOURCE.....	56
REFLECTIONS	57
HEALTH AND YOUTH SERVICES	58
REPORTS AND FORMS	59
AREA 1 GWINNETT COUNCIL OF PTAS	59
GEORGIA PTA OUTSTANDING LOCAL UNIT PTA AWARD.....	60
REFLECTIONS CHAIRMAN PROFILE FORM	61
DUES FORM	64
PTA AWARD OF DISTINCTION FORM.....	66
OUTSTANDING PRINCIPAL NOMINATION FORM.....	68
VOLUNTEER OF THE YEAR.....	70
LEGISLATIVE AND MEDIA INFORMATION	73
LEGISLATIVE DELEGATION INFORMATION.....	75
MEDIA CONTACT LIST	76
HELPFUL PTA RESOURCES AND REFERENCES.....	77
HELPFUL WEBSITES.....	78

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DELEGATE
VOTING CARD

AREA I GWINNETT
COUNCIL OF PTAs

12TH DISTRICT
GEORGIA PTA

2009 – 2010

Area I Gwinnett Council

PTA

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What is PTA?

PTA Purposes

- To promote the welfare of children and youth in home, school, community and place of worship.
- To raise the standards of family 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 all children and youth the highest advantages in physical, mental, social, and spiritual education.

The PTA Mission

- To support and speak on the behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children; and
- To assist parents in developing the skills they need to raise and protect their children; and
- To encourage parent and public involvement in the public schools of this nation.

National Standards for Parent/Family Involvement

The National PTA's "six standards" are based on over 30 years of research which has proven the positive connection between parent involvement and student success. Their purpose is 1) to promote meaningful parent and family participation, 2) to raise awareness regarding the components of effective programs, and 3) to provide guidelines for schools that wish to improve their programs. These standards have also been endorsed by the Gwinnett County Public School System.

Standard I: Welcoming all families into the school community—Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.

Standard II: Communicating effectively—Families and school staff engage in regular, two-way, meaningful communication about student learning

Standard III: Supporting student success—Families and school staff continuously collaborate to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

Standard IV: Speaking up for every child—Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Standard V: Sharing power—Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.

Standard VI: Collaborating with community—Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

WHAT IS A PTA COUNCIL?



A PTA Council is a group of local PTA units organized under the authority of the State PTA. The Council is the direct line of support and resource to the local units within its boundaries.

Councils serve to:

- Unify and strengthen the local units.
- Develop leadership.
- Promote local membership.
- Provide year-round leadership support for local PTAs.
- Promote the interests of the National PTA and the Georgia PTA.

AREA I GWINNETT COUNCIL OF PTAs STRUCTURE

Membership:

Area I Gwinnett Council of PTAs is made up of representatives of every local unit PTA/PTSA in Area I of Gwinnett County.

Voting body:

Defined in the bylaws, the voting body consists of the council officers and standing committee chairmen, the presidents of the member PTAs/PTSAs or their alternates, a specified number of accredited delegates or alternates from each PTA/PTSA, the superintendents of schools or their representatives, the principals of schools or their representatives, members of the Georgia PTA Board of Directors residing in Gwinnett County, and District 12 officers.

Delegates:

Each member school has four voting delegates. They should be experienced, capable local unit members and include some leaders not currently officers, some holdovers and some new delegates. They should participate in discussion, report back verbally at the next local unit meeting, and file a written report with the secretary. They should keep a procedure book for the guidance of future delegates.

Voting privileges (4 per local unit) are as follows:

- 1 vote: Local president or designated alternate
- 1 vote: Local school principal or designated alternate
- 2 votes: Designated local unit officers or alternates

Area 1 Gwinnett Council Clusters: Brookwood, Meadowcreek, Parkview, Shiloh and South Gwinnett.

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GREETINGS

Working Today for Our Children's Tomorrow

July 2009

Dear PTA Officers and Board Members,

Thank you for involvement and dedication to PTA. As the new school year begins, we have another opportunity to inform every PTA member and our community about the true mission of PTA.

PTA MISSION: The overall purpose of PTA

- A powerful voice for all children
- A relevant resource for families and communities,
- And a strong advocate for the education and well being of every child.

We are counting on you to deliver the PTA message: *"Children are our greatest asset and membership in PTA is an investment in our children and therefore an investment in our future."*

Georgia PTA's 2009-2011 theme is *"Back to Basics: A Road Map for PTA Success!"* Our focus is to emphasize the basic principles around which PTA was organized and to advocate for "every child with one voice". We will accomplish this by implementing action steps outlined in our Strategic Plan, which address four goals:

- I. Improve our **Organizational Effectiveness**.
- II. Increase the quality, quantity, and diversity of our **Leadership**
- III. Increase **Membership** by 2% each year
- IV. Create and sustain long-term **Financial Viability**

Specifically, we're investing in the training our leaders so you are informed and empowered.

- We began in June 2009 by providing orientation and training for all district and council officers. We'll provide targeted group training two or three more times during the school year.
- We expect you to provide this same training to our local unit leaders during your council training and districts' fall and spring conferences.
- We have created and are using, at the state, district and council level, spreadsheets to record and monitor data that is used to measure our leadership development and diversity goals.

Always, at the heart of what we do is advocacy for all children. To that end, we will:

- Spotlight alternative ways to provide the arts, music, physical education and foreign language in spite of budget cuts, as we did before they were provided in the schools,
- Advocate for and support initiatives that will increase family engagement, student success, healthy lifestyles and the graduation rate.
- Model, as a grassroots organization, how to do more with less and invest in our children, parents, leaders and community.

PTA is sustained by dues revenue. Membership makes it possible for us to provide programs for children, scholarships, training for parents and leaders, brochures, literature, posters, customer service, our headquarters, website, grants and much more.

Our **Honorary Membership Chair** is **Jocelyn Dorsey**, Director of Editorials & Public Affairs, WSB-TV, Channel 2-Community Coverage You Can Count On! Ms. Dorsey has been a PTA member for many years. Our membership theme is *"Let's Go Green"* in conjunction with our healthy habits and environmental initiatives. We will grow our membership. A county-by-county map will be placed on our website showing those locations where we have a PTA presence and will be colored in green. The map will be updated on a regular basis to reflect new areas of membership growth and local unit development. It is our goal that by the end of 2011, all of Georgia is "Green."

There are approximately 1.6 million children in Georgia's schools. Imagine the strength in our voice, if we were more than ONE MILLION members strong and demonstrate WE HAVE A MEMBER FOR EVERY CHILD we represent. Anyone can join PTA, family members, teachers, students, school board members, neighbors, businesses and more.

As PTA leaders, we depend on you to represent the best of PTA. We need you to:

- Create a Plan of Work and work the plan
- Make membership everyone's responsibility, ask them to ask one or two new people to join PTA
- Invite new members to take on leadership roles and volunteer for the children
- Check the Georgia PTA website regularly (Capitol Watch, calendar updates, resources)
- Attend training and be represented at PTA events and school board meetings

Help us make history!

Sheila Cornelius, President, Georgia PTA 2009-2011

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July 2009

Dear Local Leaders,

Welcome back to a new school year and a new year of PTA. Many of you, new to your position or a seasoned veteran, may be asking “Why did I agree to this?” The answer is clear – while there may be many challenges, there are also great opportunities that exist.

Everyone knows what the acronym **TEAM** stands for – **T**ogether, **E**veryone **A**chieves **M**ore. Yes, this is so true. I’d like to use the same acronym **TEAM** and apply it to four critical elements vital to the success of our individual PTAs.

Training – To be successful, every officer should attend training sessions offered by the Council, District and State. Many different training options are offered, covering a full range of topics that can answer questions and provide guidance in your PTA position.

Educate - Get excited about what PTA can do for your school, the parents and the students and pass on that enthusiasm to your school staff, your parents and your community. For over 100 years, PTA has addressed issues facing our children. There is more to PTA than fundraisers.

Advocate - **everychild.onevoice** is more than a slogan. It is what we do. We must collaborate and connect with institutions, businesses, government agencies and communities to affect change within schools on behalf of all children.

Membership – PTAs need a vibrant and growing membership if we are to achieve the goals of our founders and predecessors.

We are very excited about the team we have assembled to help every local unit face their challenges and maximize their opportunities to ensure the success of every child.

Great success to you all,

Carol Ranft
District 12 Director
770-339-1872
District12director@georgiapta.org

CALENDARS

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**Area I Gwinnett Council of PTAs
General Meetings, Programs and Special Events
2009- 2010**

Tuesday, August 11, 2009 - Area 1 Gwinnett Council "School of Information"

Instructional Support Center
Brookwood Room

6:30 pm – 8:30 pm

OR

Wednesday, August 12, 2009 – Area 1 Gwinnett Council "School of Information"

Instructional Support Center
Brookwood Room

9:30 am – 11:30 am

Note: We are offering an evening and/or morning session to accommodate your schedule. It is not necessary to attend both sessions.

Host: District 12, Area I Gwinnett Council of PTAs Board of Directors

Attendees: Council Officers, Chairperson of Council Standing Committees, Local Unit Presidents or their representatives should attend.

Our "School of Information" will offer valuable training for each person's specific area of responsibility, whether they are returning or new. This is the perfect opportunity to kick off the school year on the right foot! Informative resources will be available.

Monday, August 24, 2009 - Reflections Workshop

Location: Hudgens Center of the Arts
6400 Sugarloaf Parkway
Duluth, GA 30097

9:30 am to 10:00 am Sign In

10:00 am – 12:00 pm

Host: Area I Gwinnett Council Reflections Chairperson

Attendees: Local Unit Reflections chairs or their representative should attend.

All Reflections Chairs should attend this important meeting. If your chairperson cannot attend, please send another representative. This is a critical meeting where important information on the Reflections Program is shared.

Tuesday, October 6, 2009 - 12th District Conference - Fall

Location: Instructional Support Center – Grayson Room

5:30 pm - 8:30 pm

OR

Tuesday, October 7, 2009 - 12th District Conference - Fall

Location: Instructional Support Center – Grayson Room

9:30 am - 11:30 am

Host: 12th District Board of Directors

Attendees: District Officers, Council Officers, Chairperson of Council Standing Committees, Local Unit Presidents or their representatives should attend.

