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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

**February** Superintendents & Administrators Conference – Monday, February 28, 2022, 10:00 AM, via Zoom  
**December** Annual Holiday Social Gathering – Monday, December 6, 2021, 9:00-11:00 AM, Glendora Public Library Plaza, 140 Glendora Ave, Glendora, Ca 91741  
**April** Reflections Reception/First District Awardees – April 2, 2022, 10:30 AM – Noon, Arcadia Performing Arts Center, 188 Campus Drive, Arcadia, Ca  
**June** District Leadership Conference – Saturday, June 11, 2022, Edgewood High School, 1625 W Durness St, West Covina, CA 91790



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### 2021 – 2022 Master Calendar

#### 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 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; 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”**

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** – Check-in 9:00 AM; District Board Meeting begins 9:30 AM; via Zoom

### **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

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** – 6:00 PM President’s Round Table; 7:00 PM District Board Meeting begins; via Zoom

**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**

## December

1 **Due to DISTRICT - REFLECTIONS Entries and Forms**



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6\* **Holiday Social Gathering** – Monday, December 6, 2021, 9:00-11:00 AM, Glendora Public Library Plaza, 140 Glendora Ave, Glendora, Ca 91741

**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** – Sheen Home, La Crescenta, Ca; 9:30 AM

17 District Office closes for Winter Break

### January 2021

3 District Office Opens – Kick off Mid-Year Membership Campaign

5 Due to State PTA: FINAL Resolutions (Requires council/district approval, cover letters & signatures)

10 **BOD Meeting** – Via Zoom, 9:30 AM

17 **District Office Closed** – Martin Luther King Jr. Day

24-25 **State PTA Legislation Conference** – Sacramento Sheraton Grand (1/24) & The Kimpton Sawyer Hotel (1/25)

31 **District Board Meeting & President's Round Table** – 6:00 PM Presidents' Round Table; 7:00 PM District Board Meeting begins; via Zoom

**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 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**

23 **Monthly Subject Matter Call** – Via Zoom; 7:00 PM; Community Concerns focus

28 **District Association Annual Meeting & Founders Day/Superintendents & Administrators Conference** –

- Association Meeting Check-in 9:00 AM; Association Meeting begins 9:30 AM (PTA leaders)
- Program Check-in 10:30 AM; Program begins 11:00 AM (Superintendents, Administrators & Guests)
- Hybrid Meeting – Via Zoom and In-person. In-person location Covina Valley School District Hanes Center, 220 W. Puente St, Covina, Ca

**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/Superintendents & Administrators Conference

**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

1 State PTA Convention Online Registration begins

7\* **BOD Meeting** – First District PTA Office with option to Zoom, 9:30 AM



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- 23 **Monthly Subject Matter Call** – Via Zoom; 7:00 PM; Legislation & Advocacy focus
- 21 **District Board Meeting & President’s Round Table**– 9:00 AM Presidents’ Round Table; 10:00 AM District Board Meeting begins; Committee Meetings follow as necessary; 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*
- 20 **Monthly Subject Matter Call** – Via Zoom; 7:00 PM; Community Concerns/DEI focus
- 25 **District Association Meeting and Membership Awards** – 6:30 PM, via Zoom
- 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 & Council President Orientation** – 6:00 PM Council President Orientation; 7:30 PM District Board Meeting begins; 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** – 7:00 AM – 2:45 PM, Edgewood High School, 1625 W Durness St, West, Covina, CA 91790
- 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**