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2022 – 2023 Master Calendar

Board of Directors (BOD) Meeting (Quorum 7)

Who: First District Officers
When: Second Monday of the month (subject to change due to holidays)
Time: 9:30 AM
Where: First District PTA Office, 1008 S. Eighth St, Moor Field, Alhambra

District Board Meeting (Quorum 19)

Who: First District Officers and Chairmen of Standing Committees
Council Presidents or designated representative from the Council board
Out-of-Council (OOC) Unit Presidents or designated representative from the OOC Unit board
Immediate Past FDPTA President (unless elected or appointed to another office)
All CAPTA and National PTA officers and chairmen residing in the district
A courtesy seat may be granted to other Council & Unit leaders or guests with prior approval from the First District President

When: Fourth Monday of the month (EXCEPTIONS – special events/conflicts - please check for specific dates)
Time: 9:00 AM Presidents' Round Table, 10:00 AM District Board Meeting begins OR 6:00 PM Presidents' Round Table, 7:00 PM District Board Meeting begins – ALL Presidents and/or representatives attend; Presidents' Round Table occurs in months of September, November, January and March

Where: Unless otherwise noted, Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101 (pending contract approval)

District Association Meeting (Quorum 54, representing 19 associations)

Who: First District Officers and Chairmen of Standing Committees
All Council Presidents or their alternate
All Unit Presidents or their alternate PLUS one (1) delegate or their alternate from each association, selected by the association prior to the first meeting of the district
Immediate Past FDPTA President (unless elected or appointed to another office)
All CAPTA and National PTA officers and chairmen residing in the district
A courtesy seat may be granted to other Council & Unit leaders or guests with prior approval from the First District President

When: August, December, February (Annual Meeting), April (Awards)
Time: Daytime: 9:00 AM – 12:30 PM; Evening: 6:00 PM – 9:00 PM (times are approximate)

Special Events

October Superintendents & Administrators Conference – Monday, October 24, 2022, Covina-Valley District Field, Hanes Center, 220 West Puente Street, Covina, CA

December Annual Holiday Luncheon – Monday, December 5, 2022, 9:00-1:00 PM, Sheraton Fairplex Hotel & Conference Center, 601 W McKinley Ave, Pomona, CA



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- March** **Reflections Reception/First District Awardees** – Saturday, March 4, 2023, Arcadia Performing Arts Center, 188 Campus Dr, Arcadia, CA
- June** **District Leadership Conference** – Saturday, June 10, 2023, Edgewood High School, 1625 W Durness St, West Covina, CA

Due Dates and Deadlines

Dates listed on the calendar are **DUE DATES TO FIRST DISTRICT OFFICE** (except where noted, i.e., DUE at State office). These dates are **FINAL** to allow time for First District to process information & remittances and to forward through channels to meet State deadlines. **Please note that items must be received in the District office by DUE DATE.**

First District President’s Theme: “First for All Children”& “Together for All Children”

First District Membership Theme: “Together we Grow”

District Membership Challenge: “22% by 22”

State PTA Membership Theme: See CAPTA Membership Challenges & Incentives

State PTA Membership Unit Challenge: See CAPTA Membership Challenges & Incentives

National PTA 2022 - 2023 Reflections Theme: “Show Your Voice”

June

- 6 **BOD Meeting** – First District PTA Office, 9:30 AM
- 11 **District Leadership Training Conference** – 7:00 AM – 2:45 PM, Edgewood High School, 1625 W Durness St, West Covina, CA 91790
- 13 **Due:** **FINAL Membership Dues Per Capita for fiscal year 2021-2022**
- 14-19 National Legislative Conference and National PTA Convention and Expo – National Harbor, MD
- 30 Fiscal Year-End
- Due to State PTA: Final membership per capita for 2021-2022

July

- 1 Annual Membership Campaign begins 2022-2023
- District Office closed
- 18 **BOD Retreat** – 6:00 PM, Location TBD
- 25 District Office reopens

August

- 8 **BOD Meeting** – 9:30 AM; First District PTA Office
- 8* **District Board Meeting** - 6:30 PM; via Zoom
- DISTRICT Business:** Adopt Master Calendar, Budget, Annual Financial Report and YE Audit; Approve Contracts & Financial Reports; Approve Presidential Appointments
- 11-13 Summer State Board of Managers - Ontario DoubleTree Hotel
- 22 **District Association Meeting with Family Engagement Focus** – Check-in 9:00 AM; Meeting begins at 9:30 AM; Covina Valley District Field, Hanes Center, 220 W. Puente Street, Covina, CA
- DISTRICT Business:** Adopt Master Calendar, Budget, Annual Financial Report and YE Audit; Approve Contracts & Financial Reports; Ratify Presidential Appointments
- Due:** • **Membership per capita (due monthly)**



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- Council and Unit Annual Financial Reports, YE Audits (Fiscal YE 5/31)
- Council and Unit 2022 - 2023 Budgets