Saturday, November 7, 2009 - Reflections Exhibition

10:00am - 3:00pm

Location: Hudgens Center for the Arts

6400 Sugarloaf Parkway

Duluth, GA 30097

Host: Area I Gwinnett Council PTA

Attendees: Local Unit Reflections chairs, students and their parents and any invited guests.

Tuesday January 12, 2010 – Area 1 Gwinnett Council General Meeting

Location: Meadowcreek High School

4455 Steve Reynolds Boulevard, Norcross GA 30093

6:30 pm – 8:30 pm

Host: Area I Gwinnett Council Board of Directors

Attendees: Council Officers, Chairperson of Council Standing Committees, Local Unit Presidents or their representatives should attend.

April 12, 2010 - 12th District Conference (Spring) and Vendor Fair

Location: Instructional Support Center – Grayson Room

5:30 pm - 8:30 pm

Host: 12th District Board of Directors

Attendees: District Officers, Council Officers, Chairperson of Council Standing Committees, Local Unit Presidents or their representatives should attend.

Tuesday, May 11, 2010 – Area 1 Gwinnett Council General Meeting/End-of-Year Dinner

Location: Trickum Middle School

6:00 pm – 8:30 pm

Host: Area I Gwinnett Council Board of Directors and host PTA

Attendees: Council Officers, Chairperson of Council Standing Committees, Local Unit Presidents or their representatives should attend, Board of Education, School Principal and Special Guests.

Note: Your Council dues will cover the cost of dinner for four (4) at the May end-of-year dinner. If there are additional representatives or guests from your school planning to attend, it will be necessary for your PTA/PTSA to pay a fee of \$ 4 per person.

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GEORGIA PTA CALENDAR OF EVENTS

You may also go to www.georgiapta.org to check for upcoming events.

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Gwinnett County Public Schools 2009 - 2010 CALENDAR

July 27-July 30	M - Th	New Teachers Report
July 29	W	Administrative Staff Meeting
August 5-7	M - F	Pre-Planning Teacher Planning / Staff Development [# 1-5] (Note: Tuesday, August 4, AM only, would be reserved for required middle and high school central level. Wednesday, August 5, AM only, would be reserved for required elementary school central level.)
August 10	M	First Day of School
September 7	M	Labor Day (System wide Holiday)
September 18	F	End of 1 st Six Weeks (Day 29)
October 8	Th	End of 1 st Nine Weeks (Day 43)
October 9	F	Teacher Planning / Staff Development [#6] (Student Holiday)
October 12	M	Student/Teacher Holiday
October 13	T	Begin 2 nd Nine Weeks
October 30	F	End of 2 nd Six Weeks (Day 57)
November 11 & 12	W & Th	Early Release for Elementary and Middle Schools
November 25-27	W - F	Thanksgiving Break (School Holidays)
December 16 & 17	W & Th	Early Release for High School Exams
December 18	F	Early Release for High School Exams / End of 3 rd six weeks, 2 nd nine weeks and 1 st semester (Day 89)
December 21-January 1	M	Winter Break (School Holidays)
January 4	M	Teacher Planning / Staff Development [#7] (Student Holiday)
January 5	T	Begin 4 th six weeks, 3 rd nine weeks, and 2 nd semester (Day 90)
January 18	M	Martin Luther King, Jr. Day (System wide Holiday)
February 3 & 4	W & Th	Early Release for Elementary and Middle Schools
February 12	F	Student/Teacher Holiday or Snow Make-up Day (Priority 1)
February 15	M	Student/Teacher Holiday
February 19	F	End of 4 th Six Weeks (Day 120)
March 11	Th	End of 3 rd Nine Weeks (Day 134)
March 12	F	Teacher Planning / Staff Development [#8] (Student Holiday)
March 15	M	Student/Teacher Holiday or Snow Make-up Day (Priority 2)
March 16	T	Begin 4 th Nine Weeks (Day 135)
April 1	Th	End of 5 th Six Weeks (Day 147)
April 2	F	Student/Teacher Holiday
April 5-9	M - F	Spring Break (School Holidays)
May 24 & 25	M & T	Early Release for High School Exams
May 26	W	Early Release for High School Exams / Last Day of School (Day 180)
May 27	Th	Post-Planning / Staff Development [#9] Snow Make-up Day (Priority 3), if needed
May 28	F	Post-Planning / Staff Development [#10] (If Snow Make-up Days 3 is needed, Post-Planning Days would be shifted back that number of days.)
May 31	M	Memorial Day (System wide Holiday)

SNOW MAKE-UP DAYS: If school is cancelled for inclement weather, the days will be made up as follows: First day missed, make up on February 12; and second day missed, make up on March 15. Snow make-up days not used will be student holidays. If additional Snow Make-up Days are needed, post-planning days would shift accordingly.

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Local Unit PTA
“Yellow” Planning Calendar
2009-2010

www.gwinnettpta.org

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Area I Gwinnett Council



Local Unit Planning Information

As a local unit officer it is your responsibility to keep everything and everyone running efficiently. In order to do this you must stay one step ahead of everyone else. This calendar is meant to help your executive officers stay on top of everything. This is a tool to help you prepare for each month of your rein in office. It is a good idea to review it regularly and to look ahead 30/60/90 days when planning each meeting.

Preparing For Your Term as a Local Unit Officer

President:

- Review this planning guide and familiarize yourself with the deadlines for submitting awards this year.
- Make plans for all officers to attend the Georgia State Convention and Leadership Conference July 10 & 11 in Atlanta. Encourage your officers and board to attend this important training event. This is a great use of your PTA budget dollars.
- Review the guidelines and requirements for earning awards this year (see pages 185-196 of the Georgia PTA Leadership Guide and pages 57-66 of the Gwinnett Council PTA Handbook).
- Promote Georgia PTA's theme for 2009-2011 *"Back to Basics: A Road Map for PTA Success!"*
- Read your local unit bylaws and make sure the officers and the board of directors have copies of the current bylaws. Use Executive Committee meetings to review portions of the bylaws with your other officers.
- Schedule executive committee, board of directors and general membership meetings in accordance with your local unit bylaws. All bylaws require a minimum of 3 general membership meetings.
- Appoint your voting delegates for your local unit.
- Collect all documentation from your local unit PTA events in a binder monthly. They will be helpful when writing reports. Reports are due in February (examples of documentation include publicity materials, news articles, photos, thank-you notes, and event / program goals, plans, and outcome).
- Check your email often for updates and information from Council and Georgia PTA.
- Bookmark the websites for Georgia PTA, National PTA, and Gwinnett PTA. Check these websites often for important dates and information.

www.georgiapta.org

www.pta.org

www.gwinnettpa.org

Vice President(s):

- Discuss with the president what your responsibilities of your term will be (i.e.: will you organize and temporarily chair the nominating committee, organize the audit, oversee fundraising etc.) including month to month operations.

Treasurer:

- Follow up with outgoing Treasurer to confirm completion of last year's audit.
- Confirm that all current officers who will sign checks (you, the president and an emergency signer) are on the signing card registered at the bank and that all previous officers have been removed. You will need to have the minutes from the election meeting with you.
- Renew insurance/bonding through AIM.
- Get organized. You may like a previous officers system; if not create your own.



- ❑ All Local Units must file either a 990, 990 EZ or 990 N. This document must be filed 4 months and 15 days after the end of your fiscal year. The dates of your fiscal year can be found in your local unit bylaws.
- ❑ You will need to meet with the Executive Committee to establish a budget for the school year. Please refer to Page 71 of the Leadership Resource Guide for more information. There is also a sample budget on Page 106 of the Leadership Resource Guide. You will need to present this budget for approval at your first General Meeting.

Secretary:

- ❑ Follow up with outgoing Secretary to collect minutes from last year's meetings
- ❑ Confirm with outgoing secretary that all current officers' contact information has been sent to both council and state. This should be done by May 1st if possible.
- ❑ Discuss with president any other responsibilities that you may have. (i.e.: collecting materials each month to build a file for Priority Report writing, sending Thank you notes, newsletter)

Preparation for Every Meeting

President:

- ❑ Prepare a printed agenda
- ❑ Pass on information received from Council, State, and National PTAs to your executive committee and committee chairpersons.
- ❑ Review projects, events and tasks for the next 30/60/90 days.

Vice President:

- ❑ Remember to thank your volunteers and do this often.
- ❑ Get new projects/tasks from the President and discuss your specific roles in these projects and tasks.

Secretary:

- ❑ Prepare minutes for each meeting – If it is not in the minutes, it did NOT happen. Business conducted must be documented in the minutes.
- ❑ If you are unable to attend to record minutes assign someone ahead of time.
- ❑ Treasurer's reports and committee reports should be filed with minutes for audit.

Treasurer:

- ❑ Prepare printed Treasurer's report for each meeting and have a copy of the transaction detail available for review, if requested.
- ❑ Make sure check request forms are submitted, signed, and approved before issuing checks.
- ❑ All checks require two signatures.
- ❑ Pass bank statements on for review and signature. Remember the bank statement must be signed by someone who is NOT a signor on the bank account. This does not have to be the same person every month.

Membership Chairperson and Secretary:

- ❑ Update the Membership list and give a copy to the secretary. Membership card templates and sample membership rosters can be downloaded at Georgia PTA. Go to www.georgiapta.org and click on the tab for PTA leaders and go to membership.



Everyone:

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

JUNE

President:

- Register to attend the Georgia PTA's Convention and Leadership Training Conference July 10-11.
Make hotel reservations for those who are attending
- Meet with your Principal to discuss goals and expectations of the upcoming year.

Secretary:

- Confirm that all incoming officer information has been sent to BOTH Council and Georgia PTA by your outgoing secretary. Due date was May 15.

Treasurer:

- Familiarize yourself with the previous year's budget.
- Create a filing system for the upcoming year.

JULY

President:

- Attend Georgia State Convention and Leadership Conference July 10 & 11
- Discuss with your Executive Committee (EC) plans for who will attend the National PTA Immerging Minority Leaders Convention Nov. 6-8. It is in Atlanta this year so everyone should attend.
- Meet with your Principal to discuss projects and events for the upcoming year as well as your proposed budget.
- Hold a planning meeting with your officers and board
 - Discuss proposed budget for board approval.
 - Discuss plans to attend the School of Information on 8/11 and 8/12.
 - Discuss plans for Student Registration/Orientation Day in August before school begins.
- Plan your general PTA general membership meeting to approve your budget.

