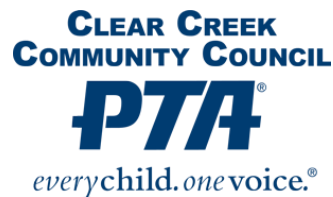


Clear Creek Community Council of PTAs

**Handbook
2018-2019**



Clear Creek Community Council of PTAs
P. O. Box 57986
Webster, TX 775980-7986
www.ccccptas.org

PTA's Vision

Every child's potential is a reality

PTA's Mission

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PTA's Purpose

- **To promote the welfare of the children and youth in home, school, community, and place of worship.**
- **To raise the standards of home life.**
- **To secure adequate laws for the care and protection of children and youth.**
- **To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.**
- **To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.**

Texas PTA's Strategic Goals for 2016-2018

- **Grow Membership:** includes focusing on under-resourced populations and removing membership barriers;
- **Increase member engagement:** continue to find ways to increase existing and new member engagement;
- **Continue advocacy:** create value for members with continued advocacy and communicate demonstrated value to members;
- **Communicate strategically:** focus on quality rather than quantity of communications with Locals and Councils— concise, proactive, relevant and timely; and
- **Foster tomorrows' leaders today:** identify leaders and mentor them.

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Clear Creek Community Council of PTAs

Organized May 8, 1950

**Member of the National Congress of Parents and Teachers
Texas Congress of Parents and Teachers**

What is a Council?

Council PTA is a group of Local PTAs within a stipulated boundary, organized under the authority of Texas PTA, as provided by National PTA. Clear Creek Community Council of PTAs services PTAs in the Bay Area, specifically (but not limited to) PTAs in the Clear Creek Independent School District (CCISD) and the Dickinson Independent School District (DISD).

Statement of Purpose

Acting as a primary channel of communication within the PTA network, Clear Creek Community Council of PTAs provides information, inspiration, support, guidance, and instruction to its member PTAs. It serves to strengthen Local PTAs, develop leadership potential, promote PTA membership, and advance Texas PTA's goals, programs and initiatives.

Council Priorities

1. Support Local PTA Leaders

- ◆ Unify and strengthen its Local PTAs;

2. Operate as a Council of PTAs

- ◆ Provide for the conference and cooperation of the Local PTAs in Clear Creek Community Council of PTAs membership so as to create a public opinion favorable to the interests of child welfare;
- ◆ To encourage child welfare projects in the various communities of Local PTAs;
- ◆ To assist in the formation of new Local PTAs according to the plan of the Texas PTA; and

3. Promote National and Texas PTA

- ◆ Promote the interests and membership of the National PTA and of the Texas PTA within its territory that does not duplicate the work of Local PTAs.

National, State, Field Service Representatives and Council PTA Leaders

National PTA President

2017-2019

James L. Accomando
Leslie Boggs, President Elect

National PTA Office

1250 North Pitt Street
Alexandria, Virginia 22314
1.800.307.4782
info@pta.org
www.pta.org

Texas PTA President

2018-2020

Sheri Doss
president@txpta.org

2020-2022

Suzi Kennon, President Elect
presidentelect@txpta.org

Texas PTA Office

408 West 11th Street
Austin, TX 78701-2113
512.476.6769
(512.476.8152 (fax)
1.800.TALK.PTA (1.800.825.5782)
www.txpta.org

Field Service Representative

Lisa Holbrook
lisaholbrook60@comcast.net

CCCC of PTAs President

2018-2019

Laura Varley
lvarley@ccccptas.org
281.334.1131

Clear Creek Community Council of PTAs

Executive Board Roster

2018 - 2019

Elected Officers

President	Laura Varley	281.334.1131	lvarley@ccccptas.org
1st VP Training	Michele Klages	262.490.8391	mklages@ccccptas.org
2nd VP Parent Ed/Programs	VACANT		
3rd VP Communications	Jennifer Anderson	832.864.2676	janderson@ccccptas.org
4th VP Advocacy	Katie Gomez	832-274-1208	kgomez@ccccptas.org
Secretary	Kristin Bohlmann	832.335.9757	kbohlmann@ccccptas.org
Treasurer	Marilyn Bass	713.492.5265	mbass@ccccptas.org

Appointed Officers/

Standing Committees

Corresponding Secretary	Lisa Heifner	281.339.1321	lheifner@ccccptas.org
Parliamentarian	Ruth Morrison	281.808.8701	rmorrison@ccccptas.org
Awards	VACANT		
Environmental. Health & Safety	Nicole Klages	240.446.5779	nklages@ccccptas.org
Membership	Lisa Polansky	281-309-1968	lpolansky@att.net
Newsletter/Publicity	Heather Shaw	832-704-2298	Heathershaw06@gmail.com
Reflections	Susana Torres		storres@ccccptas.org
Hospitality	VACANT		
Scholarships	Amanda Mark	281.380.3246	amark@ccccptas.org
Historian	VACANT		
Silent Auction	Amy Moore	281.414.0475	amoore@ccccptas.org
Founder's Dinner	India Hancock		ichumney@gmail.com
President's Dinner	Sara Holder	832.512.4715	sholder@ccccptas.org

Ex-Officio Members

CCISD School Board Rep.	Laura DuPont		ldupont@ccccptas.org
CCISD Superintendent Rep.	Tony Davila	281.538.2411	andavila@ccisd.net
TX PTA Field Svc. Rep. (FSR)	Lisa Holbrook	832-457-5583	lisaholbrook60@comcast.net
DISD School Board Rep.			
DISD Superintendent Rep.			

Clear Creek Community Council of PTAs

Executive Board Positions

Officers

President	Presides at all Executive Board and General Membership meetings throughout school year and disseminates information. Works with local units to advise, counsel and train in a variety of PTA activities. Interfaces with CCISD, DISD, and other representatives of schools in the council area.
1 st Vice President Leadership Training	Coordinates training for the CCCC of PTAs and organizes workshops; substitutes for President when needed.
2 nd Vice President Parent Ed and Programs	Arranges programs and parent education events that will meet the needs of the CCCC membership; substitutes for the President when needed.
3 rd Vice President Communications	Maintains and updates the Council handbook; manages the website and coordinates communication of information with the Newsletter/Publicity chairman; substitutes for the President when needed.
4 th Vice President Advocacy	Informs the CCCC Executive Board members of all legislation proposed at all levels of government as it relates to Education, Child Advocacy, and Parental Involvement in the education process with special emphasis as it to how it might directly impact our Texas schools; substitutes for the President when needed.
Recording Secretary	Accurately records minutes of the Executive Board and General Membership meetings.
Treasurer	Handles all financial transactions for the CCCC of PTAs including the scholarship account; presents a financial report at all executive board and regular membership meetings; monitors the approved budget.
Parliamentarian:	Advises the presiding officer on questions of parliamentary law and procedure when requested by the presiding officer.

Standing Committees & Ex-Officio Members

Corresponding Secretary	Corresponds on behalf of the CCCC of PTAs through e-mail; tracks all attendance at meetings; works with other committee to dispense information and invitations to events when requested; tabulates participation points; arranges for the "traveling" tray inscription.
District Superintendent [or Representative]	Superintendents (and/or their designated representative) who have local unit PTAs in good standing with this council, retain a permanent seat on the executive board. Their job is to inform the board about the happenings in their district and be informed about the activities of the PTAs in their area via CCCC.
Awards	Communicates and trains local chairmen regarding specific awards and application process; applies for awards at council level; recognizes well deserving individuals through GEM (Go the Extra Mile) process: features well deserving campuses in "Campus in the Spotlight".

School Board Liaison (CCISD & DISD)	Reports the highlights of the School Board of Trustees meetings at Council Executive Board meetings and Council Delegates Meetings (Regular Meetings) when applicable.
Environmental , Health & Safety (EHS)	Promotes environmental awareness throughout CCISD and DISD communities on topics of high interest and concern in their respective areas. Disseminates information to the local units concerning issues that affect the Health and Safety of children, their families, the school, and members of the community that are organized within Council.
Founders' Day Dinner	Makes arrangements for the Founders' Day Dinner celebration (finding the location, catering, entertainment, decorations, invitations, and clean-up and set-up).
Founders' Day Silent Auction	Plans and implements a Silent Auction in conjunction with the annual Founders' Day Diner that raises funds for the CCCC of PTAs Scholarship Fund.
Hospitality	Oversees annual council hospitality event planning to ensure the success of each event chair. Extends hospitality at CCCC functions and at a fall luncheon for the administrators [both CCISD & DISD] offers members of council the opportunity to meet and get to know other in a social environment.
Membership	Promotes PTA membership by assisting local unit membership officers/chairmen in performing their duties; serves as chairman of the CCCC of PTAs' Honorary Life Membership committee. Manages the CCCC of PTAs CommYOUity Membership program [a.k.a. Angel Membership Prog] for the purposes of building membership interest in PTA throughout the Bay Area community. The chair is responsible for maintaining accurate records, annually reviewing local unit PTA data for changes and updates; Revising the membership form when necessary.
Newsletter/Publicity	Chair serves as editor of the council e-newsletter , published monthly and distributed to members of the association with which contact information is on file. Communicates the goals and activities of CCCC of PTAs through various publicity channels including the PTA newsletter and other community and neighborhood publications
Presidents' Dinner	Makes arrangements for the Presidents' Dinner celebration (location, catering, entertainment, decorations, invitations, clean-up and setup).
Reflections	Works with local units to promote and manage the National PTA's Reflections program. Sets goals, provides training to arts chairman, updates & distributes annual Documents and Forms to local units, collects local unit artwork submissions, secures Judges for and conducts council level contest to determine the next round of Reflections winners; Responsible for planning and implementation of annual Reflections Reception held in January to showcase local artists work and acknowledge local unit participation.
Scholarship	Promotes the CCCC of PTAs scholarship program at high schools affiliated with this Council. Updates and distributes copies of the scholarship form to all High School Guidance Counselors in December to be available until April 30; Deadline to submit forms is May 1. Late entries will not be accepted.
Historian	Collects and preserves documents related to the history of the Council PTA.

