

APRIL 2020

Spring Leadership Workshops @ TBA
9:00 a.m. to 12:00 noon

- TBA Student Leadership Academy Dessert Reception and Recognition at DCPS Bldg
- 21 DCCPTA General Meeting – 9:30am DCPS Bldg – Cline Auditorium
- 21 Micro Training & Munchies – 11:30am

PTA Local Unit to Do List:

- Begin to fill out Florida PTA Membership and other Award Applications
- Submit "Outside Association Monthly Report" to the school bookkeeper
- Schedule and advertise your last General Meeting for Election of Officers for next school year

MAY 2020

- 1 Last day to submit Florida PTA Membership Dues, Membership Award and all other FLPTA Award Applications
- 4-8 Teacher Appreciation Week
President's and Principal's Luncheon & Vendors Fair– 11:30am
Herbert University Center, UNF

PTA Local Unit to Do List:

- Select an Audit Committee of at least 3 non-check signers
- Elect Officers
- Transition Meeting
- Plan for summer Financial duties for the end of the 2019-2020 fiscal year
- Submit "Outside Association Monthly Report" to the school bookkeeper

Program Idea: Teacher Appreciation Program

SUMMER 2020

- Submit "Outside Association Monthly Report" to the school bookkeeper for June and July.
- Plan and complete "Outside Organization Annual Audit"
- Transition check signers at the bank
- Complete Florida PTA New Officer form (online at www.FloridaPTA.org)

June 18-21, 2020 National PTA Convention & Expo
Louisville, KY

July 16-19, 2020 Florida PTA Leadership & Convention
Innisbrook Resort, Tarpon Springs, FL



BOARD OF MANAGERS CONTACT INFORMATION

POSITION	NAME	ALL EMAILS @DCCPTA.ORG
President	Theresa Rogers	President
VP – Programs	Cathy Guiler	Programs
VP – Local Units	Santhea Hicks-Brown	LocalUnits
VP – Committees	Kay Hawkins	Leadership
Corresponding Secretary	Priscilla Maass	CorrSecy
Recording Secretary	Jiminda Thompson	RecSecy
Treasurer	Graham Guiler	Treasurer
Legislative Advocacy	Melissa Daniel	Advocacy
Awards	Linda Vinson	Awards
Business Partners/Vendors	Christina Cummings	BusPart
Bylaws	Betty Marty	Bylaws
Communications/Marketing	Debbie Okenica	Marketing
Cultural Arts	Billie Alston	Reflections
Diversity & Inclusion	Whitney Touchton	
ESE Program	Asa Maass	
Historian	Tiffanie Graham	
Hospitality	Vilma Morgan	Hospitality
Membership	Sara Gittens	Membership
P&P Luncheon	Scarlett Brown	PandP
Registration	Anna-Maria Charles	Registration
Resource	Anita Edwards	
Scholarship	Jillian Gishler	Scholarship
Student Engagement	Latrice Carmichael	
Student Leadership Acad	Felita Tutt	SLA
Technology/Social Media	Doreen Abbott	Web



DUVAL COUNTY COUNCIL



everychild.onevoice.

The overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

Updated: 9/23, Dates are subject to change.

Please check our website at www.dccpta.org for more detailed and up-to-date information and schedule changes.

AUGUST 2019

- 12 First Day of School
- 27 DCCPTA General Meeting – 9:30am
DCPS Bldg – Cline Auditorium
Registration & Hospitality begins at 9:00 am
- 27 Micro Training & Munchies, Reflections - 11:30am
- 28 Get Your PTA Audit Done Right – 10-11:00am – DCPS Bldg

PTA Local Unit to Do List:

- Did you register your 2019-2020 Officers?
- Membership Drive
- Schedule, invite and advertise first General Meeting
- Schedule Vision Screening
- Submit "Outside Association Monthly Report" to the school bookkeeper
- Submit "Outside Organization Annual Audit" to school bookkeeper

