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---- AS OF 06/20/2018 ---

Website: austincouncilpta.org
 ACPTA UNIT #: 12001
 ACPTA EIN#: 74-6087157

ACPTA Board Contact Information

President	Lynn Boswell	president@austincouncilpta.org	512.694.2896
1 st VP – Programs & Aide to Pres.	Vidya Lakshminarayanan	vpprograms@austincouncilpta.org	512.496.4576
2 nd VP – Membership & Awards	Kim Belew	vpmembership@austincouncilpta.org	512.815.6888
3 rd VP – Vertical Teams	Choni Hajibashi	vpverticalteams@austincouncilpta.org	512.554.8259
4 th VP – Scholarships & Hospitality	Savannah Dominguez	vpsscholarship@austincouncilpta.org	512.589.5707
5 th VP – Diversity & Inclusiveness	Vanessa Santamaria-Dainton	vpinclusion@austincouncilpta.org	512.632.2555
Secretary	Laurie Solis	secretary@austincouncilpta.org	512.517.0303
Treasurer	Jayne Rosso	treasurer@austincouncilpta.org	512.988.6947
Parliamentarian	Nu Chanpheng	parliamentarian@austincouncilpta.org	919.271.2345
Communications Chair	Angela Dunn	communications@austincouncilpta.org	512.751.0040
Advocacy Chair	Sonya Kaleel	advocacy@austincouncilpta.org	312.543.4121
Healthy Lifestyles Chair	Nekosi Nelson	healthylifestyles@austincouncilpta.org	301.437.2240
Principal Liaison	Jennifer Pace ???	jennifer.pace@austinisd.org	512.810.0633
Superintendent Delegate	Leonor Vargas	leonor.vargas@austinisd.org	512.736.2202

Our board members are your first resource for PTA and AISD related questions, and we are your liaison with Texas PTA. We meet on a regular basis with Austin ISD's Superintendent and staff and work diligently with district personnel on behalf of parents and families. We also serve on various district committees to provide a parent voice to discussions.

ACPTA Delegate (General Membership) Meetings

Thursday, September 6	12:00-1:30	1 st Annual Meeting	Travis
Thursday, November 1	12:00-1:30		
Thursday, January 17	12:00-1:30	Nom Committee election	
Thursday, March 28	12:00-1:30	Elections	Clifton Center
Thursday, May 16	12:00-1:30	Awards, Scholarships, Officer Install.	

- The voting delegates at ACPTA meetings are four from each school: the PTA president, principal, and 2 council delegates. (These delegates should be on file with ACPTA prior to the meeting.) The privilege of introducing motions and voting is limited to the voting body.
- Regular meetings of the ACPTA are open to the members of all Local PTAs holding membership in the council PTA.
- ACPTA council dues are \$50 per year.
- ACPTA regularly invites special guests of relevance to our meetings

ACPTA Vertical Team (Round Table) Contacts

Akins	Savannah Dominguez, akinsvt@austincouncilpta.org	Lanier	Vanessa Santamaria-Dainton laniert@austincouncilpta.org
Anderson	Angie Phillips, andersonvt@austincouncilpta.org	LBJ	<i>Vacant</i> lbjvt@austincouncilpta.org
Austin	Summer Youngblood and Barbara Knaggs, austinvt@austincouncilpta.org	McCallum	Emily McGinnis mccallumvt@austincouncilpta.org
Bowie	Lisa Haney, bowievt@austincouncilpta.org	Reagan	Rico Rodriguez reaganvt@austincouncilpta.org
Crockett	Veronica Gonzalez-Rivera, crockettvt@austincouncilpta.org	Travis	Julie Thomas travisvt@austincouncilpta.org
Eastside Memorial	T.A Vasquez eastsidevt@austincouncilpta.org	Special	

- Vertical Team meetings bring together school and PTA leaders within the vertical team. Attendees include: PTA President, Principal, PSS and ACPTA Delegates. They are a unique opportunity for PTAs and school personnel to share ideas and information.
- A vertical team coordinator will run each meeting and distribute information about upcoming ACPTA meetings and events.
- For additional information on Vertical Teams, please check out the Vertical Team pages on our website at www.austincouncilpta.org.

