



## NDPTA Convention & Family Expo!

Missed out on this year's convention and family expo? Here are some images from a great day at Carl Ben Eilsen Middle School.



NDPTA President Carla Solem opens the convention by welcoming registrants who this year included Moms, Dads & Students!



Nancy Jordheim, Fargo Public Schools, named this year's "Friend of the Children."



Our youngest attendees learned how to be healthy & fit while having fun!



Discovery Middle School's Nurse Jane hosts a "fitness course" for all ages!

The first ever "Reflections Celebration Dinner" was held Friday evening. Guest tables were hosted and decorated by members of the NDPTA Board.



Susan McCullough, Health & Welfare Chair, was the winner of the table decorating contest with her "It's Not Your Mother's PTA" table. A donation from NDPTA was made to Susan's choice—North Dakota School Nurses Association



**Mark your calendar for next year's convention—October 28, 2011**

*Watch your newsletters & emails for notice on the  
 2nd Annual Reflections Celebration*

**North Dakota PTA Office**  
 623 E. Main Ave. #106A  
 West Fargo, ND 58078  
 (701)297-9168  
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### PTA Mission

**\*To support and speak on behalf of children and youth in the schools and before governmental agencies and other organizations that make decisions affecting children;**

**\*To assist parents in developing the skills they need to raise and protect their children; and**

**\*To encourage parent and public involvement in the schools of this nation**



## Treasurer's Message

from Terry Titus, NDPTA Treasurer

### It's Coming, It's Coming, . . . the Deadline Will Soon Be Here!

#### Has your PTA filed its income tax return for 2009-2010?

The fiscal year for PTAs in North Dakota is July 1-June 30. Therefore, **the deadline to file a return for that school year is November 15, 2010.**

Are you wondering where to start? Some ideas follow:

**All PTAs must file an income tax return annually. The type of filing/form is determined by the organization's income.**

**990-N (e-Postcard) for gross receipts that are generally \$25,000 or less**

**990-EZ for gross receipts between \$25,000 and \$100,000**

**990 for gross receipts of \$100,000 or more**

**If your PTA has an annual income of \$25,000 or less, the 990-N (e-Postcard) is the method of filing to use.**

#### Here's the "How to":

You'll want to have the following information on hand and ready before you begin:

The PTA's EIN (Employer Identification Number)-that will be on a letter received from the IRS

The tax year for which you are filing (July 1, 2009-June 30,2010)

The legal name and mailing address of the PTA. (Ideally, your PTA should have a permanent address at which mail is received. For example, most of the local unit PTAs use their respective school addresses.)

The name and address of a principal officer. The PTA president's name and address are usually given.

Next: Go to the website: [www.irs.gov](http://www.irs.gov)

From the grey menu bar below the title of the web page, click on "Charities & Non-Profits"  
Scroll down to "Annual Electronic Filing Requirement for Small Exempt Organizations-Form 990-N(e-Postcard)"

Click on that

You will see an outlined box towards the middle of the page. It says,"How to File." There is a click [here](#) option that will take you directly to another website at which the electronic e-Postcard filing can be completed.

After you have logged on as directed, the organization's name will likely come up as North Dakota Congress of Parents and Teachers. That is the name of the parent group under which all of the North Dakota unit PTAs operate.

There is a section in which you may list any other names under which your PTA operates or "is doing business as" (DBA). Commonly, PTAs operate under the name of the schools they serve. For example, a local PTA unit at Roosevelt Elementary School may do business under the name "Roosevelt Elementary School PTA."

The rest of the filing is just a matter of answering the 4 or 5 questions.

**\*\*\* Be sure you print the email that the IRS sends confirming the acceptance of the tax return filing. That should be kept with the PTA's permanent records.**

It may be helpful to future treasurers if you print the entire e-Postcard form you complete. That would give them the "DBA" information, PTA's address information, etc., so they'd have it for future reference. (Note: the income level for the 990-N (e-Postcard) filing will be increasing to \$50,000 or less beginning with the 2010-2011 fiscal year tax return filings.)

