



Caddo District PTA Newsletter

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Affiliated State and National PTA
November/December 2007

Mariah Underwood, President
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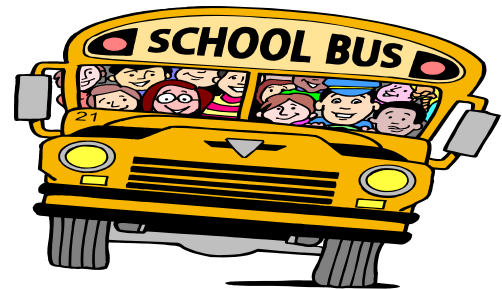
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Sheila Wimberly, *2nd Vice President*
Tillie Cailleff, *Secretary*
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President's Message

Excellent! Fantastic! Awesome! These are words that I constantly repeat over and over in a loud voice when I am asked to describe the Caddo District PTA throughout the state. We are a great organization with our major focus on helping students succeed. Parental involvement is a key to student and school success and we definitely encourage parents to become involved in their school with all children.

I would also like to extend many thanks and much appreciation to schools, principals, teachers, parents, community and business leaders, Interim Superintendent Watson and his personnel staff, and the Caddo Parish School Board for all of their help and support of PTA and its endeavors. I am very happy to have your continued enthusiasm for the events and programs that Caddo District PTA sponsors.

As the 2008 year approaches, we must be mindful to remember the goals we have reached in 2007 as well as set new ones for the next year. Membership, of course, should always be a priority for all local PTA units. We must strive to increase our numbers. Be sure to read the article in this newsletter from our national president that reminds us that the new year is a new opportunity for membership recruitment.

As always, I must offer my support to all PTA local units in Caddo. If you need my assistance in any way, please do not hesitate to call me at 631-6358.

Mariah Underwood
Caddo District PTA



Superintendent's Message

Mr. Rodney Watson, Interim Superintendent
Caddo Parish Public Schools

The 2007-08 school year theme, *"Pushing from the Bottom and Pulling from the Top,"* has been embraced by our staff and students. It delights me to report that as I visit in our classrooms, not only principals and teachers, but students hasten to tell me of instructional methods, programs and techniques used in their school to make academic gains by pushing harder from the bottom and pulling aggressively from the top.

This new vision has caused us to rethink some instructional delivery methods and to implement some new programs that will touch more of our students. There are two new initiatives to improve academic achievement that I will share in this edition of our PTA newsletter.

First, as we approach the end of the first semester, staff is working to fully implement our *Promotions with Remediation Policy*. This policy allows students who have been unsuccessful in the regular classroom structure to receive instruction in an age-appropriate setting with instructional support to meet their individual needs. Research shows that students who have experienced limited academic success are able to make better gains when they receive remediation in an age-appropriate environment. In other words, students perform better when placed with children of a similar age. Students across the entire parish are benefiting from this program. During the first semester we promoted with remediation more than 125 over-age students from elementary to middle school and moved 177 students with remediation and transitional support to high school campuses. Additionally, the Pupil Progression Plan was revised to allow additional opportunities for over-age students.

Secondly, one of the objectives this year is to provide support and resources beyond district allocation to the 12 *Academically Unacceptable Schools* (AUS). In statewide competition, five Caddo principals and five administrators were trained in the Louisiana School *Turnaround Specialist Program* at the University of West Virginia. In order to recruit and retain the best in these *Turnaround* schools, staff is looking at implementing this spring a nationally research-based project that uses *value-added incentives*. This project provides teachers monetary incentives for improved student performance. The pilot would tentatively begin with the schools administered by the five *Turnaround Specialist* principals, which are Barret Elementary, Oak Park Elementary, Bethune Middle, Linwood Middle and Fair Park High School. Staff is exploring the possibility of expanding the *value-added incentives* program to the other *Academically Unacceptable Schools*. We believe this type incentive plan will be motivational to teachers and will improve student performance. If this pilot incentive program shows positive results in the spring, we would like to implement *value-added* programs to additional schools, beginning fall, 2008.

As you can see, we are focused on improved student achievement for all of our students. As primary teachers, parents must support the efforts in our schools and classrooms. We encourage you to continue to prepare your children to concentrate on school work and remind them to do their best everyday. As we approach the holiday season, I ask you to use the holiday break time to reinforce the skills taught at school and begin stressing the importance of the upcoming spring statewide tests. Together, we can make learning a priority.

My wishes are that you and your family will have a safe holiday season!