Vice President/Secretary

- Attend Georgia State Convention and Leadership Conference July 10 & 11.

Treasurer:

- Attend Georgia State Convention and Leadership Conference July 10 & 11.
- Read over all of the Treasurer's materials from Council, State and National PTA.

Membership Chairperson:

- Now is the time to plan your membership campaign for the upcoming school year. Watch for publicity ideas and membership campaign information from National PTA or go to www.pta.org for more information.
- Prepare for Student Registration/Orientation Day in Aug.



Reflections Chairperson:

- ❑ Now is the time to plan your Reflections campaign for the upcoming school year. Watch for publicity ideas and Reflections campaign information from National PTA or go to www.pta.org for more information. Our Reflections theme for 2009-2010 is “Beauty Is”
- ❑ Plan to kick off your “Beauty Is” campaign at Student Registration.
- ❑ Plan to attend Council Training Reflections Workshop on August 24th.

AUGUST

President:

- ❑ Review your local unit bylaws – they are your road map for a successful year!
- ❑ Distribute materials received at training sessions to officers and committee chairpersons.
- ❑ Attend the Council School of Information Meetings on August 11 at 6:30 pm OR August 12 at 9:30am. Both sessions will be held at the ISC.
- ❑ Submit incoming chairperson information online to BOTH Council and Georgia PTA.
- ❑ Provide your committee chairpersons with the materials they need to be successful and write Priority Reports.
- ❑ Make plans with your Officers and Legislative Chairperson to attend the Georgia PTA State Advocacy and Legislative Conference on September 25.
- ❑ Council dues are due by September 15 to Council Treasurer, Nancy Turner.

Vice President:

- ❑ Attend the Council School of Information Meetings on August 11 at 6:30 pm OR August 12 at 9:30am. Both sessions will be held at the ISC.

Treasurer:

- ❑ Make sure the financial review report of last year’s books is in order for presentation at the first general PTA membership meeting. The audit report should be presented to the general membership and board once received.
- ❑ Submit dues to GA PTA.
 - Transmittal form to the Georgia PTA for the Visionary Pin and Pacesetter’s Certificate by August 31, 2009
- ❑ Council dues are due by September 15 to Council Treasurer, Nancy Turner. This form is in your handbook.
- ❑ Attend the Council School of Information Meetings on August 11 at 6:30 pm OR August 12 at 9:30am. Both sessions will be held at the ISC.
- ❑ Deposits: Make all deposits promptly and with all the proper paperwork.
- ❑ Payments: Make all payments by check promptly and with all the proper paperwork.
- ❑ Bank Statements: Reconcile and review each statement by the President and a non-signing third party.

Secretary:

- ❑ Attend the Council School of Information Meetings on August 11 at 6:30 pm OR August 12 at 9:30am. Both sessions will be held at the ISC.
- ❑ Gather minutes from election meeting for review and approval at general PTA membership meeting.



Membership Chairperson:

- ❑ Membership drive is in full swing. The new membership awards, Visionary Pin and Pacesetter's Certificate, are due to Georgia PTA by August 31. The Early Bird Certificate award will be due by September 30.

Reflections:

- ❑ Kick off your "Beauty Is" Campaign at Student Registration.
- ❑ Attend Council's Reflections Workshop on August 24, 10:00 am at the Hudgens Center for the Arts.
- ❑ Reflections Chairperson profile, found on the Georgia PTA website, due to Council Reflections Chair Contact, Shelina Hussain on or before August 18th.

SEPTEMBER

President:

- ❑ Thank your volunteers who have worked hard to make the start of the year a success.
- ❑ Remind treasurer to send \$250.00 Council dues. Due date September 15, 2009.
- ❑ Remind treasurer to send audit packet to Georgia PTA by September 28, 2009.
- ❑ Remind your committee chairs to make contact with all persons who volunteered to assist the PTA this year.
- ❑ Plan to attend Gwinnett PTA and the Gwinnett Braves Game on September 5th.

Treasurer:

- ❑ Submit Council dues before September 15 to Council Treasurer, Nancy Turner. This form is in your handbook.
- ❑ Submit dues to GA PTA.
-Transmittal form to the Georgia PTA for the Platinum Membership Award and the Early Bird Certificate by September 28, 2009
- ❑ Submit audit packet to Georgia PTA by September 28, 2009
- ❑ Deposits: Make all deposits promptly and with all the proper paperwork.
- ❑ Payments: Make all payments by check promptly and with all the proper paperwork.
- ❑ Bank Statements: Reconcile and review each statement by the President and a non-signing third party.

Membership Chairperson:

- ❑ Continue your membership drive.
- ❑ Update the roster of PTA members and provide a copy to your secretary and president.
- ❑ Your membership campaign is for the entire school year, not just the first few months.
- ❑ Confirm that your treasurer has submitted the PTA Dues Transmittal form to the GA PTA for the membership you have collected this month and the dues form for the membership awards, Platinum Membership and Early Bird Certificate. These forms should be sent to Georgia PTA and are due by September 30.



Legislative Chairperson:

- Attend the Georgia PTA's State Advocacy and Legislative Conference on September 25th at the State Capitol.

Reflections Chairperson

- Secure judges for Reflections entries.
- Set local level deadlines to insure completion of judging, showcasing and preparing entries for council deadline of October 26th.

OCTOBER

President:

- Plan for your local unit's Red Ribbon Week activities – October 23 – 31.
- Submit an article to the Council Newsletter by October 5.

Treasurer:

- Submit PTA Dues Transmittal form to the Georgia PTA for additional membership collected and Gold Membership Certificate by October 31, 2009.
- Membership awards are due this month for the Oak Tree and Community Partnership Awards. Submit the dues transmittal for these awards by October 31, 2009.
- Deposits: Make all deposits promptly and will all the proper paperwork.
- Payments: Make all payments by check promptly and with all the proper paperwork.
- Bank Statements: Reconcile and review each statement by the President and a non-signing third party.

Membership Chairperson:

- Work with your treasurer to send in the next membership installment on October 31.
- Forms for the Oak Tree and Partnership Membership Awards are due October 31.

Reflections Chairperson:

- Reflections entries should be delivered to Council on Monday October 26th at the Hudgens Center of the Arts between 10am and noon.

Special Dates:

- Bus Driver Appreciation Day – October 19, 2009
- National School Bus Safety Week: October 19-23, 2009

NOVEMBER / DECEMBER

President:

- Attend the National PTA Immerging Minorities Leadership Conference in Atlanta November 6th-8th.
- Begin reviewing information in the Council and State handbooks regarding report writing.
- Remind Reflections Chairperson of the Council Reflections Exhibit and Awards Ceremony at the Hudgens Center of the Arts on November 7 from 10am to 3pm.
- American Education Week November 15-21.



Treasurer:

- ❑ Review and ensure that your budget still meets the needs of your organization. If not, you may amend the budget. The amended budget will need to be approved by the general membership.
- ❑ Submit PTA Dues Transmittal Form to the Georgia PTA for additional memberships collected and submit the Silver Membership Certificate by November 30, 2009
- ❑ Deposits: Make all deposits promptly and with all the proper paperwork.
- ❑ Payments: Make all payments by check promptly and with all the proper paperwork.
- ❑ Bank Statements: Reconcile and review each statement by the President and a non-signing third party.

Legislative Chairperson:

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

Membership Chairperson:

- ❑ Continue your membership drive.
- ❑ Work with the treasurer to send in the next membership installment on November 30 for any new memberships you have received and submit the form for the Silver Membership Award.
- ❑ Update your membership roster and give copies to your secretary and president.

Reflections Chairperson:

- ❑ Plan how you will recognize and reward the students who participated in your program.
- ❑ Plan to hang Reflections Exhibit entries at the Hudgens Center of the Arts during the week of November 2 - 6. This is a requirement of the local unit Reflections Chair.
- ❑ Plan to attend the Council Reflections Exhibit at the Hudgens Center of the Arts Saturday November 7 from 10am to 3pm.
- ❑ November 7, 2009 10am to 3pm, exhibit open for public viewing.
- ❑ Dismantling of exhibit November 7 at 3pm. This is a requirement of the local unit Reflections Chair.
- ❑ Reflections entries should be picked-up from the Hudgens Center on November 16th from 10am to noon.

JANUARY

President:

- ❑ Prepare for the election of your Nominating Committee, which should be held at a general PTA membership meeting (follow your local unit bylaws).
- ❑ Review the Georgia PTA Priority Report guidelines.
- ❑ Submit an article to the Council Newsletter by January 11th.
- ❑ Evaluate progress toward reaching PTA's goals.



Treasurer:

- ❑ Submit PTA Dues Transmittal Form to the Georgia PTA for additional memberships collected by January 29, 2010.
- ❑ Deposits: Make all deposits promptly and will all the proper paperwork.
- ❑ Payments: Make all payments by check promptly and with all the proper paperwork.
- ❑ Bank Statements: Reconcile and review each statement by the President and a non-signing third party.

Legislative Chairperson:

- ❑ Georgia General Assembly session begins – remember to keep your membership informed of important activity.
- All resolutions are due January 8, 2010.

FEBRUARY

President:

- ❑ Plan to attend PTA Day at the Capitol on February 23, 2010
- ❑ Remind your treasurer to submit membership dues and the Bronze Membership Award form to Georgia PTA by February 26, 2010.
- ❑ Priority Reports are due to the Georgia PTA by March 12, 2010. Send copies to Council and the District Director.
- ❑ “Model PTA Award” form due to Georgia PTA by March 12, 2010. Send copies of the form to Council and District.
- ❑ Local Unit Incorporation renewal due to the Georgia PTA on February 26, 2010.
- ❑ Application form for a Georgia PTA Scholarship is due to Georgia PTA by February 26, 2010.
- ❑ “Birney Butler Outstanding Educator” nomination form due to Georgia PTA by March 12, 2010.
- ❑ “Visionary Award” nomination form due to Georgia PTA by March 12, 2010.

Treasurer:

- ❑ Submit PTA Dues Transmittal form to the Georgia PTA for additional memberships collected and Bronze Membership Certificate by February 26, 2010
- ❑ Deposits: Make all deposits promptly and will all the proper paperwork.
- ❑ Payments: Make all payments by check promptly and with all the proper paperwork.
- ❑ Bank Statements: Reconcile and review each statement by the President and a non-signing third party.