**If your PTA's income falls between \$25,000-\$100,000, your PTA would usually use the IRS Form 990-EZ to file.**

Detailed instructions for completing the IRS Form 990-EZ have been prepared by the National PTA. The instructions, taken from **2010-2011 PTA Money Matters Quick Reference Guide, pg. 56-61, follow.** They may also be found at the National PTA website, [www.pta.org](http://www.pta.org).

**Keep in mind that the instructions are based on the fiscal year 2010-2011. The income amounts for the types of forms filed will be higher than what they were for previous years. The general procedural instructions, however, should still apply.**

**The 2010-2011 PTA Money Matters Quick Reference Guide states it this way:**

**Please note the following updates regarding the requirements for filing Forms 990 and 990-EZ:** As of the 2010 tax year, for returns filed in 2011 or later, PTAs with an annual gross income of **more than \$50,000** (formerly \$25,000) must file Form 990 and Schedule A. If a PTA's gross receipts are **less than \$200,000 and total assets are less than \$500,000**, the PTA may file Form 990-EZ instead of Form 990. If gross receipts are **\$50,000 or less**, the PTA must electronically submit Form 990-N, also known as the e-Postcard.

## **WE WANT TO HEAR FROM YOU!**

### **Sharing Best Practices with each Other**

**There is a strong need/desire for PTAs to share programs and best practices with other PTAs. Please submit those ideas/practices to Stacey at [ndptaoffic@702com.net](mailto:ndptaoffic@702com.net) We would love to include as many as possible in our upcoming issues and our website [www.ndpta.org](http://www.ndpta.org).**

**Possible topics include:**

**Healthy fundraisers-Ways to increase membership-Successful Programs-Increasing membership at PTA meetings/Convention-**

## ***What? Flu Season is here?***

The CDC states the number one way to protect yourself from getting the flu is to get a flu shot. They recommend flu shots for the whole family. If you have questions, consult your physician. Two other ways to protect ourselves & others from getting the flu is to cough or sneeze into your elbow & to wash your hands frequently. We've all heard these, but it's been awhile.

There are other things we can consider: when you are cleaning, think about what gets touched in your house: door knobs-front door, bedroom, bathroom, closet, desk, cupboards; handles on kitchen appliances, brooms, mops; railings; tv & radio remote controls; light switches, computer keyboards, phones. Take a walk through your house & think about what you touch with your hands. Include these things in your cleaning routine. When you are done inside your house, think about your car. When you are going to the store and you push the door open, use your elbow or forearm. When you use a cart at a store, use the cleaning wipes. And lastly, try to keep your hands away from your face.

On another note, we are well into the school year and our schedules are pulling us in different directions. Another important deterrent to getting the flu or a cold is for everyone in the family to get enough sleep. How is each member in your family handling their schedules? Are they feeling pressure building? How does each member in your family handle stress? Is everyone exercising regularly?

Again, before anyone gets sick, think about these things: How is each member of your family eating? Are you having meals together? Have you gotten so busy that the meals are grab & go? What are your children actually eating at school? What do they have for snacks & when do they have snacks? Are you getting 5-7 servings of fruits and vegetables every day? Are you getting enough protein? Sugar also weakens the immune system in its "fight" against cold and flu viruses.

Now is a good time to be proactive with the health of our families. The autumn & winter holidays, which are all closely associated with food, are fast approaching. I encourage all of you to make one positive change in the health of your families. Add more fruits and vegetables, lessen the amounts of sugar or fats that your family consumes to fewer times per week, if you have snacks-have them at a scheduled time and be aware of what you are doing when you consume them, try a new healthy dish once/week, walk more, get enough sleep. And do something together as a family that will make each of you laugh. Stay healthy!

*from Susan McCullough, NDPTA Health & Welfare Chair*

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# North Dakota **PIRC!**



North Dakota's Parent Information Resource Center (PIRC) Check out the wonderful resources and workshops NDPIRC has to offer individuals, schools & PTA's at <http://www.pathfinder.minot.com/index2.html>.