29 **Out-of-Council President Orientation** – 6:30 PM, Via Zoom

September

- 5 **District Office Closed -- Labor Day**
- 12 **BOD Meeting** – 9:30 AM; First District PTA Office
- 26 **District Board Meeting & President’s Round Table** – 6:00 PM Presidents’ Round Table; 7:00 PM District Board Meeting begins, with Reflections Mini-Training; Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101
DISTRICT Business: Elect First District PTA Nominating Committee
Due: • **Membership per capita (due monthly)**
 • Council and Unit Annual Financial Reports, YE Audits (FYE 6/30)
 • Council and Unit 2022 - 2023 Budgets
 • Council/OOC Presidents’ Quarterly Reports
- 30 Due to State PTA - CAPTA Membership Challenge “Tell Us Your Theme and Goal” Membership themes

October

- 1 Due to State PTA:
 • Grant Apps – Cultural Arts, Outreach/Translation, Healthy Lifestyles, Parent Education
 • Continuing Education Scholarship Apps – School Nurses, Credentialed Teachers, Counselors, and PTA Volunteers
- 3 **Due to DISTRICT** - CAPTA Membership Challenge “100 in 100”membership per capita
- 10 **BOD Meeting** – 9:30 AM; First District PTA Office
- 15 **Due to DISTRICT - CAPTA Membership Challenge** - 30 members remitted to qualify for “Ready, Set, Remit”
- 23-31 Red Ribbon Week
- 24 **District Board Meeting and Superintendent & Administrators Conference** – Check-in 9:00 AM; District Board Meeting begins 9:30 AM; Conference begins at 11:00 AM; Covina-Valley District Field, Hanes Center, 220 West Puente Street, Covina, Ca
Due: • **Membership per capita (due monthly)**
 • Council & Unit copies of IRS 990N/990EZ/990 (FYE 5/31)
 • Council & Unit copies of state FTB Form 199N/199 (FYE 5/31)
 • Council & Unit copies of RRF-1 form & CT-TR-1 form, if applicable (FYE 5/31)
- 30 Due to State PTA: “Ready, Set, Remit” membership challenge – Thirty (30) memberships due to State PTA
- 31 **2021 - 2022 PTA Membership Cards EXPIRE**

November

- 1 **2022 - 2023 Membership Cards – PTA Board members at all levels** must have a current card or not allowed to hold board office/position, debate, make motions, vote
- 1 **Due to DISTRICT** - “What’s Your Theme” Membership Campaign Theme form due
- 1 Due to State PTA - DRAFT Resolutions, 2024 – 2025 National PTA Reflections Theme Search Entries
- 4 **First District PTA Fall Training** - 8:00 AM Check-in, 8:30 AM-12:30 AM; Covina-Valley District Field, Hanes Center, 220 West Puente Street, Covina, CA
- 7* **BOD Meeting** – 9:30 AM; First District PTA Office



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- 8 Election Day – VOTE
- 14 Due to DISTRICT: **Membership dues – 1st required remittance** – minimum 15 members **to be in good standing**
- 17-19 State Board of Managers - Sacramento Hilton Arden West
- 23-25 District Office closed – Thanksgiving Break

28 District Board Meeting & Presidents’ Round Table – 6:00 PM President’s Round Table; 7:00 PM District Board Meeting begins, with Nomination & Elections Mini-training; Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101

Distribute: District Commemorative Scholarship Forms

Due: • **Membership per capita (due monthly)**

- Council & Unit copies of IRS 990N/990EZ/990 (FYE 6/30)
- Council & Unit copies of state FTB form 199N/199 (FYE 6/30)
- Council & Unit copies of RRF-1 form & CT-TR1 form, if applicable (FYE 6/30)

December

- 1 Due to DISTRICT - REFLECTIONS Entries and Forms
- 5* Annual Holiday Luncheon and Association Meeting – 9:00 AM Check-in, 10:00 AM Meeting begins, 11:00 AM Luncheon begins, Sheraton Fairplex Hotel & Conference Center, 601 W McKinley Ave, Pomona, Ca
DISTRICT Business: Approve Contracts & Financial Reports; Ratify Presidential Appointments
Due: • **Membership per capita (due monthly)**
 - Council/OOC Presidents’ Quarterly Report
- 12 BOD Meeting – Sheen Home, La Crescenta, Ca; 9:30 AM
- 12 Due to DISTRICT - CAPTA Membership Challenge “Halfway There Award” - members remitted necessary to qualify
- 16 District Office closes for Winter Break
- 20 DUE TO AIM- Liability Insurance Premiums – \$272 for Units, \$ 188 for Councils