Legislative Chairperson:

- ❑ Continue to monitor the legislative activities and plan to attend PTA Day at the Capital on February 23, 2010.



Membership Chairperson:

- ❑ Remember to work with the treasurer to send in the next membership installment on February 26, 2010 for any new memberships you have received – keep your membership roster current and give copies to the secretary and president or co-president.

MARCH

President:

- ❑ Submit an article to the Council Newsletter by March 15.
- ❑ Plan the general membership meeting to elect next year's officers according to your local unit bylaws.
- ❑ Watch for an opportunity to attend a Georgia PTA University.
- ❑ Remember to celebrate "Exceptional Children's" Week – March 1 – 5, 2010
- ❑ Plan to attend the 12th District Spring Conference and Vendor Fair being held at the Gwinnett County Public Schools ISC Building on April 12 from 5:30 – 8:30pm.
- ❑ "Volunteer of the Year" nominations due to council by March 12, 2010. Form can be found on page 70 of this handbook.
- ❑ "Outstanding Principal" nomination form due to Council PTA by March 12. Form can be found on Georgia PTA website and in the Area 1 handbook.
- ❑ "Outstanding School Nurse" nomination due to Georgia PTA by March 12th. Form can be found on the Georgia PTA website.
- ❑ Dues transmittal form for membership needs to be submitted to Georgia PTA. This is the final opportunity to submit dues to Georgia PTA for the current year.
- ❑ District "Making the Connection" Award form due to March 12th to District Director

Treasurer:

- ❑ Submit a dues transmittal form for any membership received this month. This is the final opportunity to submit dues for the current year. Membership year ends April 15, 2010.
- ❑ Deposits: Make all deposits promptly and will all the proper paperwork.
- ❑ Payments: Make all payments by check promptly and with all the proper paperwork.
- ❑ Bank Statements: Reconcile and review each statement by the President and a non-signing third party.
- ❑ Review and ensure that your budget still meets the needs of your organization. If not, you may amend the budget. The amended budget will need to be approved by the general membership.

Membership Chairperson:

- ❑ Present a summary of your membership activity to the Board. Finalize your membership rosters. Submit final membership dues to Georgia PTA.

Legislative Chairperson:

- ❑ Present a summary to your membership regarding actions taken during this legislative session.



Nominating Committee:

- ❑ This committee should be in place according to your local unit bylaws and actively seeking next year's PTA leadership. Remember that all Nominating Committee discussions are confidential and the president or co-presidents do not serve on this committee. Review the Georgia PTA Nominating and Elections Guide and follow your bylaws.

Reflections Chairperson:

- ❑ Attend the Georgia PTA Reflections Reception to be held March 21, 2010.

Special Dates:

- ❑ National Nutrition Month
- ❑ Music in Our Schools Month

APRIL

President:

- ❑ Plan to attend your District's Area Board of Education meetings.
- ❑ In coordination with your Environmental Chairperson, plan your local unit's Earth Week activities during the week of April 19th – 23rd.
- ❑ Remember to recognize and celebrate your local unit's volunteers.
- ❑ Begin planning your Teacher Appreciation events for May 3rd –7th.
- ❑ Remember Kindergarten round-up the first of May. This is a great time to setup a PTA table and welcome next year's Kindergarten families.
- ❑ Begin final evaluation of this year's progress.

Secretary:

- ❑ Make sure your committee chairpersons are finalizing their procedure books for next year's use.

Treasurer:

- ❑ Deposits: Make all deposits promptly and will all the proper paperwork.
- ❑ Payments: Make all payments by check promptly and with all the proper paperwork.
- ❑ Bank Statements: Reconcile and review each statement by the President and a non-signing third party.

Special Dates:

- ❑ National Library Week: April 11-17
- ❑ Custodian Appreciation Week: April 19-23
- ❑ Volunteer Appreciation Week: April 18-24
- ❑ Administrative Professionals Week: April 18-24



MAY

Outgoing President:

- ❑ Plan to attend the Area 1 Council PTA year-end awards dinner being held at Trickum Middle School on May 11th at 6:30pm.
- ❑ Remember Teacher Appreciation Week during May 3rd – 7th.
- ❑ Make sure that your local unit's officers for next year have been elected and installed according to your local unit bylaws.
- ❑ Plan to recognize your school's clinic worker on National School Nurse Day, May 7.
- ❑ Submit the Local Unit Officer Information sheet to Council and District by May 1st.
- ❑ Submit the Incoming Officer Information sheet to both Council and Georgia PTA no later than May 1st. Enter online at www.georgiapta.org
- ❑ Make sure financial records are in order and turned over for audit in a timely manner.
- ❑ Finalize committee evaluations and make written recommendations for next year.
- ❑ Collect all up to date procedure books for each committee chair's successor.
- ❑ Transfer bank authorization with the treasurer and new officers. Newly elected officers assume their duties following the close of the current school year (follow your bylaws).
- ❑ Send thank-you notes to everyone who helped you with PTA this year.
- ❑ Celebrate your local unit's accomplishments.

Incoming President:

- ❑ Survey members for ideas for PTA activities and spending priorities for next year.
- ❑ Review your local unit bylaws.
- ❑ Work with your principal to set up school/PTA calendar for the next school year.
- ❑ Along with your Executive Officers appoint your Board of Directors.
- ❑ Prepare your PTA handbook / calendar for next year. Get it to the printers early so you will have it back in time for your school's registration day in August.
- ❑ Set goal/procedures. Plan preliminary budget.

Outgoing Treasurer:

- ❑ Final preparation of books for financial review committee and audit.
- ❑ Transfer authorization of PTA funds to new officers. Newly elected officers shall assume their duties following the close of the current school year (follow your bylaws).
- ❑ Organize and complete procedure book for successor. Meet to assure a smooth transition.

Secretary:

- ❑ Make sure officer information sheets have been sent to Council, District and Georgia PTA. Submit information online at www.georgiapta.org by May 1st.
- ❑ Make sure the binders with the meeting minutes and bylaws are in order for next year. File any documentation relevant to the meetings in the binders, as well.



Outgoing Officers and Committee Chairs:

- Organize and complete procedure book for successor. Meet to assure a smooth transition.

Special Dates:

- Teacher Appreciation Week: May 3-7
- Last day of school May 26

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Directories
PTA and Gwinnett County Public Schools

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**National, State, District 12, and
Area I Gwinnett Council of PTAs DIRECTORY
2009-2010**

NATIONAL PTA

National PTA President – Charles J. “Chuck” Saylor
330 Wabash Avenue, Suite 2100
Chicago, IL 60611-3690
1-800-307-4PTA FAX: 312-670-6783
www.pta.org

National Theme: "every**child.onevoice**" Reflections Theme: "*Beauty Is...*"

GEORGIA PTA

Georgia PTA President – Sheila Cornelius
114 Baker Street, NE
Atlanta, GA 30309
404-659-0214 or 1-800-PTA-Today
Fax: 404-525-0210
www.georgiapta.org

DISTRICT TWELVE

Twelfth District Director – Carol Ranft
H – 770-339-1872
135 Richlake Drive
Suwanee, GA 30024
District12director@georgiapta.org

AREA I GWINNETT COUNCIL OF PTAs

President – Nancy Turner
770-265-5430
1197 Mandalay Court
Lilburn, GA 30047
Nancyarea1@gwinnettpta.org

www.gwinnettpta.org

Council Theme: "**Working Today for Our Children's Tomorrow**"

**2009-2010 Area I Gwinnett Council of PTAs
EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS**

President: **Nancy Turner**
1197 Mandalay Court
Lilburn, GA 30047
770-265-5430
nancyarea1@gwinnettpta.org

Vice President **Misty Palmer - Claybon**
1385 Holly Manor Drive
Loganville, GA 30052
770-841-6616 (H)
mistyarea1@gwinnettpta.org

Vice President **Yolanda Anderson**
3466 Hadley Place
Snellville, GA 30039
678-618-2780 (H)
yolandaarea1@gwinnettpta.org

Treasurer: **To Be Appointed**

Secretary: **Shelina Hussain**
1014 Cromwell Point
Snellville , GA 30078
770-256-1110
shelinaarea1@gwinnettpta.org

Parliamentarian **Holly Melton**

**2009–2010 Area I Gwinnett Council of PTAs
BOARD OF DIRECTORS / STANDING COMMITTEE CHAIRS**

Communications	VACANT	
Environmental Education	VACANT environmentalarea1@gwinnettpta.org	
GCPS PTA Liaison	Berney Kirkland Berney_Kirkland@gwinnett.k12.ga.us	678-301-6011
Hospitality	VACANT	
Legislation	Jaye Peabody jayelpeabody@aol.com	
Membership	Deirdre Hill membershiparea1@gwinnettpta.org	
Parliamentarian	Holly Melton Holly@gwinnettpta.org	
Reflections	VACANT Shelinaarea1@gwinnettpta.org	
Youth Services/ Parent & Family	VACANT	



114 Baker Street, NE
Atlanta, GA 30309
404-659-0214 or 1-800-PTA-Today
Fax: 404-525-0210

Email: gapta@bellsouth.net
www.georgiapta.org
Hours: 9 AM to 4:30 PA, M-Th
9 AM to 2 PM - Friday

**Directions to the Georgia PTA State Offices:
Southbound: I-75/I-85:**

Exit #249A – Courtland Street, and move to extreme left lane ASAP. At second light (just past the Hilton) turn left onto Harris Street. At the next light, turn left (Piedmont Street), then left at the next light onto Baker Street. The PTA office is the second building on the right across the street from the Hilton Hotel. Parking is free in back of building.