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## School Nursing—Why it is important to your school.

The needs of every child vary greatly. In many families there is a family member who has an illness or disability or is going through a life situation that is causing concern and needs special care or attention besides all the day to day needs we all have.

The dynamics of the family has changed greatly over that last few years. More and more moms are working outside the home to support their families which causes more time for children to be left alone. Grandparents are taking more responsibility for child care and the need for foster care has never been in greater demand.

It is the job of teachers to educate our children. The time is limited and the pressure is great to teach and not to deal with other issues students may have. It is difficult for students to do their best if their basic needs are not being met. Student's ability to learn is altered or may be non-existent if they have a headache, stomachache, not taking their medications correctly or are being bullied. So the question is "Who is meeting the basic needs of our children at school?"

School nurses have the expertise and training to help children at school. There is far more to school nursing than putting on band-aids but now with Methyl Resistant Staph Aureus[MERSA] greater care needs to be given to all wound care. Having a school nurse as part of the school team has proven to make a significant difference with educational process of children.

Attendance is a key issue to a student's performance. It is proven that 92% of students who see a school nurse for a problem or illness returns to class. It is also financially beneficial for the school to increase the attendance rate because schools receive state funding based on attendance.

In future articles I will be discussing medication administration, chronic illnesses, children with special needs and disabilities, health promotion, mental health and many more issues that make school nurses a valuable asset for your children's educational team!

**Jane Prather, School Nurse**

*Discovery Middle School*

## ***Why do we need school nurses?***

School nurses save lives. They...

- provide direct health care to students and staff;
- provide leadership for the provision of health services;
- provide screening and referral for health conditions;
- promote a healthy school environment;
- promote health;
- serve in a leadership role for health policies and programs;
- serve as a liaison between school personnel, family, community, and health care providers.

### ***Another memory from this year's convention.....!***

Jane Prather, School Nurse—Discovery Middle School

Nancy Tisor, School Counselor—Lincoln Elementary

Susan McCullough—NDPTA Health & Welfare Chair

Learning without thought is labor lost;  
thought without learning is perilous.

-- Confucius



## Why Join the PTA

The number one reason to join the Parent Teacher Association is to benefit your child. In doing so, you also help your school. But there are many more advantages. Here are just a few:

- *Get Connected.* There's no better way to know what's happening in your school.
- *Discover Great Resources.* The PTA offers a variety of programs designed for parents as well as students.
- *Tap into a Network.* Parenting is not easy—it helps to share ideas, concerns and experiences with other parents and educators in the community. PTA functions are opportunities to meet other parents and teachers, building rapport and discussing issues that are on your mind.
- *Watch Yourself Grow.* By volunteering with your PTA, you gain valuable experiences. It's an opportunity to put your skills and hobbies to good use for a good cause—your child and all children in the community.
- *Speak Up.* Because the PTA is a forum for exchanging ideas, you are encouraged to make suggestions. PTA can be a way for you to more effectively suggest change at your child's school.
- *Witness Improvement.* By getting involved at your child's school you'll be part of the solution, helping make positive changes. Local PTAs play an important role in fundraising to provide building improvements, curriculum-based programs, and social events—all vital to a school's success.
- *Be a Role Model.* By becoming a PTA member, you'll be demonstrating to your child the importance you place on education.
- *Enjoy Substantial Benefits.* Individuals and local units can take advantage of a host of benefits from PTA membership including discounts and offers from member benefits providers and sponsors, magazine subscriptions, leadership training, e-newsletters and much more.  
For less than 3 cents a day, you can become a PTA member, joining more than 5 million other people who share your interest in issues affecting children. Everyone—parents, educators, students and other citizens active in their schools and communities—are invited to join our not-for-profit organization.

Taken from *Members Benefit* page of [www.pta.org](http://www.pta.org)

*Prefer to receive your newsletter in hard copy?*

Contact the ND PTA office to request hard copy newsletters for a subscription cost of \$5.00 a year.