January 2023

- 2 District Office Opens – Kick off Mid-Year Membership Campaign
- 5 Due to State PTA: FINAL Resolutions (Requires council/district approval, cover letters & signatures)
- 9 BOD Meeting – First District PTA Office, 9:30 AM
- 16 District Office Closed – Martin Luther King Jr. Day
- TBD State PTA Legislation Conference – TBD
- 23 District Board Meeting & President’s Round Table – 6:00 PM Presidents’ Round Table; 7:00 PM District Board Meeting begins, with Finance & Audit Mini-Training; Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101
Due: • **Membership per capita (due monthly)**
 - Council/Unit Mid-Year Audits (FYE 5/31)
- 31 Due to State PTA: Workers’ Compensation Annual Payroll Reports and Estimated 5% Surcharge (1/5/2022 – 1/4/2023), if any

February

- 1 Due to State PTA: CAPTA Graduating High School Senior Scholarship applications
- 13 BOD Meeting – First District PTA Office, 9:30 AM
- 17 National PTA Founders Day honoring the three PTA founders as well as past and present PTA leaders



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- 20 **District Office Closed - President's Day**
- 21 **Due to DISTRICT - CAPTA Membership Challenge "Founder's Day Membership Challenge"** - 17 new memberships for the month of February remitted to qualify
- 23-25 State Board of Managers - Ontario DoubleTree Hotel
- 27 **District Association Annual Meeting & Founders Day** – Check-in 9:00 AM; Meeting begins 9:30 AM; Covina Valley School District Hanes Center, 220 W. Puente St, Covina, CA
Business: Elect 2023-25 First District PTA officers, Elect district voting delegates to California State PTA Convention; Select National PTA Convention district delegates; Adopt mid-year audit; Approve Contracts & Financial Reports
Program: Celebrate Founders Day
Due:
- **Membership per capita (due monthly)**
 - Council/OOC Presidents' Quarterly Report
 - Council/Unit Mid-Year Audits (FYE 6/30)
 - Founders Day Freewill Offerings (units & councils remit forwarded funds)

March

- 1 Phoebe Apperson Hearst Innovation in Family Engagement Award applications due to National PTA
- TBD State PTA Convention Online Registration begins
- TBD National Legislation Conference - Alexandria, VA
- 4 **District Reflections Reception** – 10:30 AM - Noon; Arcadia Performing Arts Center, 188 Campus Dr, Arcadia, CA
- 13 **BOD Meeting** – First District PTA Office, 9:30 AM
- 16 **Honorary Service Award Nominations DUE!**
- 27 **District Board Meeting & President's Round Table**– 9:00 AM Presidents' Round Table; 10:00 AM District Board Meeting begins, with Board Transition Mini-training; Committee Meetings follow as necessary; Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101
Due:
- **Membership per capita (due monthly)**
 - **CAPTA Membership Challenge "Best in 5 Award"** - members remitted necessary to qualify
 - Founders Day Freewill Offerings (units & councils remit forwarded funds)
 - District Commemorative Scholarship Applications

April

- 1 **Due: Final Membership per capita remittance to qualify for DISTRICT membership awards**
- 10 **BOD Meeting** – First District PTA Office, 9:30 AM – *Determine Commemorative Scholarship recipients*
- 19-20 State Board of Managers and Leadership Symposium – Sacramento, CA
- 21-23 **California State PTA Convention** - Sacramento, CA
- 24 **District Association Meeting and Membership Awards** – Location TBD, Time TBD
Announce and Present: Commemorative Scholarship Awards
Honorary Service Awards
Due:
- **Membership per capita (due monthly)**
 - Founders Day Freewill Offerings (units & councils remit forwarded funds)
 - Registrations for June District Leadership Training Conference



2022 – 2023 Master Calendar

- Annual Historian Report and Hours (Councils/Units, District Officers/Chairs)
- Council/OOC Presidents’ Quarterly Report
- 2022–2023 council and unit roster information input in MyPTEZ Officer/Board Member Contact

27 **Due to DISTRICT - CAPTA Membership Challenge “Membership Marvel Award”** - members remitted necessary to qualify

May

1 **Due: 2023–2024 council and unit roster information input in MyPTEZ Officer/Board Member Contact**

8 **BOD Meeting** – First District PTA Office, 9:30 AM

22 **District Board Meeting & New Council President Orientation & Installation of Officers** – 6:00 PM Orientation begins; 7:30 PM District Board Meeting begins; Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101

Due: • **Membership per capita (due monthly)**

- Final Founders Day Freewill Offerings (units & councils remit forwarded funds)
- Payment/Registrations for June District Leadership Training Conference

29 **District Office closed** - Memorial Day Observed

June

10 **District Leadership Training Conference** – 7:00 AM - 3:00 PM; Edgewood High School, 1625 W Durness St, West Covina, CA

12 **BOD Meeting** – First District PTA Office, 9:30 AM

Due: **FINAL Membership Dues Per Capita for fiscal year 2022-2023**

22-25 National PTA Convention – Virtual

30 Fiscal Year-End

Due to State PTA: Final membership per capita for 2022-2023

*** = Change - not 2nd or 4th Monday**