Officers 2009 – 2011

President	Sheila Cornelius	president@georgiapta.org
President Elect	Donna Kosicki	presidentelect@georgiapta.org
1st Vice President	Larry Perrino	vicepresident1@georgiapta.org
2nd Vice President	Karen Hallacy	vicepresident2@georgiapta.org
Secretary	Elida Perez-Knapp	secretary@georgiapta.org
Treasurer	Carolyn Briney	treasurer@georgiapta.org
Parliamentarian	Laura Dobbs	gaptadobbs@bellsouth.net
Past President	Leslie Cushman	cushmanl@bellsouth.net

GEORGIA PTA
Board of Directors/Standing Committees/Specialists
2009-2011

Standing Committee Chairpersons

Chairperson	Committee	Email Address
Marty Berry	Bylaws	mberry2031@aol.com
TBA	Communications	
Deirdre Pierce	Councils	momstaxiDP@aol.com
Dawn Small	Cultural Arts	reflectionsapta@bellsouth.net
Abdul Akbar	Diversity & Inclusion	akbar.gapta@gmail.com
Charlene Jefferson	Education	coming soon
Kim Arasin	Health & Wellness	arasin5@bellsouth.net
TBA	Legislation	
Rita Erves	Membership	ervkin@earthlink.net
TBA	Parent Involvement	
Terri Robinson	Resource Development	coming soon
Pat Giuliani	Youth Services	pat.giuliani@parentcorps.org

Specialists/Consultants (Non Voting)

Specialist	Committee	Email Address
Cherie Eastburn	Board Leadership Dev. and Field Services	cfe109@yahoo.com
Sally FitzGerald	Education Policy	sallyfitz@bellsouth.net
Eve Neumeister	Environmental Ed.	eve@neume.net
Barbara Costello	Federal Legislation	gaptafedleg@aol.com
Cee Jai Jones	Newsletter Editor (Communications)	coming soon
Natalie Rogers	Nutrition Advocacy (Health & Wellness)	fluffyjune@yahoo.com
Jeanette Wimby	Scholarship Specialist (Resource Dev.)	coming soon
Ijeoma Ajoku	Special Services	susanijeoma@yahoo.com
Sally Markham	Survey Design	sally.markham@comcast.net
Karen Hanson	Technology Consultant (Communications)	coming soon

**Area 1 Gwinnett Council of PTAs
2009- 2010 LOCAL UNIT PTA/PTSA PRESIDENTS**

Annistown Elementary

Principal: Lorraine Sparks 770-979-2950
3150 Spain Rd., Snellville, GA 30039
President: Regina Oliver

Arcado Elementary

Principal: Joe Ahrens 770-925-2100
5150 Arcado Rd., Lilburn, GA 30047
Co-Presidents: Christine Clark
Carrie Mayhan

W. C. Britt Elementary

Principal: Doris Jones 770-972-4500
2503 Skyland Dr. Snellville, GA 30078
Co-Presidents: Alicia Carey
Jocelyn Touray

Brookwood Elementary

Principal: Karen Head 770-736-4360
1330 Hollybrook Rd., Snellville, GA 30078
Co-Presidents: Andrea Hopf
Joanne Markey

Brookwood High

Principal: Debra T. Dees 770-976-7642
1255 Dogwood Rd, Snellville, GA 30078
Co-Presidents: Sheila Boales
Beverly Heslin

Camp Creek Elementary

Principal: Kathy M. Jones 770-921-1626
958 Cole Dr., Lilburn, GA 30047
Co-Presidents: Kim Hall
Ed Hill

Centerville Elementary

Principal: Kimberly "Kim" McDermon 770-972-2220
3115 Centerville Highway, Snellville, GA 30039
Co-Presidents: Cheryl Henley
Kimberlee Bierman-Smith

Craig Elementary

Principal: Angie Wright 770-978-5560
1075 Rocky Road, Lawrenceville, GA 30044
Co-Presidents: Nancy McGinnis
Pamela Buie

Alton C. Crews Middle

Principal: Dr. Vince Botta 770-982-6940
1000 Old Snellville Highway, Lawrenceville, GA 30044
Co-Presidents: Liz Reid
Wendy Hooper

Five Forks Middle

Principal: Dr. Mary Hensien 770-972-1506
3250 River Dr., Lawrenceville, GA 30044
President: Teri St. Germain

Gwin Oaks Elementary

Principal: Peggy Goodman 770-972-3110
400 Gwin Oaks Dr., Lawrenceville, GA 30044
President: April Jackson

R. D. Head Elementary

Principal: Leigh Westcott 770-972-8050
1801 Hewatt Rd., Lilburn, GA 30047
Co-Presidents: Angela Howell
Michelle Filbey

G. H. Hopkins Elementary

Principal: Penelope "Penny" Clavijo 770-564-2661
1315 Dickens Rd., Lilburn, GA 30047
President: TBA

Knight Elementary

Principal: Mona Roberts 770-921-2400
401 N. River Rd., Lilburn, GA 30047
Co-Presidents: Rosanne Marshall
Megan Winokur

Lilburn Elementary

Principal: Wandy Taylor 770-921-7707
531 Lilburn School Rd., Lilburn, GA 30047
President: Lisa Sisk

Lilburn Middle

Principal: Dr. Gene Taylor 770-921-1776
4994 Lawrenceville Highway, Lilburn, GA 30047
President: Jackie Davis
Susan Garcia

J. C. Magill Elementary

Principal: Crystal Collins 770-554-1030
3900 Brushy Fork Rd., Loganville, GA 30052
Co-Presidents: Gary Bradley
Rosario Mercedes

Meadowcreek Elementary

Principal: Kelli McCain 770-931-5701
5025 Georgia Belle Ct., Norcross, GA 30093
President: Jimmy Lovett
Karla Cravey

Meadowcreek High

Principal: Ladeadrick "Bob" Jackson 770-381-9680
4455 Steve Reynolds Blvd., Norcross, GA 30093
President: Kevin Thompson

Mountain Park Elementary

Principal: Valerie Robinett 770-921-2224
1500 Pounds Road, Lilburn, GA 30047
Co-Presidents: Amanda Harbin
Allan Rubin

Nesbitt Elementary

Principal: Clayborn Knight 770-414-2740
6575 Cherokee Drive, Tucker, GA 30084
President: Allyson Hepburn

R. L. Norton Elementary

Principal: Daundria Phillips 770-985-1933
3050 Xavier Ray Court, Snellville, GA 30039
President: Lance Pickett

Parkview High

Principal: David Smith 770-921-2874
998 Cole Drive, Lilburn, GA 30047
President: Mike Tiller
Dale Smith

Henry Partee Elementary

Principal: Audrey Baptiste 770-982-6920
4350 Campbell Road, Snellville, GA 30039
President: Felita Bell

Louise Radloff Middle

Principal: Dr. Patty Heitmuller 678-245--3400
3939 Shackelford Road, Duluth, GA 30096
President: TBA

Rockbridge Elementary

Principal: Dion Jones 770-448-9363
6066 Rockbridge School Road, Norcross, GA 30093
President: Faye Lewis

Rosebud Elementary

Principal: Tarsha Chambers 678-639-3800
4151 Rosebud Road, Loganville, GA 30052
Co-Presidents: Karen Foote
Sheena Garrett

Shiloh Elementary

Principal: Betty Ann Schoeneck 770-985-6883
2400 Ross Road, Snellville, GA 30039

President: Veronica Leftridge

Shiloh High

Principal: Dr. Gwen Tatum 770-972-8471
4210 Shiloh Road, Snellville, GA 30039

Co-Presidents: Cynthia Miller

Shiloh Middle

Principal: Dr Eric Parker 770-972-3224
4285 Shiloh Road, Snellville, GA 30039

Co-Presidents: Sandra Mullins
Rebecca Brownlee

Snellville Middle

Principal: Susan Downs 770-972-1530
3155 Pate Road, Snellville, GA 30078

Co-Presidents: Robert Hitchcock
Misty Palmer-Claybon

South Gwinnett High

Principal: Clay Hunter 770-972-4840
2288 E. Main Street, Snellville, GA 30078

Co-Presidents: Jean Harrison
Benita Primus

Trickum Middle

Principal: Kay Sands 770-921-2705
130 Killian Hill Road, Lilburn, GA 30047

Co-Presidents: Angie Carswell
Deidre Hill

GWINNETT COUNTY PUBLIC SCHOOL CLUSTERS

2009-2010

Geographically, the school system covers a 437-square mile area northeast of Atlanta. It extends from Norcross on the west and Dacula on the east, to Lake Lanier on the north and Snellville on the south. Gwinnett County students are enrolled in schools according to "cluster" attendance zones. A cluster is a geographical area containing two to six elementary schools that feed into the same one or two middle schools, then the same high school. Below is a listing of the GCPS cluster attendance zones. (Note: Feeder elementary schools are grouped under the appropriate middle school.) Maps can be found at www.gwinnett.k12.ga.us

Archer Cluster

Archer High School
McConnell Middle
Lovin Elementary
Harbins Elementary
Cooper Elementary

Berkmar Cluster

Berkmar High
Berkmar Middle
Corley Elementary
Rebecca Minor Elementary
Sweetwater Middle
J. A. Alford Elementary
Benefield Elementary
Bethesda Elementary
Kanhoda Elementary

Brookwood Cluster

Brookwood High School
Five Forks Middle
Gwin Oaks Elementary
R. D. Head Elementary
Alton C. Crews Middle
Brookwood Elementary
Craig Elementary

Central Gwinnett Cluster

Central Gwinnett High School
J. E. Richards Middle
Cedar Hill Elementary
Lawrenceville Elementary
Simonton Elementary
Winn Holt Elementary

Collins Hill Cluster

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

Dacula Cluster

Dacula High School
Dacula Middle
Alcova Elementary
Dacula Elementary
Mulberry Elementary

Duluth Cluster

Duluth High School
Duluth Middle
Berkeley Lake Elementary
Chattahoochee Elementary
Chesney Elementary
B.B. Harris Elementary

Grayson Cluster

Grayson High School
Bay Creek Middle
Grayson Elementary
Trip Elementary
Couch Middle
Pharr Elementary
Starling Elementary

Meadowcreek Cluster

Meadowcreek High School
Lilburn Middle
Lilburn Elementary
Nesbit Elementary
Rockbridge Elementary
Louise Radloff Middle
G. H. Hopkins Elementary
Meadowcreek Elementary

Mill Creek Cluster

Mill Creek High School
Glenn C. Jones Middle
Harmony Elementary
Ivy Creek Elementary
Patrick Elementary
Frank N. Osborne Middle
Duncan Creek Elementary
Fort Daniel Elementary
Puckett's Mill Elementary

Mountain View Cluster

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

Norcross Cluster

Norcross High School
Pinckneyville Middle
Peachtree Elementary
Simpson Elementary
Part of Susan Stripling
Elementary
(north of Peachtree Industrial Blvd.)

Summerour Middle

Beaver Ridge Elementary
Norcross Elementary
Most of Susan Stripling Elementary
(south of Peachtree Industrial Blvd.)