Clear Creek Community Council of PTAs
Main Account - 2018-2019
Approved 5/9/18

INCOME

Category	Budget Amt
Beginning Balance	5302
Donations	0
Dues from Local Units	3300
Founders' Day Dinner	3500
Presidents' Dinner	3500
Scholarship Donations	2500
Shopping Fairy	0
Training Fees	0
TOTAL INCOME	18102

EXPENSES

Category	Budget Amt
Founders' Day Dinner	2750
Presidents' Dinner	2750
Shopping Fairy	0
Administration	65
Awards	75
Advocacy	1000
Carryover 2018-19	1531.5
Carryover 2019-20	1845.5
CCEF Events	175
Corresponding Secretary	25
Electronic Communications	500
Engraving of Participation Tray	50
Fundraiser (Silent Auction)	25
Handbook	0
Health and Safety	25
Historian	25
Honorary Memberships	400
Administrator's Luncheon	900
Board Recognition	75
Leadership Development	1000
Liability Insurance	200
Past President's Pin	35
Post Office Box Rental Fee	115
Programs	250
PTA Outreach	50
Reflections Program Administration	160
Reflections Reception (Venue & Food)	700
Scholarship Account Transfer	2500
Scholarship Committee	75
Training Materials	500
Treasurer Software	90
Website Fees	210
TOTAL EXPENSES	18102

TOTALS	0
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Clear Creek Community Council of PTAs

Schedule of Events

2018-2019

Date	Event	Time	Location
09/12/2018	CCCC Meeting	8:30 Presidents 9:15 Rally 9:30 Delegates	Education Support Center (ESC) 2425 East Main Street League City, TX 77573
TBD	CCCC Fall PM Training	6:00 President 6:00 Treasurer 6:00 Membership 6:00 Programs 7:15 Reflections 7:15 Secretary	TBD
11/14/2018	CCCC Meeting	8:30 Presidents 9:30 Delegates	Education Support Center (ESC)
TBD	CCCC Workshop	9:00 Advocacy 10:15 Bylaws	Technology Learning Center 330 S Iowa League City, TX 77573
01/09/2019	CCCC Meeting	9:30 Presidents	Education Support Center (ESC)
01/09/2019	Reflections Reception	5:00 pm – 7:00 pm	Challenger Columbia Field House 1955 W Nasa Blvd Webster, TX 77598
02/06/2019	CCCC Meeting	8:30 Presidents 9:30 Delegates	Education Support Center (ESC)
02/21/2019	Founders' Day Dinner	6:00 pm – 8:30 pm	Location: TBD
03/06/2019	CCCC Meeting	8:30 Presidents 9:30 Delegates	Education Support Center (ESC)
05/08/2019	CCCC Meeting	8:30 Presidents 9:30 Delegates	Education Support Center (ESC)
05/09/2019	President's Dinner	6:00 pm – 8:30 pm	Clear Lake High School 2929 Bay Area Blvd. Houston, TX 77058

Presidents and Principals of Local Unit PTAs Elementary School PTAs in CCISD

Armand Bayou Elementary School

16000 Hickory Knoll, Houston, TX 77059

281-284-5100

Principal: Jenny Thomas

President: Marilyn Bass

Bauerschlag Elementary School

2051 Brittany Bay Boulevard, League City, TX 77573

281-284-6100

Principal: Kelly Chapman

President: Amy Kilgore

Bay Elementary School

1502 Bayport Blvd., Seabrook, TX 77586

281-284-4600

Principal: Erin Tite

President: Katherine Cochran

Brookwood Elementary School

16850 Middlebrook Drive, Houston, TX 77059

281-284-5600

Principal: Kathy Gouger

President: Justin Ponchak

Clear Lake City Elementary School

1707 Fairwind Road, Houston, TX 77062

281-284-4200

Principal: Jepsey Kimble

President: Paula Hutchins

Falcon Pass Elementary School

2465 Falcon Pass Drive, Houston, TX 77062

281-284-6200

Principal: Monica Giuffre

President: Heather Shaw

Ferguson Elementary School

1910 Compass Rose Blvd., League City, TX 77573

281-284-5500

Principal: Paige Hutchison

President: Melanie Younger

Gilmore Elementary School

3552, League City Parkway, League City, TX 77573
281-284-6400
Principal: Suzanne Jones
President: Jenny Corkill

Goforth Elementary School

2610 Webster Street, League City, TX 77573
281-284-6000
Principal: Mark Smith
President: David Saad

Greene Elementary School

2903, Friendswood Link Road, Webster, TX 77598
281-284-5000
Principal: Lesa Gaffey
President: Gabi Rosciano

Hall Elementary School

5931 Meadowside Street, League City, TX 77573
281-284-5300
Principal: Stephanie King
President: Brook Syers

Hyde Elementary School

3700 FM 518 East, League City, TX 77573
281-284-5800
Principal: Tony Nastasi
President: Jocelynn Dubcak

Landolt Elementary School

2104 Pilgrims Point, Friendswood, TX 77546
281-284-5200
Principal: Debra Reno
President: Laura Lea

League City Elementary School

709 East Wilkins Street, League City, TX 77573
281-284-4400
Principal: Xan Wood
President: Shannon Bailey

McWhirter Elementary School

300 Pennsylvania Street, Webster, TX 77598
281-284-4800
Principal: Dr. Michael Marquez
President: Amada Gordon

Mossman Elementary School

4050 Village Way, League City, TX 77573
281-284-4000
Principal: Debbie Johnson
President: Sarah Frey

North Pointe Elementary School

3200 Almond Creek Drive, Houston, TX 77059
281-284-5900
Principal: Jennifer Buckels
President: Erin Pitcher

Parr Elementary School

1315 Hwy 3 South, League City, TX 77573
281-284-4100
Principal: Jane Kelling
President: Kristin Bohlmann

Robinson Elementary School

451 Kirby Drive, Seabrook, TX 77586
281-284-6500
Principal: Yolanda Jones
President: Michelle Spinelli

Ross Elementary School

2401 West Main Street, League City, TX 77573
281-284-4500
Principal: Kelly Mooney
President: Shannon Bennett

Stewart Elementary School

330 FM 2094, Kemah, TX 77565
281-284-4700
Principal: Dr. Britani Moses
President: Marlina Hoggatt

Ward Elementary School

1440 Bouldercrest, Houston, TX 77062
281-284-5400
Principal: Sara Konesheck
President: Leanne Fitzgerald

Weber Elementary School

11955 Blackhawk Blvd., Houston, TX 77089
281-284-6300
Principal: Cheryl Chaney
President: Kelly Jo Henry

Wedgewood Elementary School

4000 Friendswood Link Road, Friendswood, TX 77546
281-284-5700
Principal: Buffie Johnson
President: Kelly Orsag

Whitcomb Elementary School

900 Reseda, Houston, TX 77062
281-284-4900
Principal: Diana Kattner
President: Audra Davis

White Elementary School

1708 Les Talley Drive, El Lago, TX 77586
281-284-4300
Principal: Matthew Paulson
President: Alicia Morgan

Intermediate School PTAs in CCISD**Bayside Intermediate School**

4430 Village Way, League City, TX 77573
281-284-3000
Principal: Joey Thomas
President: Angela Chaviers

Brookside Intermediate School

3535 E. Parkwood, Friendswood, TX 77546
281-284-3600
Principal: Lauren Ambeau
President: James Yoakum

Clear Creek Intermediate School

2451 East Main Street, League City, TX 77573
281-284-2300
Principal: Kimberly Brouillard
President: Deanne Machniak

Clear Lake Intermediate School

15545 El Camino Real, Houston, TX 77062
281-284-3200
Principal: Lonnie Leal
President: Lisa Johnson

Creekside Intermediate School

4320 West Main Street, League City, TX 77573
281-284-3500
Principal: Peter Caterina
President: Amy Kothari

League City Intermediate School

2588 Webster Street, League City, TX 77573
281-284-3400
Principal: Kim Brouillard
President: Alma Hendricks

Seabrook Intermediate School

2401 East Meyer Road, Seabrook, TX 77586
281-284-3100
Principal: Sharon Lopez
President: Sabina Bhatia

Space Center Intermediate School

17400 Saturn Lane, Houston, TX 77058
281-284-3300
Principal: Ann Thornton
President: Lisa Stiles

Victory Lakes Intermediate School

2880 West Walker, League City, TX 77573
281-284-3700
Principal: Adam Douglas
President: Nicole Klages

Westbrook Intermediate School

302 W. El Dorado Boulevard, Friendswood, TX 77546
281-284-3800
Principal: Stephanie Cooper
President: Jana Paul

High School PTSA's in CCISD

Clear Brook High School

4607 FM 2351, Friendswood, TX 77546
281-284-2100
Principal: Michele Staley
President: Amy Bierkert

Clear Creek High School

2305 E. Main Street, League City, TX 77573
281-284-1700
Principal: Jamey Majewski
President: Ruth Morrison

Clear Falls High School

4380 Village Way, League City, TX 77573
281-284-1100
Principal: Paul House
President: Crystal Bruning

Clear Lake High School

2929 Bay Area Boulevard, Houston, TX 77058
281-284-1900
Principal: Dr. Karen Engle
President: Jennifer Broddle

Clear Springs High School

501 Palomino Lane, League City, TX 77573
281-284-1300
Principal: Dr. Gail Love
President: Michele Klages

Other PTAs in CCISD**CCISD Special Education PTA (SEPTA)**

P.O. Box 590242, Houston, TX 77259
www.septa-ccisd.org
President: Michele Klages

PTAs Located within DISD**Bay Colony Elementary School**

101 Bay Colony Elementary Dr., League City, TX 77539
281-229-6200
Principal: Amy Smith
President: Nakia Welch

K. E. Little Elementary School

622 Oklahoma Avenue, Bacliff, TX 77518
281-229-7000
Principal: Kenna Cotton
President:

Dunbar Middle School

2901 23rd Street, Dickinson, TX 77539
281-229-6600
Principal: Andrea Zepeda
President:

Clear Creek Independent School District

Administrative Team

Education Support Center
2425 East Main Street
League City, Texas 77573

Dr. Greg Smith	<i>Superintendent of Schools</i>	281.284.0002	grsmith@ccisd.net
Stephanie Barker	<i>Executive Assistant to Superintendent</i>	281.284.0002	sbarker@ccisd.net
Holly Hughes	<i>Assistant Superintendent of Elementary Education</i>	281.284.3536	hhughes@ccisd.net
Dr. Karen Engle	<i>Assistant Superintendent of Secondary Education</i>	281.284.7263	kengle@ccisd.net
Dr. Steven Ebell	<i>Deputy Superintendent of Curriculum and Instruction</i>	281.284.0123	sebell@ccisd.net
Paul McLarty	<i>Deputy Superintendent of Business and Support Services</i>	281.284.0180	pmclarty@ccisd.net
Leila Sarmecanic	<i>General Counsel</i>	281.284.0013	lsarmecanic@ccisd.net
Dr. Casy O'Pry	<i>Assistant Superintendent of Human Resources</i>	281.284.0159	copry@ccisd.net
Elaina Polsen	<i>Executive Director of Communications</i>	281.284.0020	epolsen@ccisd.net
Jeff Kohlenberg	<i>Director of Financial Services</i>	281.284.0187	jkohlenb@ccisd.net
Julie Smith	<i>District Internal Auditor</i>	281.284.0184	Jsmith11@ccisd.net
Suzanne Ferrell	<i>Director of Library Media Services</i>	281.284.0124	library@ccisd.net
Julie Frame	<i>Facility Rentals – Event Coordination</i>	281.284.0061	jframe@ccisd.net
Kevin Harris	<i>Director of Maintenance and Operations</i>	281.284.0651	Kharris1@ccisd.net
Paul Miller	<i>Director of Facility Services</i>	281.284.0042	pmiller@ccisd.net
Robert Maccarone	<i>Assistant Director of Child Nutrition</i>	281.284.0706	rmaccaro@ccisd.net
Erich R. Kreiter	<i>Director of Facility Services, Safe School Division</i>	281.284.0054	ekreiter@ccisd.net
Dr. Robert Bayard	<i>Chief Technology Officer</i>	281.284.0401	rbayard@ccisd.net
Debbie Fuchs	<i>Athletic Director</i>	281.284.0128	dfuchs@ccisd.net
Dean Muths	<i>Director of Visual and Performing Arts</i>	281.284.2787	dmuths@ccisd.net

CCISD Resources

www.ccisd.net/departments/teacher_center_and_print_shop/

CCISD Teacher Center

2145 West NASA Blvd
Webster, Texas 77598

Phone: 281.284.0300

Email: tchctr@ccisd.net

Matthew Smith – Production Specialist

Gail Taylor – Production Management Specialist

Jillian Dorland - Instructional Materials Distribution Coordinator

The Teacher Center is a print shop where schools and organizations affiliated with schools (like PTA) can inexpensively copy, make posters, use the laminating machine and die-cuts either in person or by submitting a job and picking it up later.