Schools Needing Proof of EIN

This is to let you know that the schools listed below have not obtained a copy of their EIN (tax identification number) on file in the state office. Many of you have sent them to me and I have now faxed them for file in the State Office. One on the items needed to be a "Unit in Good Standing" is to have your current proof of EIN on file. Please understand that I need the PTA'S EIN, not the school.

If you receive a copy of proof of EIN from the IRS, please provide me with a copy. If you do not receive a copy of your EIN you will need to do another application. Contact me and I will help you with this. The form to fill out is on the website under a "Unit in Good Standing" fill out and mail to Internal Revenue Service, Attn: EIN Operations, Philadelphia, PA 192551 or call 215-516-3990.

Schools Needing Proof of EIN's:

Atkins Elem.	Hillsdale
Barret Elem.	Ingersoll Elementary
Blanchard Elem.	Keithville Elementary/Middle
Caddo Middle Career	Lakeshore Elementary
Central Elem.	Linwood Middle School
Cherokee Park Elem.	Midway Elementary
J. S. Clark Middle Magnet	Morringsport Elementary
Creswell Elem.	North Caddo High
Donnie Bickham Middle	North Highlands Elementary
Fair Park High	Northside Elementary
Green Oaks High	Oak Park Elementary

Thank you,
Margie Rayburn
929.5313 (H) 458.4179(C)
929.5302 (F)



Most PTA's ARE CLASSIFIED AS TAX-EXEMPT

Submitted by Ann Wolf
Caddo District PTA Treasurer



Yes, we do have to pay sales tax on PTA purchases. However, a major tax-exempt advantage for organizations is that contributions to PTA's may be deductible on the *donors'* federal income taxes. In addition, PTA members who receive only minimal reimbursement for their PTA-related expenses may be able to treat the balance as a charitable gift. Examples of possible expense deductions include transportation, telephone calls, meals, and lodging. For instance, if you have expenses related to attending the Louisiana PTA Convention, but were not reimbursed, you may treat it as a charitable gift.

ALL PTAS MUST FILE IRS INFORMATIONAL INCOME TAX FORMS

Submitted by Ann Wolf
Caddo District PTA Treasurer

All PTA's are now required to file an Informational Income Tax Form with the IRS. Previously, PTA's with Gross Incomes (income before expenses) of less than \$25,000 were not required to file annual information forms. If you fail to file your information for three consecutive years, your tax-exempt status will be revoked. Having the LA PTA Group Exemption Number (GEN 2221), we normally do not have to pay federal income taxes, but **MUST FILE AN INFORMATIONAL INCOME TAX FORM.**



Most Caddo District PTA's fiscal year ends June 30th, which means you must file by November 15th (15th day of the 5th month after the close of your tax period). If you have not been required to file previously and your year-end is June 30th, you will need to file by November 15, 2008 for the tax period of July 1, 2007 – June 30, 2008.

If your PTA's *Gross Income is less than \$25,000*, you will need to file a Form 990-N Electronic Notice (e Postcard) for Tax-Exempt Organizations not required to file Form 990 or 990EZ (required for PTA's with larger gross incomes).

If your PTA's annual *gross receipts are more than \$25,000 but less than \$100,000* and total assets are less than \$250,00 you can file Form 990-EZ instead of Form 990. Additional penalties/fines may be imposed for failing to file.

You will need to know the four digit LA PTA Group Exemption Number (GEN) which is 2221. The GEN must be included on every application. In addition, you will need your school PTA's Employer Identification Number (EIN) and will probably need to specify or check that you PTA unit is "Educational", "Other Non-Profit Organization", and the date (or approximate date) your PTA was organized.

Additional information can be found on the governments' website @ www.irs.gov/eo, going to Frequently Asked Question or by calling their Customer Service Assistance toll free at 1-877-829-5500.

Informational packets were included in the District PTA's Summer In-Service Treasurers' Workshop folders. If you did not attend the Summer In-Service, you can obtain a Treasurers' Workshop folder by calling Ann Wolf, 797-2911.





Membership Matters

Karen Black, 1st V.P. Caddo District PTA/Membership

Caddo District PTA is pleased to report as of December 15, 2007 15,741 members. What a way to start the New Year! Congratulations!

National PTA will kick off a membership campaign on January 1. Look for more information in this newsletter!