North Gwinnett Cluster

North Gwinnett High School
Lanier Middle
Sugar Hill Elementary
Sycamore Elementary
White Oak Elementary
North Gwinnett Middle
Level Creek Elementary
Riverside Elementary
Suwanee Elementary

Parkview Cluster

Parkview High School
Trickum Middle
Arcado Elementary
Camp Creek Elementary
Knight Elementary
Mountain Park Elementary

Peachtree Ridge Cluster

Peachtree Ridge High School
Richard Hull Middle
Jackson Elementary
Dr. M. H. Mason Jr. Elementary
Parsons Elementary

Shiloh Cluster

Shiloh High School
Shiloh Middle
Annistown Elementary
Centerville Elementary
Henry Partee Elementary
Shiloh Elementary

South Gwinnett Cluster

South Gwinnett High School
Snellville Middle
W. C. Britt Elementary
J. C. Magill Elementary
R. L. Norton Elementary
Rosebud Elementary

Other GCPS Facilities

Attendance not determined by cluster.

Buchanan High School of Technology
(housing GIVE Center West and
Online Campus)

T. Carl Buice School (Pre-K)

GIVE Center East (Gwinnett InterVention Education center, a MS/HS alternative Program)

GIVE Center West

Grayson HS Technology Education

Gwinnett Technical College

(postsecondary)

Hooper Renwick (special education)

Maxwell High School of Technology

(vocational and technical program)

Monarch School (special ed. services,

Special needs Pre-K)

Oakland Meadow School (special education)

Phoenix High (open campus)

Gwinnett County Council of PTAs Past Presidents

MIKE BERG

ANGELIA MORGAN

NELL SIMPSON

DENISE JONES

JANICE WEST

MARILYN WALKER

LEANA ROACH

KAREN THROCKMORTON

BRENDA PHILLIPS

JOANIE ARCEMENT

KAREN HARPER

CINDY THOMPSON

MARY ROOT

ANITA SOLTY

VICKIE SIGMON

JANE STUDER

LINDA STORY

GAYLA MALKIEL

REBECCA STEELE

MICHELLE CARTER

PAMELA TRUEB

JENNIFER COOK

HOLLY MELTON

ANGELA RICHE-MONETTA

TERI ST. GERMAIN

CHARLENE JEFFERSON

COMMITTEE INFORMATION
Area I Gwinnett Council of PTAs

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Area I Gwinnett Council



ENVIRONMENTAL EDUCATION

Welcome to another exciting year for environmental education in Gwinnett County schools! Gwinnett Clean and Beautiful (GC&B) has again teamed with the school district and PTA council to provide classes, materials and support for your environmental programming. All these programs are free, cross-curriculum and are planned to correlate with Gwinnett County AKS. GC&B is an educational agency dedicated to building and sustaining a healthier, safer, and more livable Gwinnett, and has maintained a 28 year partnership with GCPS.

Mark your calendar for the GC&B Teacher Advisory Board/PTA Representative Meeting. This is a meeting where you will receive support materials and program details for the upcoming year. It is also a great chance to see the many resources that are available, to get ideas from other schools, and to just network with environmental committee members from other schools.

GC&B offers many resources for schools including: Professional Learning classes, school-based in-services, lesson plans and tool kits, technical assistance for setting up school-based recycling programs, scholarships, and the Environmental Achievement Profile and Awards Program (An education initiative that serves as an assessment and planning tool to assist your school with environmental programming efforts.) The first of the year is a good time to "reserve" or schedule these resources for your school.

Service Learning Projects are another way to impact your students with the importance of stewardship, as well as emphasizing various "Character Education" traits. GC&B offers several service projects that are appropriate for all grade levels, as well as scout groups and service clubs.

Thank **YOU** in advance for helping to make a difference. The time and energy you put into this committee will have far-reaching rewards for all of us, now and into the future. As your PTA Council Environmental Chairperson, I am happy to assist you with resources or answer any questions you might have. I can be reached by email at or by phone at. Brenda McDaniel, GC&B Educational Coordinator, is also available for assistance at bmcdaniel@gwinnettcb.org or 770-822-5187. You might also find the GC&B website helpful. The address is www.gwinnettcb.org

environmentalarea1@gwinnettpa.org
Environmental Education Chair

Area I Gwinnett Council



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NEWSLETTER

“OUR COMMUNITY”

The purpose of our newsletter is to keep all local units informed of important dates and events regarding Georgia PTA, Council PTA, our local schools and our community. We would like all schools to share what’s happening at your school – brag about a successful event or advertise an upcoming event. We encourage all schools to submit articles for each publication.

This year we will publish three issues of “Our Community.” The deadline dates for articles to be included are:

October 5, 2009
January 11, 2010
March 15, 2010

Each newsletter will be emailed to all local unit PTA Presidents. We ask that you share “Our Community” with everyone at your local unit. We will also publish each issue on our Council PTA web site, www.gwinnettpta.org.

Council PTA hopes you will also publish a PTA newsletter in your local unit. This is a great way to keep your membership informed of things happening in your school and PTA. The National PTA has a National Standards for Parent / Family Involvement Program which includes six standards of “Building Successful Partnerships”. The first of these standards is Communicating. Keep your members informed of what your PTA, school and community are doing!

Remember – a well-informed PTA is an effective PTA!

newsletterarea1@gwinnettpta.org

Newsletter Chair

Area 1 Gwinnett Council



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LEGISLATION & ADVOCACY

The PTA's primary mission is to support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children.

One of our purposes is to secure adequate laws for the care and protection of children and youth. For over

100 years, Georgia PTA has been involved with the legislative process, both alone and in cooperation with

other organizations to advocate for children on legislation that impacts them.

To increase our committee's effectiveness in 2008-2009, we will focus on these strategies:

- Create a county-wide information network for all local PTA chapters' Legislative Committees and/or Executive Boards
- Increase student involvement and understanding in the legislative process
- Increase parent and teacher involvement in the legislative process
- Support PTA Day at the Capitol in February.
- Provide and support advocacy training for PTA Legislative Committees and other PTA members

We encourage all PTA members to initiate or promote other ideas and strategies that help support our legislative goals at the federal, state and council levels. We welcome your involvement, ideas and creativity. Please contact me if you have great ideas or questions or if you are interested in participating on the Area 1 Gwinnett Council's legislative team.

**Legislation & Advocacy Chairperson
Jaye Peabody**

Area I Gwinnett Council



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MEMBERSHIP

A growing membership is an important part of the work of all PTAs. More members mean we can do more to affect legislation and school policies, provide safe and nurturing environments for children and increase parent involvement in our communities. Understanding and being able to explain the value of membership is a critical part of recruiting members and retaining them. Your role as membership chair for your local PTA unit is to promote membership in the PTA by educating everyone involved in your school about how the PTA organization has made a difference for children and youth nationwide.

With our changing society, it is important to have a partnership between parents and schools. We need parents involved in their children's education and the work and programs of the PTA provide them meaningful ways to contribute to the success of both their children and their schools. Let them know that it is important for parents and educators to join and support the PTA so their voices can be heard as advocates for children and youth.

Encourage all parents, principals, faculty, staff and business neighbors to join the PTA so that together we can make a difference for children. You have many resources available to use for membership drives. Be sure to ask your PTA/PTSA president for information that he or she received at Leadership Training. Utilize the Internet. Important sites are: www.pta.org (National PTA homepage) and www.georgiapta.org (Georgia PTA homepage). I will also be sharing ideas from other schools on successful membership drives.

I look forward to working with you this year as we increase our membership numbers so that our voices can unite and we can make a difference for all children and youth.

membershiparea1@gwinnettpta.org

Deirdre Hill

Area I Gwinnett Council



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PARENT RESOURCE

Whether a classroom, trailer or a bookshelf in the media center, Parent Resource Centers help schools and communities meet their obligation to foster parental involvement. Parent information and resource centers provide training, information, and support to parents and groups that work with parents to improve student academic achievement.

Many schools already have centers and offer tutoring, English classes for non-English speaking adults and workshops on parenting topics while others may have a different purpose and approach. While no two centers are exactly alike, there is still much that can be learned from each other: How do we get one started? Where can we get inexpensive resources for our center? How can we get parents to use the resources? How can we improve on the center that we already have?

If you have an active center, please let me know. I would love to visit it and to find out what works at your school. Taking the first step is often the hardest thing. Please let me know if I can help you get started. Remember that the Center that you create or help keep running may touch the lives of many children and parents.

**Parent Resource Chairperson
VACANT**

Reflections

Theme: "Beauty Is..."

What is Reflections?

The National PTA Reflections Program is an arts program designed to give students an outlet for creative expression. It is an opportunity to explore the cultural arts while challenging their imagination. Students interpret each year's theme in the categories of visual arts, photography, literature and musical composition.

Who may participate?

Students in grades Pre-K – 12, who are enrolled in a school where there is a PTA/PTSA may submit entries through their Local PTA/PTSA Unit Reflections Program. In Gwinnett County the number of entries per student is not limited; however, all rules must be followed for each entry. **The Local PTA/PTSA Unit submitting entries must be in good standing.**

What are the Local PTA/PTSA Unit Dates to Remember?

- August 24 – Reflections Workshop 10am to noon – Hudgens Center for the Arts
- October 26 – Entry Drop-off 10:00 am. – noon at Hudgens Center for the Arts
- November 7 – Area 1 Gwinnett Council Reflections Exhibit 10:00 am. – 3:00pm
- November 7 – Exhibit Take down 3pm
- November 16 – Pick-Up Entries 10:00 am. – 12:00 pm

What are the Local PTA/PTSA Unit Responsibilities?