Hours of Operation:

8:00 a.m. - 5:00 p.m. (Monday - Thursday)

8:00 a.m. - 4:30 p.m. (Friday)

9:00 a.m. - 12:00 p.m. (the following Saturdays during the 2016-17 school year: September 30th, October 28th, November 11th, December 16th, January 27th, February 24th, March 24th, April 28th, and May 26th.

Hours for Saturday work days are 9:00 a.m. to 12:00 p.m.

Print Shop

Brandy Saenz - Production Specialist

Cody Pittman - Production Specialist

Email: prntshop@ccisd.net

Phone: 281.284.0026

Hours of Operation:

8:00 a.m. - 4:30 p.m. (Monday - Friday)

Dickinson Independent School District

Administrative Team

Education Support Center
2218 FM 517 East
Dickinson, TX 77539
Main: 281.229.6000 Fax: 281.229.6011

Carla Voelkel	<i>Superintendent</i>	281.229.6104	cvoelkel@dickinsonisd.org
Robert Cobb	<i>Assistant Superintendent for Administration</i>	281.229.6102	rcobb@dickinsonisd.org
Ryan Boone	<i>Deputy Superintendent for Business and Operations</i>	281.229.7270	rboone@dickinsonisd.org
Lee Courville	<i>Deputy Superintendent for Educational Services</i>	281.229.6067	lcourville@dickinsonisd.org
Jim Rubach	<i>Executive Director for Facility Planning and Construction</i>	281.229.7272	jruback@dickinsonisd.org
Kimberly Rich	<i>Executive Director for Human Resources</i>	281.229.6079	krich@dickinsonisd.org
Dr. Melissa Williams	<i>Executive Director for Information Systems</i>	281.229.6124	mwilliams1@dickinsonisd.org
Kelly Logsdon	<i>Executive Director of Business Operations</i>	281.229.6048	klogsdon@dickinsonisd.org
Leslie Hudson	<i>Executive Director of Payroll</i>	281.229.6051	lhudson@dickinsonisd.org
	<i>Director of Elementary Programs</i>	281.229.6035	
Tammy Dowdy	<i>Director of Communications</i>	281.229.6080	tdowdy@dickinsonisd.org
Jenna Simsen	<i>Director of Marketing & Digital Media</i>		jsimsen1@dickinsonisd.org
Chad Nuetzmann	<i>Director of Teacher Development & Professional Learning</i>	281.229.6072	cnuetzmann@dickinsonisd.org
Carla Gerdes	<i>Director of Human Resources</i>	281.229.6076	cgerdes@dickinsonisd.org
Angie Pulido	<i>Director of Federal Programs</i>	281.229.6066	apulido@dickinsonisd.org
Trish Lankford	<i>Director of Career & Technology & Career Readiness</i>		tlankford@dickinsonisd.org
Judy Lee	<i>Director of Food and Nutrition Services</i>	281.229.6060	jlee@dickinsonisd.org
Wade McDonald	<i>Director of Fine Arts</i>	281.229.6163	wmcdonald@dickinsonisd.org
Tom Mooney	<i>Director of Purchasing</i>	281.229.6160	tmooney@dickinsonisd.org
Dr. Jeff Pack	<i>Director of Assessment, Accountability & Compliance</i>	281.229.6054	rpack@dickinsonisd.org
Jeff Pulkinen	<i>Director of Energy Management</i>	281.229.6044	jpulkinen@dickinsonisd.org
Laurie Goforth	<i>Director of Special Programs</i>	281.229.6084	lrodriguez@dickinsonisd.org
Rodriguez			
John Snelson	<i>Athletic Director</i>	281.229.6578	jsnelson@dickinsonisd.org
Julie Abram	<i>Director of Secondary Programs</i>	281.229.6034	jabram@dickinsonisd.org
Amanda Flannery	<i>Education Foundation Executive Director</i>	281.229.6088	aflannery@dickinsonisd.org

Clear Creek Independent School District Board of Trustees

Page Rander	Page-rander@ccisd.net	President	District 4	May 2021
Dr. Laura DuPont	Laura-dupont@ccisd.net	Vice President	District 1	May 2019
Jay Cunningham	Jay-cunningham@ccisd.net	Secretary	District 5	May 2021
Jennifer Broddle	Jennifer-Broddle@ccisd.net	Trustee	At Large – Position A	May 2021
Ann Hammond	Ann-hammond@ccisd.net	Trustee	At Large – Position B	May 2019
Chris Reed	Chris-reed@ccisd.net	Trustee	District 2	May 2020
Arturo Sanchez	Arturo-sanchez@ccisd.net	Trustee	District 3	May 2020
Dr. Greg Smith	grsmith@ccisd.net	Superintendent		Ex-Officio

Dickinson Independent School District Board of Trustees

David Swartz	T7DSwartz@dickinson.org	President	7	2019
Jeff Pittman	T4JPittman@dickinson.org	Vice President	4	2021
Veanna Veasey	T2VVeasey@dickinson.org	Secretary	2	2020
Fritzie Samford	T3FSamford@dickinson.org	Trustee	3	2021
Corey Magliolo	T5CMagliolo@dickinson.org	Trustee	5	2019
Jessica Rodriguez	T6JRodriguez@dickinson.org	Trustee	6	2019
Mike Mackey	T1MMAckey@dickinson.org	Trustee	1	2020
Carla Voelkel	Cvoelkel@dickinson.org	Superintendent		Ex-Officio

Past Presidents of Clear Creek Community Council of PTAs

Mrs. W. A. Able	1950-1952
Mrs. Paul Timmons	1952-1954
Mrs. Clyde Gamble	1954-1956
Mrs. Sidney Brummerhop	1956-1958
Mrs. D. J. LeBlanc	1958-1959
Mrs. H. L. Lamberth	1959-1961
Mrs. F. H. Gratzfeld	1961-1963
Mrs. G. L. Presswood	1963-1964
Mrs. G.D. Walraven	1964-1966
Mrs. J. F. Park	1966-1968
Mrs. J. R. Novak	1968-1969
Mrs. Charles Seaman	1969-1970
Mrs. Kenneth Royal	1970-1971
Mrs. A. C. Richmond	1971-1972
Mrs. George Mallios	1972-1974
Mrs. Richard Specion	1974-1976
Mrs. A. C. Richmond	1976-1978
Mrs. Donald Purdy	1978-1980
Mrs. Robert Burleson	1980-1981
Mrs. Jack Calvin	1981-1982
Mrs. Gene Peter	1982-1984
Mrs. Howard Rasberry	1984-1985
Mrs. James L. Knoedler	1985-1987
Mrs. Kenneth Vorhaben	1987-1989
Mrs. Ralph Howard	1989-1990
Mrs. Melba Heselmeyer	1990-1992
Mrs. Linda Byrd	1992-1993
Mrs. Debbie Schkade	1993-1994
Mrs. Shirley Koch	1994-1996
Mrs. Denise Haven	1996-1997
Mrs. Melodye Davis	1997-1999
Mrs. June Huber	1999-2001
Mrs. Regina Williams	2001-2002
Mrs. Tonita Franklin	2002-2004
Mrs. Christine Reeder	2004-2006
Mrs. Lisa Holbrook	2006-2008
Mrs. Diane Fatora	2008-2009
Mrs. Stephanie Stromeyer	2009-2010
Mrs. Diane Fatora	2010-2012
Mrs. Elizabeth Clemente-Nelson	2012-2013
Mrs. Annette Dwyer	2013-2014
Mrs. Svetlana Hanson	2014-2015
Mrs. Amanda Mark	2015-2017

Texas PTA Honorary Life Memberships

In 1909, Texas PTA started the Texas PTA Honorary Life Membership as one of the highest honors presented to individuals for outstanding service to children and youth. Texas PTA Honorary Life Memberships may be awarded at any time. The recipient does not have to be a PTA member nor must the service for which the honor bestowed need to be connected with the PTA. The only requirement for receiving a Texas PTA Honorary Life Membership is that the recipient has made a notable, worthwhile contribution to the well-being of children and youth.

Life memberships are honorary and do not carry with them automatic rights to vote or hold office. In order to participate actively in PTA, an honorary life member must enroll in a Local Unit PTA. However, Texas Life members are exempt from paying the Texas PTA portion of dues. This exemption applies for only one Local Unit PTA per membership year unless they have received more than one Honorary Life Membership. In that case, they may register as a Texas PTA life member with as many Local Unit PTAs as they have Texas Honorary Life Memberships.

Mrs. J. H. Ross	1959	Mrs. Peggy Posey	1996
Mrs. George Walraven	1966	Mrs. Janice Butcher	1997
Mrs. Tommy Benson	1968	Mrs. Mary Franklin	1997
Mrs. Joyce Medford	1971	Mrs. Linda Deckert	1999
Mr. Jack Rowe	1972	Mr. Mike Huber	2001
Mrs. C. F. O'Bannion	1975	Mrs. Ann Hammond	2003
Dr. Richard Griffin	1977	Mr. Dennis Johnson	2004
Mrs. Marjorie Gillies	1977	Mrs. Patty Romanko	2005
Mr. Albert H. Kiecke	1978	Mrs. Edrina Fitting	2007
Mr. Reyes Sonora	1978	Mrs. Margaret Kidd	2007
Mrs. Margaret Carver	1979	Mrs. Anette Dwyer	2008
Mrs. Lela Ledford	1979	Mr. Jeff Turner	2008
Mr. Tommie L. Bishop	1980	Mrs. Darlene Moore	2011
Mrs. Trudy Kennedy	1981	Mrs. Patricia Trippodo	2011
Mrs. Judy Calvin	1982	Mr. Jim Guidry	2013
Mr. James W. Larrabee	1985	Mrs. Elaina Polsen	2013
Mrs. Tina Farrell	1988	Mrs. Linda Wood	2014
Mrs. Frances Smith	1990	Mrs. Terri Berry	2014
Mrs. Sue Kevan	1993	Mrs. Michelle Klages	2015
Mrs. Yvonne Beard	1994	Mrs. Stephanie Barker	2015
Mr. Jim Pellowski	1994	Mrs. Michelle Salinas	2017
Mrs. Myra J. Hall	1995	Mrs. Kendra Scott	2017
Mrs. Carolyn M. Littleton	1996		

Texas PTA Extended Service Awards

In 1987, the Texas PTA Board of Directors developed the criteria for awarding a Texas PTA Extended Service Award to those people who have continued to give outstanding service to Texas PTA. The recipient must have been actively involved in the Texas PTA for 10 years and be a Texas PTA Honorary Life Member.