Please start your New Year by making the parents, grandparents, aunts, uncles, and guardians feel welcome and wanted at your school. Now is a good time to plan your grandparent membership drive. Ask your principal to designate a Grandparent Day at your school. Remember to record the names of those that join. This is the only membership information list that is requested by the state office. This information must be sent directly to state office by March 1.

Be sure to express your appreciation to your principal for supporting PTSA. If you have not achieved 100% Faculty and Staff ask him/her to support you in this area. The result will be a big boost for your membership.

Membership cards continue to be available at any District General Meeting or by contacting Karen Black (861-7555 or karenanneblack@aol.com) until January 31. Please make checks payable to LA PTA. With one to two days notice your unit name and number can be printed on your cards!

Membership cards must be purchased through the Louisiana PTA Office starting February 1 by contacting Beth Goidel, la_office@bellsouth.net, or 225-927-7382.

It is not too late to get your budget form in if you have not done so. Remember to send me a copy.

100% Faculty 100% Faculty and staff

A.C. Steere Elementary
Caddo Middle Magnet
Captain Shreve High School
Sixth Grade Center

E B Williams Stoner Hill
Eden Gardens Fundamental Magnet
Fair Park High School
Forest Hill Elementary
Herndon Magnet
Judson Fundamental Magnet
South Highlands Elementary
University Elementary
Youree Drive Middle

100% Faculty

C. E. Byrd High School
Fairfield Magnet

100% Staff

Werner Park

100% Membership

A.C. Steere
Arthur Circle
Caddo Middle Magnet
Eden Gardens Elementary
Fairfield Magnet
Forest Hill Elementary
Shreve Island Elementary
South Highlands Elementary
Sixth Grade Center
Youree Drive Middle School



Congratulations!



Submitted by
Karen Black, Caddo District PTA Membership



National PTA President

2008 PTA January Membership Campaign

It's time to plan your back-to-school PTA membership campaign!

New Year... New Opportunities

For PTAs, there is an important back-to-school period just around the corner: the return from winter break. January is a great time to recruit new members, as students are refreshed and parents are resolved to be more involved. New families may also have moved into your community for the start of the second semester. With so many chances to grow your PTA this January, I want you to have all the tools you need to run a successful membership drive.

The "New Year... New Opportunities" campaign features plenty of resources to help you and your membership committee build a stronger PTA—one that truly represents the school community and is a powerful voice for all children. There are stickers, handout cards, fliers, yards signs, newsletter ads, Web banners, membership forms, and a campaign guide to help you put it all to use.

When the New Year comes, it will bring new families, parents determined to devote more time to their kids, and community members with resolutions to make a difference. If you start planning now for the PTA January Membership Campaign, you'll be ready, with posters up and activities scheduled, when they all return from winter break.

Connect to parents' resolutions to be more involved in 2008, and trumpet the new opportunities available in the New Year! Let it ring forth that it's never too late to join PTA and help strengthen the school community. We are America's number one parent involvement organization, so let's invite all of America's parents to join us as we make every child's potential a reality!

Have a great 2008!

Tips for a Successful January Membership Campaign:

- Review the [PTA January Membership Campaign resources](#). Determine how you can combine them with the Membership Marketing Templates and Tools (available online at www.pta.org/marketing) to effectively reach families, teachers, school leaders, and other community members.
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- Place "New Year... New Opportunities" yard signs, posters, and fliers around your community and school. Post Web banners on PTA, school, and community websites.
- Include campaign ads in PTA and school newsletters, accompanied by articles describing the benefits of PTA membership.
- Work with the school office to identify new families moving in for the second semester. Ask the new families to join PTA.
- Mail a membership postcard to every non-PTA parent at your school, and a thank-you card to every PTA parent.
- Host your membership drive event, and set up your membership table at every occasion.

Membership growth is a sign that your PTA is a vital and relevant organization that is making a difference in your community. If your PTA is an effective, respected, and fun association, people will be eager to join.

Lay the Groundwork for Success

- Ask your PTA board to explain to potential members what your PTA does for the children of your community.
- Determine whether your PTA/PTSA is meeting the needs of your members and community.
- Align your goals with the needs and interests of your members and community.
- Make sure you have the support of your principal and school staff.