- The Local PTA/PTSA Unit will select a Reflections Chairperson who will be responsible for running the program at the local unit level and coordinating with Area 1 Gwinnett PTA Council to submit entries for judging at the council level. **In accordance with National PTA Guidelines, Area 1 Gwinnett Council will be accepting only one entry per grade level, per category.**
- Each Local Unit shall have a representative attend the Reflections Workshop (the Reflections Chair should attend if possible) in order to obtain the program materials. Attendees will also receive training in how to run a successful local program as well as the correct process for preparing and submitting entries to Area 1 Gwinnett Council. This will be especially important this year should new categories be added to the program.
- Each Local Unit will be responsible for checking-in and checking-out their entries on the specified dates. Please be sure your Local Unit Reflections Chairperson allows adequate time and provides ample volunteers for your entries.
- Area 1 Gwinnett Council will be looking to Local Units for support on each of the above listed dates. Volunteers will be needed.
- Fill out the *Reflections Chairperson Profile* form located in the *Area 1 Gwinnett Council Reports and Forms Section of the Council Handbook* and mail, send electronically or bring to the Reflections Workshop by August 24th, 2009.
- **Please email the Area 1 Gwinnett Council Reflections Chair Contact at shelinaarea1@gwinnettpta.org to reserve a copy of the Reflections Handbook in print form.**
- **Please remember to bring the \$10 fee to the August 24th workshop if you want a hardcopy copy of the Reflections Handbook.**

If you have any questions regarding the Reflections Program, feel free to contact us. We look forward to working with you.

[Shelinaarea1@gwinnettpta.org](mailto:shelinaarea1@gwinnettpta.org)

VACANT

Area I Gwinnett Council



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HEALTH AND YOUTH SERVICES

Health Related Services Committees cover a wide spectrum of issues and offer many opportunities for PTAs to directly affect and improve the lives and well being of children and youth. I encourage each local unit to assess the needs of their school and community, review their PTA goals for the year, as well as the National PTA Purposes and Objects and then develop their projects and programs accordingly.

These are just a few ideas for projects, programs or topics of discussion for your school:

Health Fairs
Drug abuse prevention
Blood drives
Project "Safe Homes"
No smoking campaign

Red Ribbon Week
Gun Safety
Building self-esteem
"Prom Promise"

Fire Safety
Coping with stress
Internet Safety

One project already scheduled for this year is the "Growing Up and Understanding It" series for boys and girls.

This event is held at the Gwinnett Justice and Administration Center in Lawrenceville. Dates and times will be announced at a later date. Flyers will be distributed with more information.

I also encourage all local unit PTA Health committees to submit their projects and programs in report form to Georgia PTA. These reports are a great way for your PTA and committee to receive recognition for all of your hard work, and more importantly, leave a detailed record of your activities for future chairmen and your PTA. Information and forms on report writing can be found in the Georgia PTA Handbook distributed to all presidents

of local units. ***Presidents, be sure to copy and distribute report forms and guidelines to your committee chairmen in a timely manner.**

If I can help you in any way, please feel free to contact me and I will be happy to assist you in this area.

**Health and Youth Services Chairperson
VACANT**

REPORTS AND FORMS
Area I Gwinnett Council of PTAs

Area I Gwinnett Council



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GEORGIA PTA Outstanding Local Unit PTA Award

As you prepare to complete the Georgia PTA Outstanding Local Unit PTA Award for submission to Georgia PTA, please make **two additional copies of all reports and send to :**

COUNCIL PRESIDENT

Nancy Turner

1197 Mandalay Court SW

Lilburn, GA 30047

770-265-5430

DISTRICT TWELVE DIRECTOR

Carol Ranft

135 Richlake Dr.

Suwanee, GA 30024

770-339-1872

It is your responsibility to mail or deliver your reports to Georgia PTA by the March 12, 2010 deadline date.

Do not send to the council or district director expecting them to deliver your documents for you, unless you have made prior arrangements.

Be aware that **all of these items must be postmarked on or before the second Friday in March—March 12, 2010.**

You need to refer to your Georgia PTA Leadership Handbook for reports, awards and grant information. You may refer to the National PTA website (www.pta.org) for more information on "Parent Involvement Schools of Excellence Certification" and Phoebe Apperson Hearst National PTA Excellence in Education Partnership Award. You may also refer to the *Glossary* section of this publication to determine the proper forms and criteria.

Use the proper cover sheet for your reports and follow the guidelines so your reports are not disqualified from judging.

Do not use the council portion and forms for submitting your Outstanding Local Unit Award!

By writing these reports, you have a great opportunity to share and network with other PTAs/PTSAs throughout Georgia. You will also be writing a history of the work, which has been done by your PTA/PTSA during this school year. Mary Lou Anderson Reflections Arts Enhancement Grant Program information is found in the Annual Resources Guide from NPTA of the *Program Planning* section.

A maximum of eight (8) pages is allowed for the written portion of the Outstanding Local Unit PTA Award including best ideas for advocacy, membership and programs.

A maximum of ten (10) single sided pages of documentation is allowed. Documentation may be reduced, but keep it legible and include advocacy, membership and programs.

We know you do a great job and we are anxious to hear about all of your accomplishments! You can't win if you don't submit reports!

Chairman information at the council and state level is found in the PTA Directory section.

REFLECTIONS CHAIRMAN PROFILE FORM

Please submit form by August 24, 2009

Please submit this form using one of the following methods:

- ✓ Mail to: Area 1 Gwinnett Council
Reflections Chair Contact
Shelina Hussain
1014 Cromwell Point
Snellville , GA 30078
- ✓ Email to: Reflectionsarea1@gwinnettpta.org
- ✓ Return at the Reflections Workshop on August 24th.

SCHOOL INFORMATION:

School Name: _____

Address: _____

Telephone: _____

Cluster: _____

Principal's Name: _____

LOCAL PTA/PTSA INFORMATION:

PTA/PTSA Name: _____

President's Name: _____

President's Phone Number: _____

Email Address: _____

Co-President's Name: _____

Co-President's Phone Number: _____

Email Address: _____

REFLECTIONS CHAIRPERSON INFORMATION:

Chair's Name: _____

Chair's Phone Number: _____

Email Address: _____

Co-Chair's Name: _____

Co-Chair's Phone Number: _____

Email Address: _____

- ✓ A PTA must be in good standing with Area 1 Gwinnett Council and Georgia PTA to participate.

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Area 1 Gwinnett Council



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**2009 – 2010 Area 1 Gwinnett Council of PTAs
Dues Form**

DUES ARE PAYABLE IN FULL SEPTEMBER 15, 2009

DUES AMOUNT \$ 250.00

The total operating budget for Area 1 Gwinnett Council, is derived from the dues submitted by each Local Unit PTA. Among the services and programs your council dues provide are:

Grants for Local Units, Local Unit Assistance, (2) Council Business Meetings/Dinners, Council Handbooks, Council Newsletters, additional mailings of communications from National PTA and Georgia PTA in a timely fashion, School of Information, Council Workshops, Youth Services Programs which will include among others Growing Up and Understanding It For Boys, Growing Up and Understanding It For Girls, the county-wide Reflections Program, the Special Needs College Fair, Training/Convention for Council Officers, Basic Operating Expenses and the organization of new PTA's/PTSA's as needed.

Use this form when submitting your dues payment by the deadline date of September 15, 2009, to the Area 1 Council President, Nancy Turner, at the mailing address listed below.

Checks should be made payable to Area 1 Gwinnett Council of PTAs.

PTA/PTSA _____

Amount Payable **\$ 250.00** _____

Check # _____ Date Submitted _____

MAIL TO: **Nancy Turner**
1197 Mandalay Court
Lilburn, GA 30047
770-265-5430

Questions: Email: NancyArea1@Gwinnettpta.org

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Area I Gwinnett Council



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**2009-2010 Area I Gwinnett Council of PTAs
PTA Award of Distinction Form**

Area 1 Gwinnett Council of PTAs will recognize Local Units meeting the following criteria by giving the "Area 1 Gwinnett Council PTA Award of Distinction". All units are eligible for the NON-COMPETITIVE award.

Deadline: April 15, 2010. Criteria: Must complete 15 of the 20 activities below to achieve this award. Check the ones completed, and submit a copy to Gwinnett Council PTA.

- ✓ A PTA must be in good standing with Georgia PTA to participate.
- ✓ The application must be postmarked by April 15, 2010.
- ✓ Mail to: Nancy Turner 1197 Mandalay Court, Lilburn, GA 30047
President, Area 1 Gwinnett Council of PTAs

- Achieve 100% membership OR increase over last year's membership.
- Attended the Area 1 Gwinnett Council PTA/District School of Information in August 2009..
- Submitted the Incoming Officers names to Georgia PTA and Area 1 Gwinnett Council by May 15, 2009.
- Attended the GA PTA Leadership Training in July 2009.
- Paid Council Membership Dues on or before September 15, 2009.
- Sent first transmittal of state and national portion of membership dues to Georgia PTA by September 30, 2009
- Sent Incorporation Renewal Fee to Georgia PTA upon January billing.
- Sent a representative from your PTA to at least two Council sponsored events.
- Attended the State Convention in July of 2009.
- Sent copies of your PTA's newsletter to Area 1 Gwinnett Council throughout the year.
- Submitted your PTA's budget and calendar of events to Area 1 Gwinnett Council, by September 30, 2009.
- Attended at least two of the following: PTA Day at the Capitol, Georgia PTA University, Advocacy/Legislative Conference.
- Submitted at least two (2) Priority committee reports to Area 1 Gwinnett Council, 12th District and Georgia PTA by published deadline.
- Participated in the National PTA Reflections Program and contributed \$15 Reflections donation to GA PTA.
- Sent representative(s) to at least one of the two District 12 conferences (Fall and Spring).
- Paid State & National portions of membership dues to State by April 1, 2010.
- E-mailed your PTA/PTSA Clean and Beautiful Representative's e-mail address to Brenda McDaniel at bmcdaniel@gwinnettcba.org.
- Completed Area 1 Gwinnett Council "PRINCIPAL OF THE YEAR" application by March 31, 2010.
- Your PTA made a donation to the Area 1 Gwinnett Council Local Unit Assistance Fund to help support our local units.
- Your PTA implemented a Dad's Initiative program.

APPLICATION IS CONTINUED ON NEXT PAGE

Please provide your contact information so we can invite you to attend the Area 1 Gwinnett Council PTA Award of Distinction to be held in your honor in May. Your Principal will also receive an invitation to celebrate your achievement.

Signed _____ Date _____
(Local Unit President)

Contact # _____

Email _____

School _____

Signed _____ Date _____
(Local Unit Co-President)

Contact # _____

Email _____

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2009 – 2010 Area 1 Gwinnett Council of PTAs



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OUTSTANDING PRINCIPAL NOMINATION FORM

Behind every successful PTA, there is a school principal who is supportive, helpful, and personally involved in the PTA activities. To recognize the principal who best fits this description, Area 1 Gwinnett Council and Georgia PTA will honor one (1) **Outstanding Principal of the Year**, in the categories of elementary, middle and high school. If your principal is a member of PTA, promotes the Purposes and Mission of PTA and encourages the use of the National Standards for Family-School Partnerships, please complete this form and submit to Council President and Georgia PTA by March 12, 2010.