Mrs. Jeannine Peter	1989
Mrs. Kay Belshaw	1992
<i>(Presented jointly with CLHS PTSA)</i>	
Mrs. Melba Heselmeyer	1993
Mrs. Beth Ludington	1995
Dr. Margaret Snooks	1996
<i>(Presented with CLHS PTSA, CLI PTA & ABE PTA)</i>	
Mrs. Shirley Koch	1998
<i>(Presented with CLHS PTSA, CLI PTA & Whitcomb PTA)</i>	
Mrs. Tammy Copple	1998
<i>(Presented with CLHS PTSA, Creekside PTA & Ross PTA)</i>	
Mrs. Linda Shelton	1999
Mrs. Paula Tomasi	2000
Mrs. Denise Hall	2001
<i>(Presented jointly with CCHS PTSA)</i>	
Mrs. Karen Cooper	2002
Mrs. Cathy Forsythe	2003
Mrs. Emily Johnson	2004
Mr. Rich Leeney	2005
Mrs. Ann Hammond	2006
Mrs. Chris Reeder	2006
Mrs. Vicky Fransham	2006
Mrs. Susan Ferguson	2007
Mrs. Kimberly Barker	2009
Mrs. Stephanie Stromeyer	2009
Mrs. Lisa Boulais	2012
Mrs. Pamela Moore	2012
Mrs. Reenea Ennis	2012
Mrs. Gina Ricco	2013
Dr. Laura Dupont	2014
Mrs. Svetlana Hanson	2014
Mrs. Karen Douglass	2015
Mrs. Ruth Morrison	2016
Mrs. Amanda Mark	2018
Dr. Greg Smith	2018

National PTA Life Achievement Awards

This award is the highest honor from the National PTA to the person who lives out the commitment to children daily. The honoree need not be a PTA member to receive this award.

Mrs. W. A. Able	1955
Mrs. LaVace Stewart	1965
Dr. Lloyd Fergusson	1969
Mr. Kenneth Royal	1973
<i>(Presented jointly with CLE PTA.)</i>	
Mrs. Rose Mallios	1974
Mr. George Carlisle	1976
Mrs. Ann Richmond	1978
Mrs. Jeannine Peter	1983
Dr. Thomas Barker	1984
Mrs. Judy Calvin	1986
Mrs. Britta Knoedler	1987
Mrs. Rosemary Vorhaben	1989
Mrs. Reba Howard	1990
Mrs. Melba Heselmeyer	1991
Mrs. Linda Byrd	1992
Mrs. Sue Kevan	2001
Mrs. Linda Shelton	2006
Mrs. Lisa Holbrook	2008
Mrs. Ann Hammond	2012
Mrs. Lisa Hefner	2018

Participation Award Recipients

The Participation Award goes to the Local Unit PTA with the most participation points for the year. Points are earned by members of the Local Unit PTAs attending Council and Texas PTA events, as well as, the National PTA Convention. It is a way for Clear Creek Community Council of PTAs to recognize Local Unit PTAs for their participation in PTA meetings and events. Each year, a traveling silver tray is awarded to the PTA that has collected the most points since the last Presidents' Dinner. That PTA's name is engraved on the tray.

1978-1979	Clear Lake Intermediate
1979-1980	Clear Lake City Elementary
1980-1981	Clear Lake Intermediate
1981-1982	G.H. Whitcomb Elementary
1982-1983	Clear Lake City Elementary
1983-1984	Armand Bayou Elementary
1984-1985	Clear Lake Intermediate
1985-1986	Clear Lake City Elementary
1986-1987	Clear Lake Intermediate
1987-1988	Clear Lake City Elementary
1988-1989	G.H. Whitcomb Elementary
1989-1990	G.H. Whitcomb Elementary
1990-1991	G.H. Whitcomb Elementary
1991-1992	G.H. Whitcomb Elementary
1992-1993	Armand Bayou Elementary
1992-1993	Lloyd R. Ferguson Elementary
1993-1994	Clear Lake Intermediate
1994-1995	Clear Lake High School
1995-1996	Clear Lake High School
1996-1997	Clear Lake High School
1997-1998	Clear Creek High School
1998-1999	Clear Creek High School
1999-2000	Clear Creek High School
2000-2001	Clear Creek High School
2001-2002	Clear Creek High School
2002-2003	Clear Lake City Elementary
2003-2004	Falcon Pass Elementary
2004-2005	North Pointe Elementary
2005-2006	North Pointe Elementary
2006-2007	North Pointe Elementary
2007-2008	Lloyd R. Ferguson Elementary
2007-2008	L. W. and Eleanor Hyde Elementary
2007-2008	Ed White Elementary
2008-2009	L. W. and Eleanor Hyde Elementary
2009-2010	L. W. and Eleanor Hyde Elementary
2010-2011	Lloyd R. Ferguson Elementary
2011-2012	Ralph Parr Elementary
2012-2013	Ralph Parr Elementary
2013-2014	Ralph Parr Elementary
2014-2015	Ralph Parr Elementary
2014-2015	Brookwood Elementary
2015-2016	Ralph Parr Elementary
2015-2016	Clear Creek High School
2016-2017	CCISD Special Education PTA
2017-2018	Ralph Parr Elementary

GEM Award Recipients

The GEM awards are presented to nominees at CCCC Regular Membership meetings and honored throughout CCCC of PTAs communication networks (website, social media, newsletter & local media).

Council recognizes outstanding PTA members who **Go the Extra Mile** for PTA. Nominating a PTA GEM is quick and easy using the [online form on our website](#). Or maybe you prefer to recognize your PTA GEMs in writing or have multiple GEMs to recognize, then a printable pdf form is the way to go. This is available for download on the council website, as well as, at the end of this handbook.

2004-2005

Lisa Holbrook
Karen Mayo-Albrecht
Linda Shelton
Peggy Van Allers
Joanna Baleson
Cindy Senger-Lewis

Suzanne Schaefer
Beth Young
Sherry Keimig
Jackie Turnpaugh
Joe Wiseman

Dean Muths
Holly Ellis
Suzanne Phillips
Dr. Sandra Mossman
John Myer

2005-2006

LaNell Cobraruvias
Wendy Nifong
Reeneea Ellis
Deena Hammitt
Pam Moore
Debbie Gurley

Sue Ferguson
Nicky Tippet
Diane Connaughton
Cathy Price
Dorothea Steele
Kim Walker

Jill Reason
Barrie Hogue
Stephany Roush
Leigh Ann Train
Khanh Eng
Tracy Baker

2006-2007

Julie Perkins
Suzanne Schaefer
Sue Ferguson
Leslie Baetz
Jamie West
Diane Custer
Jody Moss

Julie Cassidy
Cheri Ewert
Wayne Baetz
Roxie Rydl
Reeneea Ennis
Virna Scharunovych

Sandra Rozas
Tess Bauder.
Tammy Newman
Sylvia Lass
Jill Stephenson
Pat Chilton

2007-2008

Diane Fatora
Peggy Van Aller
Landa Cook

Pam Tetarenko
Tess Bauder

Andrea Humphrey
Sue Ferguson

2008-2009

Darcy Huebner
Stefanie Stromeyer
Judy Lovelace
Elizabeth McCarty
Gina Rico.
Pam Moore

Kim Jernigan
Kelly Kerr
Cynthia Somonet-Bell
Lisa Boulais
Shelly Smith
Alyssa Kelley

Cheryl Walzer
Yoon Hoffman
Linda Wood
Mia Jones
Mary Chovanec
Yvette Rodriguez

2009-2010

Kristen Edelen
Nicole Grown
Stephanie Moore
Laurie Petty
Alicia McConnell

Marsha Burmeister
Cindi Romine
Laura DuPont
David and Susan Lanham
Susan Smith

Diana Chronister
Jeri Arbogast
Kimberly Purvis
Kristi Wright
Adrienne Dupuy

2012-2013

Vicki Mangum

2014-2015

Amanda Mark
Cathy Evans
Gaynor Ladner
Amy Moore
Amanda Ruiz

Jennifer Ellison
Paine Martins
Lulu Wilson
Gracie Kross

Kristin Leary
Tiffany Pickle
Jenny Corkill
Angie Bailey

2015-2016

Catherine Overcash
Leigh Doerre

Elizabeth McCarty
Shannon Bennet

Greta Mee
Alison Nalepa

2016-2017

Allie Demers
Nicole Klages
Stacey Amdur

Roxann Zamora
Ana Kaboutari
Anne Bernay

Chrissy Crews
Gwen Torstrick

2017-2018

Campus in the Spotlight Award Recipients

This award is given by our council in recognition of Local Unit PTAs who are doing something unique on their campus, with the goal of sharing the information so others may copy the wonderful idea. Anyone may nominate a Local Unit PTA. The Campus in the Spotlight awards are presented at the general membership meetings. [Online forms](#) are available on our website and a printable form is included with this handbook.