Ensure Continued Effectiveness

- Take a look at your membership goal from the start of the school year. How close are you to reaching that goal? What goal will you set for membership recruitment in January?
- Check in with your treasurer about the collection and deposit of membership fees. Are the current procedures working well? Is information being input into the Online Membership Data Reporting (OMDR) system in a timely manner? (OMDR is designed to help local units manage their membership data and to make their information available at the council [depending on state structure], district [depending on state structure], region [depending on state structure], state, and national levels. This unprecedented access will help all levels of the association handle funds more efficiently, respond better to member needs, and highlight areas where PTA can expand service.)
- Thank current PTA members for their commitment. Tell them why you're organizing a January Membership Campaign and how they can help make it a success. Be sure to pass along the resolutions handout card for members.
-

Take Advantage of Second Semester Enthusiasm

- Tell your school community about the new opportunities to get involved in the new year.
- Send membership forms and fliers home with report cards and school reminders.
- Design a visual representation of your growing membership (e.g., a celebration wall to which party favors with new-member names can be added, a cardboard or illustrated tree to which leaves for new members can be added, a jar to which beans, marbles, or ping pong balls can be added) for display in your school.
- Ask people to join your PTA—don't wait for them to offer.
- Make it easy for people to join: Have all the sign-up materials close at hand.

Promote Membership Whenever Possible

- Set up your membership table at every PTA and school event (maintain a current list of members in case people forget whether they have already joined).
- Publish a list of PTA members in your newsletter.
- Regularly include articles about membership and a clip-out membership form in your newsletter.
- Publish your current membership count in your newsletter. Check it against your goal often.
-

Wishing All of You
A Happy Glorious Christmas
And A
Joyous New Year!

From Caddo District PTA





Caddo District PTA
401 West 70th Street
Shreveport, LA 71106

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 PERMIT #288

Mariah Underwood, President
Beverly J. Hudson, Editor



Calendar of Events



7	Students Return from Holidays			
15	PTA General Meeting	9:30 a.m.	1961 Midway	Board Room
18	Professional Development (All Day)	No Students		
21	Martin Luther King Holiday			
29	PTA Board Meeting	9:30 a.m.	1961 Midway	Room 1



5	PTA General Meeting	9:30 a.m.	1961 Midway	Board Room
14	Valentine's Day			
18	Presidents' Day Holiday	Schools Closed		
21	Founders' Day Banquet	6:30 p.m.	Broadmoor Baptist Church	
26	PTA Board Meeting	9:30 a.m.	1961 Midway	Room 1

Nominations must be **received** by 4:00 PM, Friday, February 1, 2008

Caddo District PTA Advisory Nominations

The following offices are up for election at the April 8, 2008 Caddo District PTA General Meeting:

**DISTRICT PRESIDENT
1ST VICE PRESIDENT
RECORDING SECRETARY**

Requirements for nominations from the Caddo District PTA bylaws, Article VI, Section 4. reads:

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of this district PTA:

- **a. Each officer shall be a member of a local PTA within the area of this district PTA.
- **b. Only members of a local PTA in good standing with the Louisiana PTA shall be eligible to hold office.
 - c. A candidate for District President or 1st Vice President must have served on the District Board for one full term within the past five (5) years and on a local unit board for one full term either concurrently or previously.
 - d. Candidates for offices other than district president and 1st Vice President must have served on the board of a local unit PTA.
- **e. No officer may be eligible to serve more than two consecutive terms in the same office.
- f. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.

Please make as many copies of this form as needed. Enter only one advisory nomination on each form.

Complete all requested information to the best of your knowledge.

Must have consent of nominee and request that they send in the qualification statement to the committee.

Return completed forms to: Caddo District PTA
Nominations
8305 Forest Cove Drive
Shreveport, LA 71107-9264

Office of Nomination: _____

Name of Nominee: _____

Address of Nominee: _____

Phone Number: Home: _____ Work: _____

Nominee's Local Unit: _____

Note: This form will be destroyed after the election for these offices.

Your Signature _____

Your Local Unit Name: _____

Why do you feel that this person is qualified to serve in this office?

Personal comments: _____

(Qualification statement attached)

Deadline to return forms: Friday, February 1, 2008

**CADDO DISTRICT PTA
QUALIFICATION STATEMENT FOR**

Nominee _____ **Office** _____

1. Local PTA Unit (Give positions and number of years served)

2. District PTA (Give positions and number of years served)

2. Why would you like to serve in this office:

The above information should be provided by each nominee. The person making the nomination shall be responsible for seeing that the person they nominate completes this form and returns it to the nominating committee.

Return to: Caddo District PTA
Nominations
8305 Forest Cove Drive
Shreveport, LA 71107-9264

All nomination forms and qualifying statements must be **received** by 4:00 PM, Friday, February 1, 2008