Mail to: Nancy Turner, 1197 Mandalay Court, Lilburn, GA 30047

Also Mail to: Georgia PTA 114 Baker St., NE Atlanta GA 30308-3366 on or before the second Friday in March.

A panel of judges will select the winners.

Check one: Elementary Middle School High School

Name of Principal _____

School Name _____

Address City Zip _____

School Website _____ PTA District _____

Name of PTA/PTSA making the nomination _____

Name of President _____ Daytime Phone _____

Address City Zip _____

Email _____

1. Does the Principal encourage the PTA to receive training, attend council, district and state events?

Yes No If yes, please explain:

2. Does the Principal participate in PTA/PTSA activities on a regular basis, in addition to attendance at regular meetings?

Yes No If yes, please explain:

3. Does the Principal participate in PTA/PTSA activities in the following ways?

a. Attends local unit meetings Yes No

b. Attends Executive PTA/PTSA meetings on a regular basis Yes No

c. Attends Council Meetings (if applicable) Yes No

- d. Ever Attended State PTA Convention Yes No
- e. Ever Attended National PTA Convention Yes No
- f. Holds a current PTA/PTSA membership Yes No
- 4. Number of year's nominee has served as Principal of your school? _____ Anywhere? _____
- 5. Principal's past and present service in a PTA/PTSA leadership position (please list):
- 6. Using up to three (3) single-sided pages, state how your principal encourages parents to be involved in the National Standards for Family-School Partnerships:
 - a. Welcoming all families to the school
 - b. Supporting student success
 - c. Communicating effectively
 - d. Speaking up for every child
 - e. Sharing power
 - f. Collaborating with community
- 7. Attach up to two (2) single-sided, additional pages of documentation to support your nomination.
- 8. Attach a photograph and biography of the principal's educational career, awards and recognitions.
- 9. Include number 7 and number 8 on a CD or disk, if possible.

Report guidelines:

Use 8.5" by 11" paper, one side only, double-spaced, with 1" margins, 12 pt. Times New Roman. TOTAL MATERIAL SHOULD NOT EXCEED SIX (6) SINGLE-SIDED PAGES IN ADDITION TO THE NOMINATION FORM. ANY REPORT NOT FOLLOWING THESE GUIDELINES WILL BE DISQUALIFIED FROM JUDGING. If your nominee is a winner, the PTA/PTSA President will be notified. This award will be given at the Georgia PTA Convention and Leadership Training. The local unit submitting the winning nomination will be responsible for expenses incurred for traveling to the convention and lodging.

Signed _____ Date _____
 (Local Unit President)



2009-2010 Area 1 Gwinnett Council of PTAs Volunteer of the Year

APPLICATION FORM

We appreciate our volunteers, and as PTA leaders, we know that PTA cannot exist without volunteers and members. Volunteers help make PTA programs and projects happen! They devote their skills and enormous amounts of time to our local PTAs and school communities. Some volunteers are extraordinary in their efforts and they go above and beyond. These extraordinary volunteers understand the PTA mission and purposes, always offer support, and encourage parent involvement among others. The extraordinary volunteer helps their local PTA achieve specific goals and implement programs/projects. Often, a program or project could not have been successful without an extraordinary volunteer. If your PTA unit knows an extraordinary volunteer, please complete this application and submit their name to Area 1 Gwinnett Council. We would love to hear how your volunteer made a difference. A panel of judges will review the nominations.

- ✓ A PTA must be in good standing with Georgia PTA and Area 1 Gwinnett Council to participate.
- ✓ The application must be postmarked by March 12, 2010.

Mail to: Nancy Turner
1197 Mandalay Court SW
Lilburn, GA 30047

Report Guidelines:

You may attach up to three (3) single-sided, additional pages as a written report. One page is considered standard 8.5" by 11" paper. Use one side only; double spacing; and 1" margins. The written report may not be reduced in type size. Type should not be smaller than 12 point Times New Roman. **TOTAL PAGES SHOULD NOT EXCEED THREE (3) SINGLE-SIDED PAGES IN ADDITION TO THIS APPLICATION FORM. ANY REPORT NOT FOLLOWING THESE GUIDELINES WILL BE DISQUALIFIED FROM JUDGING.** Supporting documentation will be allowed (i.e., photos, letters, etc.); however, these items should be included on an 8.5" by 11" sheet of paper, and these pages will count toward the three (3) additional pages that are allowed.

1. Name of Volunteer _____
 School Name _____
 Address _____
 Name of PTA/PTSA making the nomination _____
 Name of President _____
 Phone _____
 Address _____
 Email _____
2. Elementary School ____ Middle School ____ High School ____ Other ____

APPLICATION IS CONTINUED ON NEXT PAGE

3. Does this volunteer encourage other PTA members, visitors, and parents/family/members to volunteer in school? Yes ____ No ____ Explain specific examples:

4. Does the volunteer participate in PTA/PTSA meetings and PTA events on a regular basis? Yes ____ No ____ If yes, please explain:

5. Does the volunteer participate in PTA/PTSA activities in the following ways?

- | | |
|--|------------------|
| a. Attends local unit meetings | Yes ____ No ____ |
| b. Serves on the PTA Board | Yes ____ No ____ |
| c. Attends school meetings or programs sponsored by the school (i.e., parent involvement meetings/events etc.) | Yes ____ No ____ |
| d. Ever attended State PTA Convention | Yes ____ No ____ |
| e. Ever attended Area 1 Gwinnett Council meetings/events | Yes ____ No ____ |
| f. Holds a current PTA/PTSA leadership position | Yes ____ No ____ |

6. Please list all past or present service in a PTA/PTSA leadership positions.

7. The six (6) standards of Parent Involvement are:

Standard 1: Welcoming all families into the school community—Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.

Standard 2: Communicating effectively—Families and school staff engage in regular, two-way, meaningful communication about student learning.

Standard 3: Supporting student success—Families and school staff continuously collaborate to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

Standard 4: Speaking up for every child—Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Standard 5: Sharing power—Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.

Standard 6: Collaborating with community—Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

Please pick two standards from above and tell us how your volunteer has helped your PTA Board achieve or implement these two standards into a PTA sponsored program, project, or event. Include your examples and list specific details in your attached written report.

If your nominee is a winner, the PTA/PTSA President/Co-President will receive an award letter in the mail and a follow-up phone call will be made. Area 1 Gwinnett Council of PTAs, will honor our winning volunteers at the awards dinner meeting in May.

Signed _____ Date _____
(Local Unit President)

Contact # _____

Email _____

School _____

Signed _____ Date _____
(Local Unit Co-President)

Contact # _____

Email _____

School _____

LEGISLATIVE AND MEDIA INFORMATION

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Area I Gwinnett Council



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Legislative Delegation Information

Georgia PTA Capitol Watch:

www.georgiapta.org

Click on “**Capitol Watch**”

Click on “**Officials**” tab

Click on “**District Lookup**” tab

Enter your street address and to find your elected officials for Georgia.

To enable you to get the proper information regarding election schedules, polling places, etc., the following web site is provided by the office of the Georgia Secretary of State: www.sos.state.ga.us/

After pulling up the homepage, click on **Elections**, and then click on **Elections Home**. Go to the blue marker on the left side of the page and click on **Voter Information**. This page contains a wealth of information.

To locate elected officials (U. S., Statewide, General Assembly, State of Georgia Courts, County Directories and State Departments use the following web site:

www.sos.state.ga.us/elections/directory.htm

Questions regarding your voting precincts and elections may also be directed to the Gwinnett County Board of Elections. They may be reached at 770-822-8787.

Information regarding the GCPS Board of Education and Gwinnett County Public Schools may be accessed through the following web site:

www.gwinnett.k12.ga.us

Area I Gwinnett Council



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Media Contact List

2009-2010

Gwinnett Daily Post - 770-963-9205 (main) 770-339-8081 (fax)

Education Writer:

Heather Darenberg 770-963-9205 x1302

heather.darenberg@gwinnettdaily.com

Editor:

Todd Cline 770-963-9205 x1300

todd.cline@gwinnettdaily.com

Atlanta Journal-

Constitution (Gwinnett) 770-263-3653 (main) 770-263-3011 (fax)

Education Writers:

Aileen Dodd 770-263-3860

adodd@ajc.com

Editor:

Thomas Oliver 770-263-3806

toliver@ajc.com

WSB- TV (2) 404-897-7000 (main) 404-897-7370 (fax)
404-897-7409 (news)

WGCL-TV (46) 404-325-4646 (main) 404-327-3003 (fax)
404-327-3000 (news) 404-327-3004 (fax)

WXIA-TV (11) 404-892-1611 (main) 404-892-0182 or 404-891-0675
(fax)

WAGA-TV (5) 404-875-5555 (main) 404-898-0169 (fax)

CNN 404-827-1500 (main)

WSB Radio 750 AM 98.5 FM 404-897-7500 (main) 404-897-7593 (fax)

WPLO Radio 610 AM (Hispanic) 770-825-0095 (main) 770-446-0054 (fax)



Helpful PTA Resources and References

Resources:

By-laws of your PTA

READ THEM – Local Units may request updated copies from Georgia PTA.

Georgia PTA Incoming Officers Guide

Distributed at the Gwinnett School of Information in August, 2009

Georgia PTA Leadership Handbook

Distributed at GA PTA CLT, July 2009

Gwinnett Council Handbook

Distributed at School of Information August 11 & 12, 2009

“NEW” PTA President’s Quick-Reference Guide, 2009-2010

Distributed by National PTA in July

“NEW” PTA Membership Quick-Reference Guide

Distributed by National PTA in July

“NEW” PTA Money Matters Quick-Reference Guide

Distributed by National PTA in July

“NEW” PTA Programs Quick-Reference Guide

Distributed by National PTA in July

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www.pta.org

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Area 1, Gwinnett County Council of PTAs

www.gwinnettpta.org

Gwinnett County Public School System

www.gwinnett.k12.ga.us

Georgia Department of Education

www.doe.k12.ga.us

Georgia State Government

www.state.ga.us

U.S. Department of Education

www.ed.gov

Kids Count

www.kidscount.org

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