[ndptaoffice@702com.net](mailto:ndptaoffice@702com.net)

Or 701-297-9168

Education is not the filling of a bucket, but the lighting of a fire.  
-- W. B. Yeats



## **Dates to remember**

Unit Insurance Premiums **due October 15, 2010**

**November is Healthy Lifestyles Month!**

Unit 990's **due November 15, 2010**

Unit Dues are **due on the 15th of each month!**

NDPTA 2011 convention—**October 28, 2011**

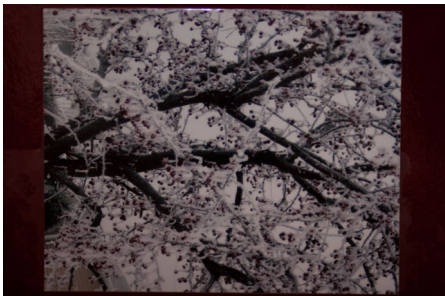
Reflections Projects **due to State Office—February 7, 2011**

National PTA Convention—**June 9-12**

2010-11 Reflections Program Theme: "Together We Can..!"

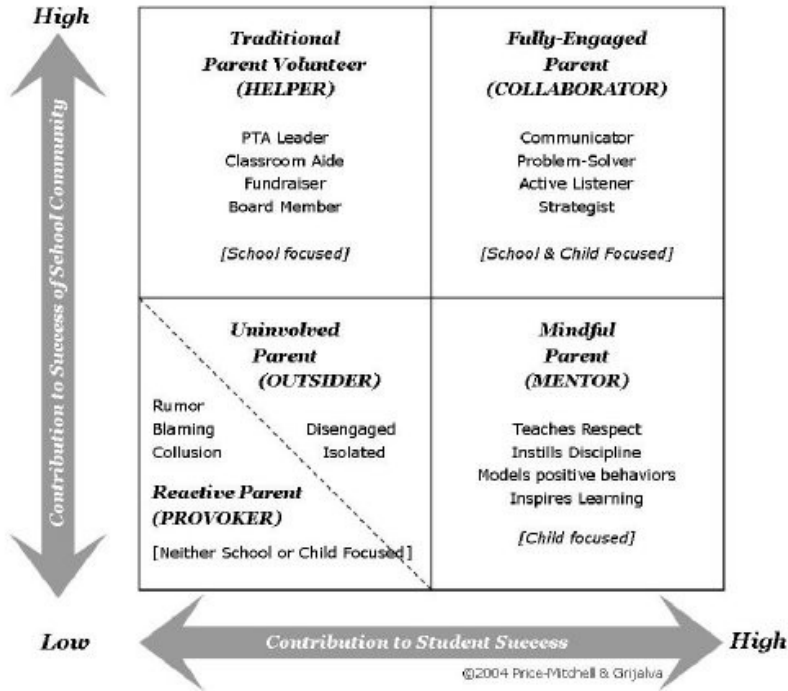
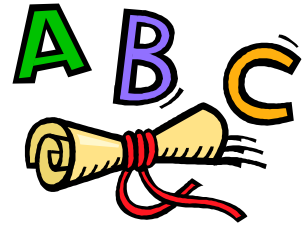
### Five Reasons to Run the PTA Reflections Program:

- Students need more opportunities to create works of art for fun and recognition, and the Reflections Program provides an outlet for students to creatively explore what they are learning in the classroom.
- The Reflections Program is run by parent volunteers, thereby providing another opportunity to involve parents in their children's education.
- Participation in the Reflections Program gives students a chance to experiment in the arts.
- When children express themselves through words, pictures, music, dance, film, and other art media, they grow intellectually; they learn to analyze their thoughts and feelings.
- The Reflections Program helps parents recognize, support, and enhance their children's continuous process of self-discovery.



