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2021 – 2022 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: First District PTA Office, 1008 S. Eighth St, Moor Field, Alhambra (with option to join via Zoom)

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/Presidents' Meeting begins – ALL Presidents and/or representatives attend
Where: Varied locations TBD with some hosted by councils (with option to join via Zoom)

District Association Meeting (Quorum 54, representing 19 associations)

Who: First District Officers and Chairmen of Standing Committees
All Council 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
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 25, 2021, Covina-Valley District Field, Hanes Center, 220 West Puente Street, Covina, Ca
December Annual Holiday Meeting – Monday, December 6, 2021, Sheraton Fairplex Hotel, 601 W McKinley Ave, Pomona, CA 91768
March Reflections Reception/First District Awardees – Saturday, March 5, 2022, TBD
June District Leadership Conference – Saturday, June 11, 2022, TBD



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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"& "Together for All Children"

First District Membership Theme: "Together we Grow"

District Membership Challenge: "50 More Members per Unit"

State PTA Membership Theme: TBA

State PTA Membership Unit Challenge: TBA

National PTA 2021 - 2022 Reflections Theme: "I Will Change the World By..."

June

- 11 **New President Orientation** – 9:00 AM, Covina Valley District Field, Hanes Center, 220 W. Puente Street, Covina, CA and via Zoom
- 12 **District Leadership Training Conference** – 8:00am-2:00pm, Zoom
- 14 **BOD Meeting** – 9:30 AM; Zoom
- 24-27 National PTA Convention - Virtual
- 30 District Office closes for summer break
Fiscal Year-End
Due to State PTA: Final membership per capita for 2020-21

July

- 1 Annual Membership Campaign begins 2020 - 2021
- 9 **BOD Retreat** – 9:00am, Russell Home
- 19 District Office reopens

August

- 9 **BOD Meeting** – 9:30 AM; First District PTA Office with option to Zoom
- 23 **District Board Special Meeting** – 9:15-9:30 AM; Covina Valley District Field, Hanes Center, 220 W. Puente Street, Covina, CA and via Zoom
AND District Association Meeting – Check-in 9:00 AM; Meeting begins at 9:30 AM; Covina Valley District Field, Hanes Center, 220 W. Puente Street, Covina, CA and via Zoom
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 2021 - 2022 Budgets

September

- 6 **District Office Closed -- Labor Day**
- 9-11 State Board of Managers – Sacramento Hilton Arden West
- 13 **BOD Meeting** – 9:30 AM; First District PTA Office with option to Zoom
- 20 **Out-of-Council President Orientation** – 6:30 PM, via Zoom



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27 **District Association Meeting & President’s Round Table** – 6:00 PM Presidents’ Round Table; 7:00 PM District Association Meeting begins; Arcadia USD Board Room – 150 S 3rd Ave, Arcadia, Ca and via Zoom

DISTRICT Business:

- Due:**
- **Membership per capita (due monthly)**
 - Council and Unit Annual Financial Reports, YE Audits (FYE 6/30)
 - Council and Unit 2021 - 2022 Budgets
 - Council/OOC Presidents’ Quarterly Reports

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”

11 **BOD Meeting** – 9:30 AM; First District PTA Office with option to 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

25 **District Board Meeting & Administrator’s Conference** – Check-in 9:00 AM; District Board Meeting begins 9:30 AM; Superintendent & Administrator’s Conference follows; Covina-Valley USD 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)
 - Liability Insurance Premiums – \$TBD for Units, \$ TBD for Councils

30 Due to State PTA: “Ready, Set, Remit” membership challenge – Thirty (30) memberships due to State PTA

31 **2020 - 2021 PTA Membership Cards EXPIRE**

November

1 **2021 - 2022 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, 2022 – 2023 National PTA Reflections Theme Search Entries

1* **BOD Meeting** – 9:30 AM; First District PTA Office with option to Zoom

2 **Election Day – VOTE**

4-6 State Board of Managers, Ontario Double Tree Hotel

15 **Due to DISTRICT: Membership dues – 1st required remittance** – minimum 15 members **to be in good standing**