Program Idea: Register at www.PTA.org to become a National School of Excellence

SEPTEMBER 2019

- 7 Fall Leadership Workshop Postponed to 10/19
- 24 DCCPTA General Meeting – 9:30am
DCPS Bldg – Cline Auditorium
- 24 Lunch & Learn, Data for Good – 11:30am
- 25 File Your IRS 990 Like a Pro -10-11am – DCPS Bldg

PTA Local Unit to Do List:

- Encourage all Board members to attend the Fall Leadership Workshops
- Mail Membership Dues to Florida PTA
- Hold General Membership Meeting to vote to approve the Budget
- Review Bylaws and make sure each Board member has a copy
- Submit "Outside Association Monthly Report" to the school bookkeeper

OCTOBER 2019

- 16 All About the PTA/PTSA Organization – 10-11am – DCPS Bldg
- 19 Fall Leadership Workshop @
Darnell-Cookman, Saturday 9:00 a.m. to 12:00 noon
- 22 DCCPTA General Meeting – 9:30am
DCPS Bldg – Cline Auditorium
- 22 Lunch & Learn – 11:30am

PTA Local Unit to Do List:

- File IRS 990s (deadline November 15)
- Submit "Outside Association Monthly Report" to the school bookkeeper
- Submit Florida PTA Dues
- Complete application for the DCCPTA Right Foot Award
- Submit Duval County Council PTA Dues—\$35

Program Idea: Plan a program for Red Ribbon Week, 10/23-31.
2019 Theme: "Send a Message. Stay Drug Free."

NOVEMBER 2019

- 1 Right Foot Award Application Deadline
(must be postmarked November 1)
- 15 **Deadline to File IRS 990s**
- 19 DCCPTA General Meeting – 9:30am
DCPS Bldg – Cline Auditorium
- 19 Micro Training & Munchies – 11:30am

PTA Local Unit to Do List:

- Submit Membership dues collected to date to Florida PTA
- Submit "Outside Association Monthly Report" to the school bookkeeper

Program Idea: Plan a Healthy Living Lifestyle Program

DECEMBER 2019

- 5 **Turn in Reflections entries, 9:00 am—Noon,
DCPS Bldg, Room 613**

PTA Local Unit to Do List:

- Submit "Outside Association Monthly Report" to the school bookkeeper

Program Idea: Plan "Take Your Family to School Week" activities for February

JANUARY 2020

- Leadership Academy Field Experience in Tallahassee
- 28 DCCPTA General Meeting – 9:30am
DCPS Bldg – Cline Auditorium
- 28 Micro Training & Munchies, Applying for Awards – 11:30am

PTA Local Unit to Do List:

- Submit "Outside Association Monthly Report" to the school bookkeeper
- Refer to bylaws on Nominating Committee election process.

Program Ideas: Legislative Program: Educate members on Florida PTA's Legislative Priorities; Schedule a DCC Advocacy Trainer to present a program.

RESOURCES

www.dccpta.org
www.floridapta.org
www.pta.org
www.duvalschools.org

FEBRUARY 2020

- 25 DCCPTA General Meeting – 9:30am
DCPS Bldg – Cline Auditorium
- 25 Lunch & Learn – 11:30am
- TBA Reflections Reception (date and location TBA)

PTA Local Unit to Do List:

- Begin to fill out DCCPTA Award Applications
- Submit "Outside Association Monthly Report" to the school bookkeeper
- Purchase President's & Principal's Luncheon Tickets

Program Idea: Plan a trip down Memory Lane as you celebrate Founders' Day

MARCH 2020

- 24 DCCPTA General Meeting – 9:30am
DCPS Bldg – Cline Auditorium
- 24 **DCCPTA Local Unit Awards
Application Deadline – Noon at DCPS Bldg**

PTA Local Unit to Do List:

- Turn in DCCPTA Award Applications
- Nominating Committee should have a slate of officers for next year
- Survey your parents, teachers and students on your PTA programming for this year to help guide next year's Board's summer planning
- Submit "Outside Association Monthly Report" to the school bookkeeper

Program Idea: Plan a Parent Night program



Visit our website for monthly member benefits and to download the current flyer for the 2019-2020 school year.

This brochure is also available on our website.