2008-2009

Clear Creek High School PTSA - "Holiday Greetings to Recovering Soldiers"
Ferguson Elementary PTA – Fun & Fit Running Club
Clear Lake High School PTSA - "Link Up with Lake" electronic newsletter
Ed White Elementary PTA - Campus Natural Habitat

2009-2010

Landolt Elementary PTA - Annual Fall Dance and Culture Fair
Stewart Elementary PTA - Cafeteria Recycling Program

2010-2011

Brookwood Elementary PTA - Culture Club

2011-2012

Westbrook Intermediate PTA - Parent Program "What I wish I knew... before High School"
Victory Lakes Intermediate PTA - "Community Read" - Bullying themed book

2014-2015

Parr Elementary PTA – All Pro Dads
Falcon Pass Elementary PTA – Helped out when Principal had cancer

2015-2016

Bauerschlag Elementary PTA – Family Game Night

2016-2017

Clear Creek Community Council of PTAs Scholarship Recipients

1977	Kim Gunderman	Clear Creek HS		Skyler Yancey	Clear Creek HS
1978	Shard Levine	Clear Lake HS		Helen D'Couto	Clear Lake HS
1979	Chris Schmitt	Clear Creek HS		Hannah Smitherman	Clear Lake HS
1980	Joyce Carney	Clear Lake HS		Allison Bigi	Clear View EC
1981	Lupe Ramirez	Clear Creek HS	2009	Ellen Baker	Clear Lake HS
1981	Deborah Hodges	Clear Lake HS	2010	Alex Judd	Clear Brook HS
1982	Sarah Kilgore	Clear Creek HS		Brian Bloomfield	Clear Brook HS
1983	Helen Lawley	Clear Lake HS		Anda Brown	Clear Creek HS
1984	Chantay L. Mitchell	Clear Creek HS		Courtney Moreland	Clear Creek HS
1985	Cynthia Boase	Clear Lake HS		Rebecca Willett	Clear Horizons EC
1986	Michelle Barnett	Clear Creek HS		Jenny Le	Clear Lake HS
1987	Kristy Blakeney	Clear Lake HS		Jerome Jeevarajan	Clear Lake HS
1988	Rhonda Pope	Clear Creek HS		Deena Kapadia	Clear Springs HS
1989	Julie Gearhart	Clear Lake HS		Ka Ying Ng	Clear Springs HS
1990*	Paula Suhre	Clear Creek HS		Alex Kohler	Clear View EC
1990	*Katie Hamblin	Clear Lake HS	2011	Bailey Sincox	Clear Brook HS
1991	Cindi Caprice Roberts	Clear Brook HS		Neil Patel	Clear Brook HS
1992	Garrett Davis Booth	Clear Lake HS		Oliver Brown	Clear Creek HS
1993	Stephen Power	Clear Creek HS		Elizabeth Nifong	Clear Creek HS
1994	Brett Mills	Clear Brook HS		Sarah Cravens	Clear Horizons EC
1995	Brian Michael Parks	Clear Lake HS		Michael Hoffman	Clear Lake HS
1996	Nassim Marie Hatami	Clear Creek HS		Clemens Lee	Clear Lake HS
1997	Laura Michell Berry	Clear Brook HS		Ashley Abraham	Clear Springs HS
1997**	Lauren Elizabeth Robertson	Clear Lake HS		Aproteem Choudhury	Clear Springs HS
1998	Carolyn Newbold	Clear Lake HS		Josselin Guterrez	Clear View EC
1999	Jennifer DeYoung	Clear Creek HS	2015	Perry Alagappan	Clear Lake HS
2000	Ray Harrison	Clear Brook HS		Denise Kwong	Clear Lake HS
	Emily Johnson	Clear Lake HS		Lyndsey Reynolds	Clear Falls HS
	Rita Niccoloni	Clear Creek HS		Aron Jang	Clear Falls HS
2001	Nathan Deal	Clear Creek HS		Tiffany Huynh	Clear Springs HS
	Tiffany Lynn Eppelheimer	Clear Brook HS		Ajay Joshi	Clear Springs HS
	Cassandra Mechler	Clear Lake HS		Faith Marschke	Clear Brook HS
2002	Chantres Leonard	Clear Brook HS		Michelle Tran	Clear Brook HS
	Jonathan M. Rogers	Clear Creek HS		Ashton Duke	Clear Creek HS
	Katherine L. Scofield	Clear Lake HS		Jamie Staggs	Clear Creek HS
2003	Jenny Lee	Clear Brook HS	2016	Angelia Wu	Clear Lake HS
	Eddie Truong-Cao	Clear Lake HS		Elizabeth Frakes	Clear Lake HS
	Joshua Wethington	Clear Creek HS		Erica Huebner	Clear Falls HS
2004	Hannah Ye	Clear Brook HS		Jocelyne Walker	Clear Falls HS
	Bailey Wilson	Clear Lake HS		Afton Gillard	Clear Springs HS
	Kristy Owen	Clear Creek HS		Aaron Lassmann	Clear Springs HS
2005	Brittney Brannon	Clear Brook HS		Vivian Jaouhari	Clear Brook HS
	Stefani Tounge	Clear Creek HS		Matthew Walton	Clear Brook HS
	Michelle Moyer	Clear Lake HS		Christina Morrison	Clear Creek HS
2006	Vani G. Rajendran	Clear Brook HS		Nicole Matthys	Clear Creek HS
	Luisa Zhou	Clear Creek HS	2017	Rachel Doerksen	Clear Brook HS
	Vikas Lonakadi	Clear Lake HS		Erica Lee	Clear Brook HS
2007	Courtney Bloomfield	Clear Brook HS		Lauren Bentley	Clear Creek HS
	Paras Mehta	Clear Brook HS		Luke Hults	Clear Creek HS
	Lu Cheng	Clear Creek HS		Elena Bacon	Clear Falls HS
	Aubrey Day	Clear Creek HS		Jessica Crain	Clear Falls HS
	Emily Alderson	Clear Lake HS		Adrian Landstrom	Clear Lake HS
	Eric Dong	Clear Lake HS		Rahul Yesantharao	Clear Lake HS
2008	Scarlett Kioutas	Clear Brook HS		Chelsea Ebert	Clear Springs HS
	Belinda Kocen	Clear Brook HS		Emily Jue	Clear Springs HS
	Mary Figge	Clear Creek HS			

The Rosemary Vorhaben Scholarship

A special memorial scholarship awarded in 1990

The Kay Belshaw Scholarship

A special memorial scholarship awarded in 1997

Council Delegate

Council delegates represent their Local Unit PTA, and vote accordingly at the five Clear Creek Community Council of PTAs regular meetings each year. They report to the Local Unit PTA with information gleaned from council meetings.

To represent their local unit effectively, delegates need to be in tune with the views of the members of their local unit. During discussion and voting on motions at council meetings, delegates speak on behalf of the members, expressing their views.

Each School (Local Unit PTA) has 5 delegates: the Local Unit PTA President, School Principal, and 3 other Delegates (either elected or appointed, depending on the local unit bylaws). There are also alternates (either elected or appointed, depending on the local unit bylaws) who are delegates when they fill-in for one of the three Delegates. If the President or Principal cannot attend, they send their designated representative (i.e. vice president and assistant principal). A Delegate does not fill in for a President or Principal.

All five delegates must be members of their Local Unit PTA. For Local Unit PTAs to be in membership with council, they must have paid their council dues of \$75 (by October 15), and must have remitted membership dues (the state and national portions of the membership dues collected at the local units) to Texas PTA for at least 20 members by October 15. All members of Local Unit PTAs that are in membership with CCCC are members of the council, and may come to council meetings and events – but they are not voting members. Only delegates are voting members who may participate in council meetings.

People who volunteer to be delegates often try to do double duty by offering to be delegates for other PTAs at the same time. Delegates may only represent one school at a time - one person, one vote. A delegate may represent different PTAs at different council meetings, but only one PTA during a meeting. If you are on the CCCC Executive Board, you may not represent local units. If you are on the CCCC Executive Board, and you are a Local Unit President, you need to send a designated representative in your place to the regular council meetings.

What you get out of Council meetings

- Details on what is happening in the school district, Texas PTA, and National PTA
- Opportunity to hear about CCISD from Superintendent Dr. Greg Smith
- Information from programs presented at the council meetings
- Networking with other PTAs
- Ideas from other PTAs
- A better understanding of how local units fit into the bigger picture of Texas PTA and National PTA
- Why the PTA does what it does – the importance to the community

What Council Does

- Provides Training
 - FLO (Foundations Leadership Training - required for executive board)
 - Officers and Chairmen Training (Spring and Fall)
 - Mini Workshops throughout the year
 - Local Board Orientation
- Facilitates activities such as the Reflections Contest
- Hosts events such as the Administrative Luncheon, Reflections Reception, Founders' Day Dinner, Presidents' Dinner
- Provides access to a bulk mail permit to Local Unit PTA, who choose to pay for that option
- Provides local, state, and national PTA information via the website, social media and an e-newsletter
- Organizes new PTAs and assists struggling PTAs when needed/requested.
- Awards scholarships to high school seniors

The Duties and Responsibilities of a Council Delegate

Council Level

- You are one of five people representing your Local Unit PTA as a voting member of the Council PTA.
- You count toward quorum for council meetings. Be sure to sign in for your PTA in the appropriate white notebook at the council meeting. In order for a Local Unit PTA to be counted for quorum, only one of the five delegates of a Local Unit PTA needs to be present. Our council has about 45 Local Unit PTAs in membership, and quorum for council meetings is 30 % of the Local Unit PTAs.
- Participate fully in Council PTA discussions. Each delegate is entitled to make motions, debate and vote at the Council PTA regular meetings.
- Accurately represent your PTA in all matters requiring debate and vote as directed by your PTA membership.
- Act as a liaison between your PTA and the Council PTA. You communicate effectively the needs and wishes of your PTA to the Council, and promote the programs of the Council PTA to your PTA.
- Report the actions of the Council PTA to your PTA.
- Help earn the council participation award for your PTA.
- If you are unable to attend a council meeting, contact one of the alternates to take your place.
- Volunteer for a Council committee such as Nominating, Scholarship, Bylaws, Audit, and so on.
- Attend Council functions such as Founders' Day Dinner, Reflections Reception, and trainings.

Local Unit Level

- Become a member of your Local Unit PTA.
- Present a Plan of Work to the executive board for approval (if you are an executive board member). If you are not an executive board member, you do not need a Plan of Work.
- If you are not on your local unit's executive board, you may be invited as a guest speaker to the executive board in order to give your report. Or, you may submit your report in writing.
- Notify your PTA and Executive Board members of the next Council PTA meeting and encourage them to attend as a visitor.
- Determine the will of the local unit membership so that you can effectively represent them as a voting member of the council body.
- Attend all council regular meetings. There are five a year. In the unlikely event that a special regular meeting is called, delegates would attend that also.
- Report announcements, important actions, and the council program information to the local unit and/or its executive board.
- File a copy of the report with the local unit secretary.
- Place announcements of council activities in the local unit's bulletin or newsletter.
- Maintain a procedure book for the guidance of future delegates.
- Pass procedure book to successor.

CLEAR CREEK COMMUNITY COUNCIL PTA BYLAWS

ARTICLE I Name

The name of this nonprofit association shall be the Clear Creek Community Council Parent and Teacher Association of the Texas Congress of Parents and Teachers (Texas PTA), a branch of the National Congress of Parents and Teachers (National PTA). The assigned Texas PTA ID number is 12086.

ARTICLE II Purposes

Section 1. Objectives. The purpose or purposes of Clear Creek Community Council, in common with National PTA and Texas PTA, are:

- A. to promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- B. to raise the standards of home life;
- C. to advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- D. to promote the collaboration and engagement of families and educators in the education of children and youth;
- E. to engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- F. to advocate for fiscal responsibility regarding public tax dollars in public education funding.

Section 2. Awareness. The purposes of the National PTA, the Texas PTA and this Local PTA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

Section 3. Federal Status. The association is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as "Internal Revenue Code").

Section 3. The association is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as "Internal Revenue Code").

