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2020 – 2021 Master Calendar

Board of Directors (BOD) Meeting (Quorum 5)

Who: First District Officers
When: Second Monday of the month (subject to change due to holidays)
Time: 9:30 AM
Where: via Zoom (Because of the status of Covid-19 in our county, we are planning for a completely virtual term, with monthly reassessment as information becomes available from Los Angeles County Department of Health Services.)

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 chairpersons 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 check-in, 9:30 AM District Meeting begins
Presidents' Meeting follows – ALL Presidents and/or representatives attend
Where: via Zoom (Because of the status of Covid-19 in our county, we are planning for a completely virtual term, with monthly reassessment as information becomes available from Los Angeles County Department of Health Services.)

District Association Meeting (Quorum 54, representing 19 associations)

Who: First District Officers and Chairmen of Standing Committees
All Council Presidents PLUS one (1) delegate OR their alternate from each association, selected by the association prior to the first meeting of the district
All Unit Presidents 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 Election 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 26, 2020, Zoom
December Annual Holiday Meeting – Monday, December 7, 2020, Zoom
March Reflections Reception/First District Awardees – Saturday, March 6, 2021, Zoom
June District Leadership Conference – Saturday, June 5, 2021, Zoom



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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*”

First District Membership Theme: “*Champions for Children*”

District Membership Challenge: “*One More Member per Unit*”

State PTA Membership Theme: TBA

State PTA Membership Unit Challenge: TBA

National PTA 2020 - 2021 Reflections Theme: “*I Matter Because...*”

June

- TBD — District Office closes for summer break
- 18-21 National PTA Convention, KY postponed to July and August virtually
- 8 **BOD Meeting** – 9:30 AM, Zoom
- 9-11 CAPTA Virtual Statewide Association Meeting

July

- 1 Annual Membership Campaign begins 2020 - 2021
- 27, 28 **BOD Retreat** – 2:30 - 5:00 PM, Zoom
- 22 — District Office Reopens
- 13-23 CAPTA Virtual Summer Leadership Academy Sessions 1 & 2, Zoom Webinar

August

- 8 State Board of Managers – Zoom
- 10 **BOD Meeting** – 9:30 AM, Zoom
- 10-13 CAPTA Virtual Summer Leadership Academy Session 3, Zoom Webinar
- 24 **District Association Meeting** – Zoom; Check-in 9:00 AM; Association Meeting begins 9:30 AM
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)**
 - Council and Unit Annual Financial Reports, YE Audits (Fiscal YE 5/31)
 - Council and Unit 2020 - 2021 Budgets
- TBD — ~~New President Orientation~~ – Zoom

September

- 7 **District Office Closed -- Labor Day**
- 14 **BOD Meeting** – 9:30 AM, Zoom
- 21* **District Board Meeting** – Zoom; Check-in 9:00 AM; Meeting begins 9:30 AM; Presidents’ Mtg follows
DISTRICT Business: Elect Nominating Committee
Due:
 - **Membership per capita (due monthly)**
 - Council and Unit Annual Financial Reports, YE Audits (FYE 6/30)
 - Council and Unit 2020 - 2021 Budgets
 - Council/OOC Presidents’ Quarterly Reports
- TBD — ~~District Leadership Training~~ – Zoom



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October

- 1 **Due to DISTRICT: *Membership per capita*** - 30 members to qualify for “Ready, Set, Remit”; 50 members to qualify for “Ready, Set, Remit and More”
- 12 **BOD Meeting** – 9:30 AM, Zoom
- 15 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
- 23-31 Red Ribbon Week
- 19* **District Board Meeting** – Zoom; Check-in 9:15 AM; Board Meeting begins 9:30 AM; Presidents’ Mtg follows
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)
 - Liability Insurance Premiums – \$ 258 for Units, \$ 178 for Councils
- ~~26 Superintendents & Administrators Conference – Zoom; Time TBD~~
- 28 **New President Orientation – Zoom, 6:30 – 8:00 PM**
- 30 Due to State PTA: “Ready, Set, Remit” membership challenge – Thirty (30) memberships due to State PTA
- 31 **2019 - 2020 PTA Membership Cards EXPIRE**

November

- 1 **2020 - 2021 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 State PTA – DRAFT Resolutions, 2021 – 2022 National PTA Reflections Theme Search Entries
- 3 **Election Day – VOTE**
- 2* **BOD Meeting** – 9:30 AM, Zoom
- 7 State Board of Managers, Zoom
- 13 **Superintendents & Administrators Conference – Zoom, 9:00 AM**
- 15 **Due to DISTRICT: *Membership dues – 1st required remittance*** – minimum 15 members **to be in good standing**
- 16* **District Board Meeting** – Zoom; Check-in 9:15 AM; Meeting begins 9:30 AM; Presidents’ Mtg follows
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)
 - **REFLECTIONS Entries and Forms**
- 25-27 **District Office closed – Thanksgiving Break**