**If your unit is interested in conducting a Reflections Program this year, please email [ndptaoffic@702com.net](mailto:ndptaoffic@702com.net) or give us a call at 297-9168 to be added to our mailings!**

**DEVELOPING THE FULLY-ENGAGED PARENT**  
**A Model for Understanding Parent Involvement in Education**



## PTA Membership Awards

*Congratulations to the following schools for the awards given them in August at PTA University...*

### "09-11" MEMBERSHIP AWARDS"

#### District #2

**Bel Air** – Acorn  
**Dakota** - Little Red School House  
**Edison** - Acorn, Golden Oak, Little Red School House  
**Erik Ramstad** -  
**Golden Oaks** -  
**Lewis & Clark** – Oak Tree  
**Lincoln** -  
**Longfellow** – Acorn, Oak Tree & Little Red School House  
**Magic City Campus** – Oak Tree  
**Mary Stark** -  
**McKinley (Minot)** – Acorn & Little Red School House  
**North Plains** – Acorn  
**Perkett** – Golden Oak & Acorn  
**Roosevelt** – Little Red School House  
**Sunnyside** – Little Red School House  
**Washington** – Acorn

#### District #4

**Ben Franklin**- Acorn, Oak Tree, Little Red School House  
**Bennett** – Acorn, Little Red School House  
**Carl Ben Eielson** – Acorn, Little Red School House  
**Centennial** –Acorn  
**CBH** - Acorn, Oak Tree  
**Discovery** - Acorn, Golden Oak  
**Eastwood** - Little Red School House  
**Fargo South Campus II** – Oak Tree & Acorn  
**GCC**—Oak Tree  
**HMR** – Acorn & Little Red School House  
**Jefferson** – Oak Tree & Little Red School House  
**Kennedy Elem.** – Acorn, & Little Red School House  
**L.E. Berger**—Acorn & Oak Tree  
**Lewis & Clark** - Acorn & Little Red School House  
**Lincoln (Fgo)** - Acorn & Little Red School House  
**Lisbon** -  
**Longfellow (Fgo)** Acorn, Golden Oak, Little Red School House  
**Madison** – Little Red School House  
**McKinley(Fgo)** – Acorn & Little Red School House  
**North High** – Acorn  
**South Elementary (West Fgo)** - Little Red School House  
**South High** – Oak Tree  
**Trenton** -  
**Washington (Fgo)** Acorn & Golden Oak  
**Westside** – Acorn & Little Red School House

## North Dakota PTA

### Office Hours

The office hours are flexible Monday—Friday following the Fargo Public School schedule. Please call ahead to make an appointment.

*Thank you!*

You can find us at...  
 623 E. Main Ave. #106A  
 West Fargo, ND 58078  
 701-297-9168 [www.ndpta.org](http://www.ndpta.org)  
[ndptaoffic@702com.net](mailto:ndptaoffic@702com.net)



## ***Top 5 Tips to Start of Your PTA Year Off Right!***

### **Know the mission, vision and core values of PTA.**

**Vision:** *Making every child's potential a reality.*

**Mission:**

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

**PTA Values:** **Collaboration:** We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals. **Commitment:** We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement. **Accountability:** We acknowledge our obligations. We deliver on our promises. **Respect:** We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves as we do from others. **Inclusivity:** We invite the stranger and welcome the new-comer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible. **Integrity:** We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.

### **Be familiar with State Standards of Affiliation.**

- Adheres to the Purposes and basic policies of National PTA;
- Remits membership report with state and national portion of membership dues to the NDPTA state office by monthly deadlines;
- Has bylaws approved and on file according to the procedures of the NDPTA;
- Annually submits IRS form 990 with a copy submitted to the NDPTA state office;
- Annually elects unit officers and submits officer's form to NDPTA state office.
- Annually submits insurance payment to state office.
- Maintains minutes of ALL membership meetings.
- Conducts an annual fiscal review of financials with a copy of review submitted to the NDPTA state office.