Article III Basic Policies

The following are basic policies of this Council PTA in common with those of the National PTA and Texas PTA:

- A. The association shall be noncommercial, nonsectarian, and nonpartisan.
- B. The association shall work with the schools and community to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities,

- and local education authorities.
- C. The association shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among parents, schools, and the community at large.
 - D. No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
 - E. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
 - F. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.
 - G. The association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Article IV

Relationship with Texas PTA

Section 1.Organization. This Council PTA shall be organized and chartered under the authority of the Texas PTA, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Texas PTA may in its bylaws prescribe. The Texas PTA shall issue to this Council PTA an appropriate charter evidencing the due organization and good standing of this Council PTA.

Section 2.Objectives. This Council PTA shall:

- A. unify and strengthen Local PTAs comprising this Council PTA;
- B. provide for the conference and cooperation of the Local PTAs in Council PTA membership so as to create a public opinion favorable to the interests of child welfare; to encourage child welfare projects in the various Local PTAs; and to assist in the formation of new Local PTAs according to the plan of the Texas PTA; and
- C. promote the interest and membership of the National PTA and of the Texas PTA within its territory that does not duplicate the work of Local PTAs.

Section 3. This Council PTA shall not legislate for Local PTAs.

Section 4.Expectations. This Council PTA shall adhere to the Standards of Continuing Affiliation for Council PTAs.

Section 5.Harm to Brand. Texas PTA may withdraw the charter of a Council PTA with notice given to the Council PTA leadership if, in the opinion of Texas PTA, the Council PTA is jeopardizing or endangering the good will or good name of Texas PTA.

Section 6.Withdrawal of Charter. This Council PTA is obligated, upon withdrawal of its charter by the Texas PTA, to:

- A. yield up and surrender all of its books, records, assets and property to the Texas PTA or to such association as may be designated by the Texas PTA,
- B. cease and desist from the further use of any name that implies or connotes association with the National PTA or the Texas PTA; and
- C. carry out promptly, under the supervision and direction of the Texas PTA, all proceedings necessary for the purpose of dissolving this Local PTA.

and records as shall be sufficient to establish the items of gross income , receipts and disbursements of the association including, specifically, the number of its member PTAs and the dues collected from them. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Texas PTA or the National PTA .

Section 8.Dissolution of PTA. A Council PTA considering dissolving its relationship with Texas PTA (and thereby National PTA) shall follow the procedures for dissolution as adopted by the Texas PTA Board of Directors. These procedures include but are not limited to:

- A. notifying Texas PTA of the Council PTA's intent to dissolve;
- B. a meeting with a representative of Texas PTA with the Council PTA executive board members, including the superintendent or the superintendent's representative, to discuss the ramifications of dissolution and procedures;
- C. a regular or special meeting of the membership with a representative of Texas PTA; and
- D. a two-thirds (2/3) vote of the members present is required for dissolution.

Any Council PTA failing to follow the procedures shall forfeit all Council PTA books , records and assets to Texas PTA.

ARTICLE V

Membership and Dues

Section 1.Members.

- A. Membership in the Council PTA shall consist only of Local PTAs chartered by the Texas PTA as authorized by the National PTA in the community of Clear Creek up payment of dues as hereinafter provided.
- B. A Local PTA may be a member of only (1) Council PTA.
- C. Additional Local PTAs shall be accepted at any time upon payment of the annual Council PTA dues.

Section 2.Dues. The annual dues for membership in this Council PTA shall be seventy -five dollars (\$75.00) for each Local PTA and shall be due and payable no later than October 15.

ARTICLE VI

Voting Body

Section 1.Composition. The voting body of this Council PTA shall consist of:

- A. the officers of the Council PTA;
- B. the chairs of Council PTA standing committees;
- C. the president or the president's alternate of each Local PTA in membership;
- D. the principal or the principal's representative of each Local PTA in membership;
- E. the three (3) accredited delegate(s) or alternate(s) of each Local PTA in membership;
- and
- F. the superintendent of schools or the superintendent's representative for each school district.

Section 2. Each Local PTA shall select their delegates and alternates according to its bylaws .

Section 3. Names of delegates and alternates from each Local PTA in membership with Council PTA shall be filed with the Council PTA secretary in order to be eligible to vote .

Section 4. A member is entitled to only one (1) vote even though he may hold more than one (1) position. A member may represent only one (1) Local PTA as a Council PTA delegate or alternate.

Section 5.Proxy Voting. There shall be no proxy voting.

ARTICLE VII

Officers

Section 1. Officers. The officers of this Council PTA shall be a president, 4 vice presidents, a secretary, a treasurer, and a parliamentarian.

Section 2. Eligibility. Each officer shall be a member of a Local PTA in membership with this Council PTA prior to taking office. A Council PTA president shall not serve as a Local PTA president.

Section 3. Term of Office. Officers shall assume their official duties at the close of the fiscal year and shall serve a term of one (1) year. The elected officers shall not serve more than two (2) terms in the same office. One who has served more than one-half (1/2) of a term shall be credited with having served that term. *(Proviso: The initial term of office shall be extended to the close of the subsequent fiscal year for PTAs organizing after January 1.)*

Section 4. Vacancy in Office. All officer positions not filled by election become vacant. In the case of a vacancy in the office of president, the vice president shall serve notice to the executive board of the election to fill the vacancy and shall conduct the election. A vacancy in any office other than president shall be filled by an affirmative vote of a majority of the remaining members of the executive board, at least five (5) days' notice of such election having been given. In the interim, duties of any vacancy shall be assumed by the executive board.

Section 5. Duties of Officers. The officers shall perform the duties as prescribed for the office in these bylaws, by the executive board in applicable state statutes, and in the parliamentary authority.

A. President. The president shall:

1. coordinate the work of the officers and committees of the association in order that the purposes may be promoted;
2. confirm that a quorum is present;
3. preside at all meetings of the association;
4. appoint the chair of each standing committee and special committee, subject to the approval of the executive board, unless otherwise provided in these bylaws;
5. appoint the members of each standing committee and special committee unless otherwise provided in these bylaws;
6. be authorized to sign on bank accounts, unless prohibited by terms of employment;
7. be authorized to sign contracts approved by the executive board;
8. be listed as the principal officer and be authorized to sign tax documents, unless prohibited by terms of employment;
9. confirm the executive board has reviewed and the membership has adopted the Texas PTA/PTSA Records Retention Policy annually;
10. appoint a member, subject to the approval of the executive board, who is not authorized to sign on the bank account to open, review, initial and date each bank statement;
11. attend Texas PTA's Lone Star Leadership training;
12. represent the Council PTA as a voting delegate at the Texas PTA Annual Meeting;
13. confirm that all executive board members are graduates of the Texas PTA Leader Orientation or have completed the course by October 15 after the election;
14. submit the names and contact information of the officers and chairs to the Texas PTA Office within ten (10) days of election or appointment;
15. appoint the financial reconciliation committee, subject to the approval of the executive board; and
16. serve as an ex-officio member of all committees except the nominating and financial reconciliation committees.

8. present a preliminary annual report. i.e., budget to actual, at the last association meeting;
9. complete and file all necessary tax documents; and
10. present books of account and records to the financial reconciliation committee

I. **Parliamentarian.** The parliamentarian shall:

1. advise the presiding officer on questions of parliamentary procedure when asked; and
2. vote only when the vote is by ballot.

ARTICLE VIII

Nominations and Elections

Section 1.Nominating Committee.

- A. **Composition.** The nominating committee shall consist of five (5) members and two (2) alternate members. No individual shall serve as a member of the nominating committee for two (2) consecutive terms. No two (2) members shall be from the same Local PTA. The president shall not serve as a member of this committee nor appoint any member of this committee. Student members shall not constitute a majority of this committee.
- B. **Election of Members.** The voting body of this Council PTA shall elect the members of the nominating committee at a regular association meeting prior to the election meeting. The election shall be by plurality vote. A vacancy on the nominating committee shall be filled by the alternate with the next greatest number of votes. The chair of the nominating committee shall be elected by the nominating committee.
- C. **Duties.** The nominating committee:
 1. shall consider all candidates for elected positions whose submissions meet the requirements set forth by these bylaws and who have signified their consent to serve if elected;
 2. may consider additional candidates during its deliberations; and
 3. shall submit only one (1) name for each position to be filled.
- D. **Report of the Nominating Committee.** The report of the nominating committee shall be published to the membership through regular publicity channels at least fifteen (15) days before the election meeting.

Section 2.Nominations from the Floor. Nominees from the floor shall be accepted at the election meeting.

Section 3. Elections. Officers, with the exception of the parliamentarian, shall be elected by ballot in the month of March. However, if there is but one (1) nominee for an office, election for that office may be by voice vote.

ARTICLE IX

Meetings

Section 1.Regular Meetings. This association shall hold a minimum of four (4) meetings a year.

- A. Meetings of the association shall be held in the months of September, November, February, March, May, time and date to be established by the executive board. Five (5) days' notice shall be given if change of date is needed. The membership shall be notified through regular publicity channels of the date and time of all association meetings following the first meeting of the executive board at which time this schedule is determined.
- B. The association meeting held in March shall be the election meeting.
- C. The annual association meeting in May shall be for the purpose of receiving reports of officers and chairs and for any other necessary business.

Section 2.Quorum. The quorum for the transaction of business in any association meeting shall consist of at least one (1) representative (president, principal or delegate) from 30% of the Local PTAs in membership. A Local PTA president, delegate or alternate who is a member of the Council PTA executive board shall not be counted in establishing the quorum.

Section 3.Motions and Voting. Regular meetings of this Council PTA shall be open to the members of all Local PTAs holding membership in the Council PTA, but the privilege of introducing motions and voting shall be limited to the voting body as outlined in Article VI.

Section 4.Proxy Voting. There shall be no proxy voting.

Section 5.Special Meetings. A special meeting of the members shall be called by the president or by a majority of the executive board, with at least five (5) days' notice giving the place, date, time and purpose of the special meeting. No other business may be conducted.

ARTICLE X

Executive Board

Section 1.Composition. The members of the executive board shall be:

- A. the officers of the association;
- B. the chairs of standing committees;
- C. the superintendent(s) or the representative(s) appointed by the superintendent;

Section 2.Eligibility. Executive board members shall:

- A. subscribe to, believe in and support the mission, purposes and policies of National PTA and Texas PTA;
- B. be a member of a Local PTA in membership with this Council PTA prior to serving on the board;
- C. receive no compensation from the association except reimbursement for reasonable expenses as set forth in PTA policies and procedures;
- D. have not served more than two (2) consecutive terms in the same position;
- E. have not served more than fifteen (15) years on the executive board, with the exception of any superintendent, superintendent representative, principal, or principal representative.

Section 3.Student Members. For legal considerations, members under the age of 18 shall not:

- A. serve as president, first vice president, secretary or treasurer;
- B. serve as a signer on the bank account(s);
- C. serve as the member appointed to open, review, initial and date the bank statements; and
- D. hold a majority of the offices.