December

- 7* **Annual Holiday Meeting/District Association Meeting** – Zoom
Check-in 9:30 AM; Meeting begins 10:00 AM
District Association Business – Approve Contracts & Financial Reports; Approve Originating Resolution(s), if applicable
Due:
- **Membership per capita (due monthly)**
 - Council/OOC Presidents’ Quarterly Report
 - Workers’ Compensation Annual Payroll Report & Estimated Surcharge 5% (1/5/2020 – 1/4/2021)
- 14 **BOD Meeting** – 9:30 AM, Zoom



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18 **District Office Closed - Winter Break December 18 - January 3**

January 2021

- 4 Due to State PTA: FINAL Resolutions (Requires council/district approval, cover letters & signatures)
- 4 District Office Opens – Kick off Mid-Year Membership Campaign
- 4* **BOD Meeting** – 9:30 AM, Zoom
- 11-12 **State PTA Legislation Conference** – Embassy Suites by Hilton Sacramento
- 18 **District Office Closed** – Martin Luther King Jr. Day
- 25 **District Board Meeting** – Zoom; Check-in 9:15 AM; Meeting begins 9:30 AM; Presidents’ Mtg follows
Due:
- **Membership per capita (due monthly)**
 - Report of the Nominating Committee
 - Council/Unit Mid-Year Audits (FYE 5/31)
- 31 Due to State PTA: Workers’ Compensation Annual Payroll Reports and premiums, if any.

February

- 1 Due to State PTA: CAPTA Graduating High School Senior Scholarship applications
Due to DISTRICT: Teacher’s Matter Applications submitted and membership per capita paid
- 8 **BOD Meeting** – 9:30 AM, Zoom
- 15 **District Office Closed - President’s Day**
- 17 National PTA Founders Day honoring the three PTA founders as well as past and present PTA leaders
- 17-20 State Board of Managers, Location TBD
- 22 **District Association Annual Meeting & Founders Day** – Zoom
Check-in 9:00 AM; Association Meeting begins 9:30 AM; Program follows
Business: Elect 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 **Due: Final Membership per capita remittance to qualify for STATE membership awards**
- 1 Phoebe Apperson Hearst Innovation in Family Engagement Award applications due to National PTA
- TBD State PTA Convention Online Registration begins
- 1* **BOD Meeting** – 9:30 AM, Zoom
- 6 **District Reflections Reception** – location TBD
- 9-12 National PTA Legislation Conference, Arlington, VA
- 22 **District Board Meeting** – Zoom; Check-in 9:15 AM; Meeting begins 9:30 AM; Presidents’ Mtg follows
Due:
- **Membership per capita (due monthly)**
 - Founders Day Freewill Offerings (units & councils remit forwarded funds)
 - District Commemorative Scholarship Applications



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April

- 1 **Due: Final Membership per capita remittance to qualify for DISTRICT membership awards**
- 12 **BOD Meeting** – 9:30 AM, Zoom – *Determine Commemorative Scholarship recipients*
- 19 **New President Orientation (Mandatory)** – 9:00 AM, Zoom
- 26 **District Association Meeting and Membership Awards** – Zoom, 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
 - Annual Historian Report and Hours (Councils/Units, District Officers/Chairs)
 - Council/OOC Presidents’ Quarterly Report
 - 2021–2022 council and unit roster information input in MyPTEZ Officer/Board Member Contact

May

- 1 **Due: 2021–2022 council and unit roster information input in MyPTEZ Officer/Board Member Contact**
- 3* **BOD Meeting** – 9:30 AM, Zoom
- 12-13 State Board of Managers – Location TBD
- 14-16 **California State PTA Convention – Sacramento, CA**
- 24 **District Board Meeting** – Zoom; Check-in 9:15 AM; Meeting begins 9:30 AM; Presidents’ Mtg follows
Due:
 - **Membership per capita (due monthly)**
 - Final Founders Day Freewill Offerings (units & councils remit forwarded funds)
 - Payment/Registrations for June District Leadership Training Conference
- 31 **District Office closed** - Memorial Day Observed

June

- 5 **District Leadership Training Conference** – Time and Location TBD
- 14 **BOD Meeting** – 9:30 AM, Zoom
Due: FINAL Membership Dues Per Capita for fiscal year 2020-2021
- 24-27 National PTA Convention – Grapevine, TX
- 30 Fiscal Year-End
Due to State PTA: Final membership per capita for 2020-2021

* = Change - not 2nd or 4th Monday