**Focus on the Kids NOT the Cash.** When planning meetings, budgets, activities and events keep your focus on the kids not the cash. PTA was established and should continue to focus on supporting our kids in achieving the best educational outcomes possible. This does not mean don't practice and comply with financial best practices. In fact, focusing on the kids means you should do everything possible to be good stewards of the funds you collect and raise. Putting the kids first means planning your 'cash' activities with the mission, vision and values of PTA in mind. Your focus and the majority of planning and parent involvement time should NOT be spent on fundraising. Fundraising is a means to achieve your goals. Also, the best supports you can provide the students of your schools typically don't cost a dime. Consider spending more of your time and energy on helping parents support their kids (parent education, advocacy, improving school-home communication, family centered activities, safety).

**Be familiar with the responsibilities of your position.** Attend leadership training, read NPTA training booklets, ask questions, and attend convention. The more you know the stronger leader you will be. If everyone does their job, it lightens the load for all.

### **Communicate Effectively.**

- Keep your membership informed of your units goals, activities and efforts.
- Network with other PTA Leaders to gain support and ideas.
- Communicate with school staff. You need administrators support to be most effective. Remember the "T" in PTA.
- When in doubt ask questions.



## North Dakota PTA Unit “IN GOOD STANDING” Policy

Local unit and council officers should be familiar with their bylaws, the NDPTA policy that defines a “unit in good standing”, **501 (c)(3) guidelines**, as well as the criteria set forth by the North Dakota PTA.

### Protect and preserve your local PTA’s “Unit IN-GOOD-STANDING-STATUS”:

Revise Bylaws every three (3) years.

Pay State and National Dues.

Follow ALL Unit Standards of Affiliation. These apply to ALL PTA’s.

### Unit Standards of Affiliation/In-Good-Standing Criteria

A local PTA/PTSA Unit in order to be considered in good standing and recognized as a PTA is one which:

Adheres to the Purposes and basic policies of National PTA;

Remits membership report with state and national portion of membership dues to the NDPTA state office by monthly deadlines;

Has bylaws approved and on file according to the procedures of the NDPTA;

Annually submits IRS form 990 with a copy submitted to the NDPTA state office;

Annually elects unit officers and submits officer’s form to NDPTA state office.

Annually submits insurance payment to state office.

Maintains minutes of ALL membership meetings.

Conducts an annual fiscal review of financials with a copy of review submitted to the NDPTA state office.

**SUBMITAL DEADLINES:** Each year, to comply with 501(c)(3) guidelines and PTA Standards of Affiliation, you are required to provide the following to the **NDPTA Office, 623 East Main, #106A, West Fargo, ND 58078:**

Bylaws: Copy of current Bylaws (only required within 30 days of authoring or updating or upon request). Please provide both a hard copy and email to: [ndptaoffice@702com.net](mailto:ndptaoffice@702com.net).

Membership Report and Dues: Fall Membership due December 1<sup>st</sup> with subsequent reports (including any dues collected) due the 15<sup>th</sup> of each month. Report can be submitted electronically.

Financial Review: Copy of final report due by September 1<sup>st</sup>.

990/990 EZ or Form 990-N (e-Postcard): Copy due by November 15<sup>th</sup>.

Insurance: Annual payment due by October 15<sup>th</sup>.

Officers List: May 15<sup>th</sup>

**PLEASE NOTE:** If a unit is found to have missed one of the above requirements, the NDPTA state office and/or membership committee will contact the unit and provide a list of steps needed to remain “in good standing”, The unit will have 45 days to complete.

If still not “in good standing” at the end of the 45 day period, the unit officers will be required to meet with NDPTA representatives to show that efforts being made to regain “in good standing” status. The NDPTA will assist the unit with a plan and steps to regain “in-good-standing status”. If the unit agrees to the plan, the unit may be given a final 45 days to complete all Standards of Affiliation requirements as well as show a plan for assuring compliance in the future.

If no plan or desire to be a unit “in-good-standing” exists, the unit will be dissolved. Dissolved units will no longer be under the NDPTA 501 (c)(3) status, or considered a PTA unit. The unit must immediately notify it’s members of its dissolution and cease all business. All remaining funds and assets must be remitted to the NDPTA office within 15 days. The NDPTA has the authority to re-disperse funds and assets to other local units or districts.