Section 4. A PTA member shall not serve as a voting member of this executive board while employed by, or under contract to this Council PTA.

Section 5. Executive board members shall serve in only one (1) capacity.

Section 6.Board Duties. The duties of the executive board shall be to:

- A. transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
- B. present a report at the regular meetings of the association;
- C. conduct a financial reconciliation, at least annually, and present the report to the delegates for adoption,
- D. approve the Plans of Work of all officers and committee chairs;
- E. adopt the Texas PTA Council Ethics/Conflict of Interest Policy annually;
- F. review the records retention policy annually;
- G. prepare an annual budget for the upcoming fiscal year and submit to the association for adoption at the annual meeting;
- H. comply with the legal filing requirements of state and federal government agencies;
- I. approve routine bills within the limits of the budget;

ARTICLE XI

Committees

Section 1. Committees. The executive board may create such standing and special committees as it may deem necessary to promote the purposes.

- A. The president shall be ex-officio a member of all committees except the financial reconciliation committee and nominating committee.
- B. The chair of each standing committee shall be ex-officio a member of all subcommittees within the respective committee.

Section 2. Term. Chairs shall assume their official duties following the close of the school year and shall serve a term of one (1) year.

Section 3. Only one (1) person shall be appointed to serve in any one (1) chair position.

Section 4. No chair shall serve in the same office for more than two (2) consecutive terms. One who has served more than one-half (1/2) of a term shall be credited with having served that term.

Section 5. Standing Committee Chairs. All standing committee chairs shall:

- A. deliver to their successors or the president all official materials within fifteen (15) days;
- B. present a written Plan of Work to the executive board for approval;
- C. have a current copy of the Council PTA bylaws; and
- D. perform other duties as assigned by the president

Section 6. Quorum. The quorum of any committee shall be a majority of its members.

ARTICLE XII

Texas PTA Annual Meeting

This Council PTA shall be represented at the annual meeting of the Texas PTA by the president or appointed alternate, subject to approval of the executive board.

The Council PTA delegate to the Texas PTA Annual Convention shall be a member of a Local PTA in membership with this Council PTA.

ARTICLE XIII

Fiscal Accountability

Section 1. Fiscal Year. The fiscal year of this association shall begin July 1 and end on the following June 30.

Section 2. Signers. Signers of the bank account shall not be related by blood or marriage and shall not reside in the same household.

Section 3. Financial Reconciliation

- A. A financial reconciliation shall be performed:
 - 1. at the end of the fiscal year;
 - 2. when any authorized check signer is added or deleted on any bank account; and
 - 3. at any time deemed necessary by the president or three (3) or more members.
- B. The president shall appoint, subject to the approval of the executive board, a financial reconciliation committee consisting of not less than three (3) members, who are not authorized signers. Members of the financial reconciliation committee shall not be the incoming treasurer or be related by blood or marriage and shall not reside in the same household as the authorized signers.

Council PTAs must comply with all of the following standards to remain in Good Standing with Texas PTA.

1. Submit to Texas PTA both the Fall and Spring Council PTA Activity Reports.¹
 2. Submit to Texas PTA the name and contact information for each board member within 15 days of election or appointment.²
 3. Annually file 990 tax return with the IRS and notify Texas PTA of filing, within 60 days of fiscal year end.³
 4. Review Council PTA bylaws every five years and submit to Texas PTA for approval.⁴
-

Council PTA Retention Plan

(initiated when a Council PTA does not maintain Good Standing)

Notification: Texas PTA will notify the Council PTA of the action(s) required and allow the Council PTA 60 days, from the date of the notification, to attain Good Standing.

Restriction: A Council PTA that does not attain Good Standing within 60 days of the original notification will enter a restriction period. While in this restriction period, the Council PTA is not eligible for awards, programs or grants administered by Texas PTA or National PTA.

Intervention: If the Council PTA remains non-compliant after 45 days in the restriction period, Texas PTA will assign a Support Team to assist them, including the development of a written action plan to attain Good Standing. Restriction will remain in place until an action plan is approved.

Restructure: For Council PTAs that do not attain Good Standing following the notification, restriction, and intervention periods, Texas PTA will begin the process of restructuring the leadership of the Council PTA or revoking the Council PTA's charter.

Footnotes:

1. Council PTA Activity Reports are submitted electronically via the Texas PTA website.
2. PTAs submit board member information to Texas PTA electronically via the Texas PTA website.
3. Confirmation of tax filing is submitted electronically via the Annual 990 Confirmation form found on the Texas PTA website.
4. Bylaws are submitted via the Bylaws Submission Form found on the Texas PTA website.

CLEAR CREEK COMMUNITY COUNCIL OF PTAS STANDING RULES

1. MEETINGS

- A. Community Council General
 - 1. They are held at 9:30 a.m. in the CCISD Education Support Center's board room, except possibly in May, depending on the time, date, and location of the Officers' and Chairmen's Training.
 - 2. At the May general meeting the President shall appoint a committee to approve the minutes of the annual meeting.
- B. Community Council Executive Board
 - 1. The Community Council Executive Board Meetings are held at the CCISD Education Support Center.
 - 2. The yearly Council Orientation for the officers and standing committee chairmen will be under the direction of the newly elected President.
 - 3. At the April board meeting the President shall appoint a committee to approve the minutes of that meeting.
- C. Local Unit Presidents
 - 1. The local unit presidents will meet at 8:40 a.m. in the CCISD Education Support Center board room prior to each general meeting. In January, the presidents will meet at 9:30 a.m. on the first Wednesday after winter break.
 - 2. A list of delegates and alternates for local units in membership shall be sent to the CCCC Corresponding Secretary by the September council meeting.
 - 3. The September Presidents' meeting shall serve as the deadline for filing a copy of each local unit's executive board list.

2. COUNCIL EXPENDITURES

The Council shall budget:

- A. Funds for all Council officers and standing committee chairmen who are required to take the Texas PTA Leader Orientation Training by virtue of their position.
- B. Funds for the yearly engraving of the traveling silver tray for the Participation Award.
- C. Funds for a past president's pin for the retiring Council President.
- D. Funds for Summer Seminar for the newly elected president or his alternate for registration fee, room and board at the location designated by Texas PTA (or meals (not to exceed \$30.00 per day) and room (accommodation of two or more delegates sharing a room not to exceed the designated PTA rate)), and mileage (at the current US Government rate). To qualify as an alternate, one must be appointed by the executive board or the Council President.
- E. Funds for State PTA Convention for the President or his alternate for registration fee, meals (not to exceed \$30.00 per day), room (accommodation of two or more delegates sharing a room), mileage (at the current US Government rate). To qualify as an alternate one must be appointed by the executive board or the Council President.
- F. Funds for tickets for Presidents' Dinner for the following people:
 - 1. The outgoing Council President and spouse (2),
 - 2. The newly elected president and spouse (2),
 - 3. Superintendents and spouses of ISDs with locals in council membership (4),
 - 4. All the newly elected Council officers, except those who are funded by their local units (7),
 - 5. The Hospitality Chair(s) and others designated by the Council President not to exceed four (4) guests.
- G. If funds permit, registration to National Convention for the newly elected president or his alternate. To qualify as an alternate one must be appointed by the executive board or the newly elected Council President.

3. FOUNDERS' DAY

- A. A celebration will be held annually in the month of February.
- B. The CCCC Corresponding Secretary will be responsible for the invitations.
- C. The CCCC Corresponding Secretary will provide the invitations to the local units at the January Presidents' Meeting.
- D. The CCCC Corresponding Secretary will send or mail invitations to the following:
 - 1. Past Council Presidents,
 - 2. Council recipients of a Texas or National Life Membership or Extended Service Award,
 - 3. School board members of ISDs with locals in council memberships,
 - 4. School administration personnel of ISDs with locals in council membership, and others as designated by the Council President.
- E. Local units are encouraged to send invitations to their past presidents, life members, and invite their officers, chairmen, and faculty of their school.

- F. The Silent Auction will be held at Founders' Day. The proceeds will go to the Clear Creek Community Council of PTAs Scholarship fund.

4. PRESIDENTS' DINNER

- A. A dinner shall be held annually in May.
- B. Tickets will be sold.
- C. The CCCC Corresponding Secretary will send or mail invitations to the following:
 - 1. Incoming and outgoing local unit presidents,
 - 2. Incoming and outgoing council officers and chairmen,
 - 3. Past council presidents,
 - 4. Superintendents and school board members of ISDs with locals in council membership,
 - 5. Others as designated by the Council President.
 - 6. Local units are encouraged to invite principals, assistant principals and other incoming and outgoing officers.
- D. Council officers will be installed.
- E. Outgoing and incoming local unit presidents are to be recognized.
- F. The Participation Award, a traveling silver tray, will be presented annually.

5. OFFICERS AND STANDING COMMITTEE CHAIRMEN

- A. Officers and standing committee chairmen shall:
 - 1. Maintain a procedure book to pass on to their successors. This book, with all official material, is the property of CCCC and shall be given to the successor or the Council President, within fifteen (15) days of the close of the fiscal year.
 - 2. Present a written (3 copies) plan of work for approval at the August board meeting.
 - 3. Present an annual report to the President at the April executive board meeting.
 - 4. Carry out the work of the Texas PTA in their respective positions.
 - 5. Forward to the Newsletter/Publicity chair and the WebSite/Social Media chair, articles pertinent to their activities.
 - 6. Teach and train their respective positions at Council Officers' and Chairmen's Training, and elsewhere as required.
- B. Officers – additional description of duties
 - 1. Leadership Training is handled by the First Vice President who shall coordinate with the President the dates and secure the place for the annual Texas PTA Foundations: Leader Orientation Training (FLO) and the Officers' and Chairmen's Training. Council shall offer the Texas PTA Foundations: Leader Orientation Training (FLO) once during the day and once in the evening in the fall. The course shall also be offered in the spring. The Leadership VP shall coordinate the dates and secure the place for the May Officers' and Chairmen's Training for local units.
 - 2. Parent Education and Programs is handled by the Second Vice President who shall secure programs for the Council general meetings, secure speakers, dates place and coordinate publicity for any Parent Education workshops deemed necessary, and secure programs for Founders' Day and Presidents' Dinner, if deemed necessary.
 - 3. Communications is handled by the Third Vice President who shall be responsible for the Council Handbook, and council web site, and coordinate communication of information with the Newsletter/Publicity chairman. A Handbook shall be published yearly that contains a calendar of events for council, the budget, the Council Bylaws and Standing Rules, names and addresses of CCCC executive board, local unit presidents and principals, and any other information deemed necessary. This publication shall be delivered to CCCC executive board members, local unit presidents, principals and the three (3) delegates of each local unit in membership at the September general meeting. The Communications Vice President shall serve as chairman of the handbook and be responsible for its distribution.
 - 4. Legislative is handled by the Fourth Vice President to keep membership aware of pending state legislative action and involve membership in the legislative process.
 - 5. Memorials - the Corresponding Secretary, when notified, shall send a card in the name of the Clear Creek Community Council of PTAs to the family of any deceased Council executive board member, past Council president, current local unit president, principal, school administrator or school board member.