ACPTA PROGRAMS & TRAINING

- ACPTA will provide several training opportunities throughout the year for new boards or returning boards that want refreshers.
- **Reserve August 28 from 9:00-12:00** for training and workshops
- We coordinate the Reflections program within the school district and host an annual reception to show off entries created by AISD students.
- We can coordinate the presentation of parent education workshops through Texas PTA. See more at <http://www.txpta.org/rsa>
- We work closely with the Austin Partners in Education Program (APIE) to bring benefits of this program to your local PTA.

IMPORTANT PTA DOCUMENTS	MONTHLY PTA ACTIVITIES	
<ul style="list-style-type: none"> ● Bylaws (should be updated every 3 years) & Standing Rules (if applicable) ● Conflict of Interest Policy ● Local Officer Information will be done through PT-Avenue ● Meeting agendas and minutes including notes on all Budget activity requiring a vote (proposed budget & amendments) approved by membership ● Membership roster ● Records Retention Policy ● 990 Reports filed with IRS ● Financial Reconciliation Report <p>TERMINOLOGY: Active Status: To achieve active status with Texas PTA, a local PTA MUST</p> <ul style="list-style-type: none"> ● Submit local officer information ● Submit at least 20 members. <p>Good Standing: To be in Good Standing with Texas PTA, a local PTA must:</p> <ul style="list-style-type: none"> ● Be active ● Have updated Bylaws ● Have filed 990 within 60 days of financial year end 	<p>Incoming Board 1st Step After Elections Incoming Board Next Steps</p> <p>July - Sep</p> <p>Aug - Sep</p> <p>Sep - June</p> <p>Sep - Nov</p> <p>Oct. 5</p> <p>Oct. 15</p> <p>Oct. 31</p> <p>Oct. 15 or Nov. 15</p> <p>Jan – Feb</p> <p>Jan. 20</p> <p>Jan. 25</p> <p>Mar-Apr</p> <p>Apr. 5</p> <p>Apr – May</p> <p>Summer – Outgoing Board</p>	<p>Local Officer Information (LOI) submitted to Texas PTA. This is to be done through PT-Avenue.com. Make sure you have the login and password from previous board.</p> <p>Hold Executive Board meeting to: Sign Ethics/Conflict of Interest form, Record Retention Policy and Plans of Work. Appoint Parliamentarian and any other appointed position(s). New check signers should be approved and added to bank records. Set calendar for meeting dates (and events) for incoming year. Attend required FLO training provided by ACPTA. 990s should be filed per Texas PTA Standards of Affiliation. See Oct. 15 or Nov. 15 for IRS deadlines.</p> <p>Obtain copy of bylaws from Texas PTA. Review to ensure they are updated and no changes are needed.</p> <p>1st membership (general) meeting of the year: adopt the financial reconciliation report and budget resulting from officer Plans of Work Membership drive in progress.</p> <p>Beginning Sept. 1st, membership dues to Texas PTA should be sent monthly if dues have been received during the prior month. Reflection activities are held. Learn more: http://www.txpta.org/reflections</p> <p>Vertical Team Round Table Meetings with principals, PSS's, PTA Presidents, and Council delegates</p> <p>ACPTA Dues of \$50 per Local PTA are due</p> <p>Deadline to achieve active status with Texas PTA in order for your PTA to participate in Reflections.</p> <p>IRS Deadline for 990 Forms to be filed. (Note: the deadline is 4 1/2 months after the end of your fiscal year as defined in your bylaws). However, your 990 should have been filed within 60 days of year end to be in Good Standing with Texas PTA.</p> <p>Elect Nominating Committee during membership meeting.</p> <p>Sales Tax Returns are due to the Texas Comptroller (if your PTA files annually. Quarterly returns are due on the 20th of the month following quarter's end.)</p> <p>Vertical Team Round Table Meetings with principals, PSS's, PTA Presidents, and Council delegates</p> <p>Election of new PTA officers held during a membership meeting</p> <p>Vertical Team Round Table Meetings with principals, PSS's, PTA Presidents, and Council delegates</p> <p>Outgoing officers should appoint a financial reconciliation committee. Final (Annual) General membership meeting held. Outgoing officers present and adopt a budget to allow incoming officers to work during summer. Minutes should reflect new officers and bank signers.</p> <p>Financial Reconciliation Committee completes work. 990 should be completed within 60 days of end of fiscal year.</p>