15* **District Board Meeting & Presidents’ Round Table** – 9:00 AM Presidents’ Round Table; 10:00 AM District Board Meeting begins; Committee Meetings follow as necessary; Bonita USD Board Room - 115 W. Allen Ave. San Dimas, CA 91773

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)

24-26 **District Office closed – Thanksgiving Break**



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December

- 1 **Due to DISTRICT - REFLECTIONS Entries and Forms**
- 6* **Annual Holiday Luncheon/District Association Meeting** – Registration 9:00am; Luncheon and Association Meeting 10am-1pm; Sheraton Fairplex Hotel, 601 W McKinley Ave, Pomona, Ca 91768
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% (1/5/2022 – 1/4/2023)
- 13 **BOD Meeting** – **First District PTA Office with option to Zoom or Off-site**, 9:30 AM
- 17 District Office closes for Winter Break

January 2021

- 3 District Office Opens – Kick off Mid-Year Membership Campaign
- 3* **BOD Meeting** – First District PTA Office with option to Zoom, 9:30 AM
- 5 Due to State PTA: FINAL Resolutions (Requires council/district approval, cover letters & signatures)
- TBD** **State PTA Legislation Conference** – **Sacramento - TBD**
- 17 **District Office Closed** – Martin Luther King Jr. Day
- 24 **District Board Meeting & President's Round Table** – **Time TBD** 9:00 AM OR 6:00 PM Presidents' Round Table; 10:00 AM OR 7:00 PM District Board Meeting begins; Committee Meetings follow as necessary; **Location TBD – Hosted by Council and via Zoom**
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
- 10-12 State Board of Managers, Sacramento Hilton Arden West
- 14 **BOD Meeting** – First District PTA Office with option to Zoom, 9:30 AM
- 17 National PTA Founders Day honoring the three PTA founders as well as past and present PTA leaders
- 21 **District Office Closed - President's Day**
- 28 **District Association Annual Meeting & Founders Day** – Check-in 9:00 AM; Association Meeting begins 9:30 AM; Program follows; **Location TBD**
Business: 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



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- TBD State PTA Convention Online Registration begins
- 5 **District Reflections Reception** – location TBD
- 7* **BOD Meeting** – First District PTA Office with option to Zoom, 9:30 AM
- 21 **District Board Meeting & President’s Round Table**– Time TBD 9:00 AM OR 6:00 PM Presidents’ Round Table; 10:00 AM OR 7:00 PM District Board Meeting begins; Committee Meetings follow as necessary; Location TBD – Hosted by Council and via Zoom
 - Due:**
 - **Membership per capita (due monthly)**
 - 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**
- 11 **BOD Meeting** – First District PTA Office with option to Zoom, 9:30 AM – Determine Commemorative Scholarship recipients
- 18 **New President Orientation (Mandatory)** – TBD/Zoom; 9:30 AM
- 25 **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
 - 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
- 27-28 State Board of Managers and Leadership Symposium – Ontario
- 29-1 **California State PTA Convention** - Ontario

May

- 1 **Due: 2022–2023 council and unit roster information input in MyPTEZ Officer/Board Member Contact**
- 9 **BOD Meeting** – First District PTA Office with option to Zoom, 9:30 AM
- 23 **District Board Meeting** – Time TBD 9:00 AM OR 6:00 PM Check-in; 9:30 AM OR 6:30 PM District Board Meeting begins; Committee Meetings follow as necessary; Location TBD – Hosted by Council and via Zoom
 - Due:**
 - **Membership per capita (due monthly)**
 - Final Founders Day Freewill Offerings (units & councils remit forwarded funds)
 - Payment/Registrations for June District Leadership Training Conference
- 30 **District Office closed** - Memorial Day Observed

June

- 11 **District Leadership Training Conference** – Time and Location TBD
- 13 **BOD Meeting** – First District PTA Office with option to Zoom, 9:30 AM
 - 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

* = Change - not 2nd or 4th Monday