C. Standing Committees

1. Awards shall coordinate with the appropriate council officers and chairmen to apply for council awards, and encourage locals to apply for awards.
2. CCISD Liaison shall attend meetings of the CCISD Board of Trustees and report on board activities to Council.
3. Corresponding Secretary shall:
 - a. keep a list of delegates and alternates for each Local PTA in membership, which shall not be released to outside interests;
 - b. keep an accurate list of the names of the Local PTAs in membership;
 - c. keep the names and addresses of the members of the executive board, Local PTA presidents, principals with Council PTA membership, and superintendents within the Council PTA boundaries;
 - d. maintain a list of the names of Council PTA officers and standing committee chairmen who have completed the Texas PTA Leader Orientation, with the dates each course was completed;
 - e. provide updates to the secretary, as appropriate, in the areas mentioned in a-d above;
 - f. notify the executive board of meetings;
 - g. send Founders' Day and Presidents' Dinner invitations;
 - h. be responsible for the Council Participation Award; and
 - i. keep an accurate list of names and addresses of persons awarded either a National or a Texas PTA Honorary Life Membership or an Extended Service Award by Council.
4. Environmental, Health & Safety (EHS) shall be responsible for promoting Red Ribbon Week with the school districts and any other Environmental, Health or Safety programs deemed appropriate. .
5. Hospitality shall coordinate the dates with the Council President and secure the place for: the District(s) Administrators Luncheon(s), the Founders' Day Dinner, and Presidents' Dinner; and be responsible for the menu, decorations, setup and cleanup for each.
6. Membership shall promote PTA membership throughout council, assist local units with membership programs, drives and campaigns.
7. Newsletter/Publicity shall be responsible for compiling and e-mailing at least four Council newsletters. The newsletter shall be sent to CCCC executive board members, local unit presidents, principals, three (3) delegates of each local unit in membership, superintendents and school board members of ISDs with locals in council membership, and others as designated by the Council President.
8. Reflections – Campus Coordinator shall be responsible for promoting the National PTA Reflections contest, receiving entries, arranging for judging and forwarding the Council winners to Texas PTA by the deadline date, and providing a list of winners to be printed in the Council Newsletter.
9. Reflections - Reception shall be responsible for setting up the Reflections Reception for the CCCC Reflections contest participants.
10. Scholarships chairman shall distribute and collect scholarship applications, coordinate volunteers for reading the applications and communicate with the treasurer and the Silent Auction chairman about the scholarship money.
11. Silent Auction shall be responsible for soliciting items for the Silent Auction held during the Founders' Day Dinner.

6. SPECIAL COMMITTEES

When required, these committees are described as follows:

- A. Audit Committee shall be appointed by the executive board at the March board meeting. A preliminary report will be presented at the annual meeting in May and a final report will be presented at the September meeting.
- B. Budget & Finance shall be chaired by the incoming Council Treasurer. The committee will consist of the incoming and outgoing Council Presidents, the outgoing First Vice President, the incoming and outgoing Council Treasurers, and up to two (2) of the newly elected officers, if needed, for a total of five (5) members. This committee shall prepare a yearly budget to be presented to the Executive Board in April.

Upon approval by the board, the budget shall be presented to the Council voting body for its adoption at the annual meeting.

- C. Life Membership shall select one (1) or more recipients for a Texas PTA Life Membership, Extended Service Award or National PTA Life Membership to be presented at the Founders' Day Celebration, and shall order pins and certificates for the awards. The Membership chairman shall serve as the chairman for this committee. Two additional members shall be appointed from the voting body of council to serve on the committee at the November general meeting.

7. CLEAR CREEK COMMUNITY COUNCIL OF PTAs SCHOLARSHIP

- A. The official name of the scholarship shall be the CLEAR CREEK COMMUNITY COUNCIL OF PTAs SCHOLARSHIP. This scholarship fund was established in 1976 by the Clear Creek Community Council of PTAs.
- B. Monetary gifts from other PTAs, organizations, individuals and other contributions can be placed in this fund. All memorial gifts shall be acknowledged in writing by the CCCC Treasurer.
- C. The Council Treasurer shall collect and distribute all monies for the funds as directed by the Executive Board.
- D. These funds must be kept separate from the general operating funds.
- E. The funds and the interest earned are used for educational purpose, including books, tuition, and educational fees.
- F. The scholarship recipients shall be high school seniors. Students may apply if they attend any high schools that are in membership with CCCC. Membership is defined as a local that is current with National, State and Council dues. Seniors at Clear View Education Center may apply.
- G. If funds permit, a scholarship not to exceed \$750.00 will be awarded yearly at each of the high schools in membership with CCCC as defined in Standing Rule 7F above. Two scholarships may be awarded to high schools of 1,500 students or more.
- H. Each recipient has until February 1st, two calendar years after the date of the awarding of the scholarship, to submit receipts and ask for funds. After that time, the scholarship will revert back to the scholarship fund. (Ex. Scholarship funds awarded on May 1, 1976 would be available to the recipients until February 1, 1978.) The treasurer keeps the names of the recipients and monitors the awarding of the scholarship funds. The scholarship check will be written either to the school of higher education of the recipient, or the guardian of the recipient, as deemed necessary by the treasurer (with the school of higher education being the preference).
- I. The scholarship will be awarded on the basis of academic achievement (passed all portions of the state's standardized test and has a minimum of a 2.5 GPA), and school and/or community activities.
- J. The Council Scholarship committee will be appointed at the February General Meeting and will be responsible for evaluating and selecting the recipients. The committee will consist of: the Scholarships Chairman, three (3) readers for each high school, and three (3) alternates, none of whom may be a parent or guardian of a senior from the awarding school.
- K. This scholarship will be presented at the local high school awards night by a representative from Council.
- L. Application forms will be available to high school seniors through the Senior Counselors' offices. These applications will be available beginning January 15th and continuing through March 31st. Paper or electronic newsletters and websites (local, council, and school district) will be used to publicize the scholarship application.
- M. Applying for the scholarship will include:
 - 1. Completing an application form
 - 2. Writing a short essay
 - 3. Two (2) recommendations, one from a teacher and one other
 - 4. A complete counselor's report
 - 5. All of the above fully completed and returned to the counselor's office by April 1.

8. PARTICIPATION AWARD

- A. A traveling silver tray will be presented annually at the Presidents' Dinner to the local unit with the most participation points for the year.
- B. It is the responsibility of the CCCC Corresponding Secretary to see that the traveling silver tray will be engraved yearly, at Council expense, with the name of the winning local unit.
- C. These points are earned by members of the local PTAs attending Council and/or State PTA events. When CCCC Executive Board members are acting in their capacity as council members, they do not represent a local (they represent council), and therefore do not count for points.
- D. Points
 - 1. Council events such as:
 - a. Council meetings
 - b. Council sponsored Officers' and Chairmen's Training
 - c. Council sponsored parent education course
 - d. Council sponsored PTA Foundations: Leader Orientation Training
 - e. Local Presidents' meeting held by Council
 - f. Workshops held by Council chairmen for local unit chairmen
 - g. Any other council event that may occur during the school year

earn ONE (1) point per each person attending (ONE person can represent only ONE school at a time and MAY NOT sign in for more than ONE school)

- 2. State events such as:
 - a. State PTA Convention
 - b. Summer Seminar
 - c. Texas PTA Legislative Day

earn ONE (1) point per local unit that has a member in attendance. Several people from one local unit don't make any more points – just one point total for the local unit. (State events involve cost which may prevent a local from sending more than one delegate):

- 3. All Founders' Day celebration attendees MAY sign in for ALL local unit PTAs of which they have been members, past and present, for ONE (1) point for each local unit. Council Executive Board members may participate in this.
- E. The CCCC Corresponding Secretary shall keep the records of all attendance points. Sign-in sheets will be available for all events and the Corresponding Secretary will keep records in an orderly and fair manner. At the end of the year, records shall be available for any local unit to examine, upon request.

Standing Rules Activity Notes: This document was corrected as approved by Texas PTA on 12/3/04.
This document was updated 10/25/06 to incorporate the state-mandated name change.

Council PTA Delegate Report Form

This form is to be completed by Local PTA delegates reporting Council PTA activities.

Please report this information at a board and/or regular meeting of your Local PTA. After giving the report, turn the form in to your Local PTA president to be filed with the secretary.

1. Council PTA Meeting date: _____
2. Council PTA meeting location: _____
3. Were any issues voted on? If so, what were they and what was the vote?
 - a. _____

 - b. _____

 - c. _____

4. Were any matters referred to Local PTAs? If so, what were they? (be accurate and specific)
 - a. _____

 - b. _____

 - c. _____

5. Give a brief synopsis of information presented at the Council PTA Meeting:
 - a. Superintendent's Report: _____

 - b. Speaker (s) _____

 - c. Program _____

6. Were there any announcements regarding the next Council PTA meeting, leadership training opportunities, workshops or special meetings of any kind? _____





“Campus in the Spotlight” Entry Form



What is your new or improved program called:

Please describe what it is and how it has benefitted your students and/or Campus:

Would you be willing to share this idea with other schools that may wish to implement it on their campus and share your contact information with them if they wish to have further details?

Who came up with this idea?

Name:

PTA Board Position:

Phone:

Email:

Who was in charge of this idea?

Name:

PTA Board Position:

Phone:

Email:

Campus Name:

PTA President Name:

Please send completed form to **Alma Ceja-Hendricks** at alma.ceja.hendricks@gmail.com



CommYOUunity Membership

Successful students are everyone's business and successful schools build successful communities. We know there is no CommYOUunity without YOU. This is why we are reaching out to Community Members, Business Owners, and Tax Payers like YOU, asking you to join PTA and back the future of every student.

Platinum CommYOUunity Package.....\$412.75
Includes membership to all PTAs within Clear Creek Community Council

Golden CommYOUunity Package.....\$143.50
Includes membership to a group of PTAs in need of a special Angel: Armand Bayou Elementary, Bay Elementary, Bay Colony Elementary, Clear Lake City Elementary, Greene Elementary, K.E. Little Elementary, League City Elementary, McWhirter Elementary, Robinson Elementary, Ross Elementary, Stewart Elementary, Bayside Intermediate, Brookside Intermediate, Clear Lake Intermediate, Creekside Intermediate, Dunbar Middle School and CCISD Special Education PTA.

Silver CommYOUunity Package
Includes membership to 9 PTAs of your choice.

Bronze CommYOUunity Package
Includes membership to 5 PTAs of your choice.

Wolverine CommYOUunity VIP Package.....\$76.00
Includes membership to CCISD Special Education PTA and all of the Clear Brook High School feeder schools: Landolt Elementary, North Pointe Elementary, Ward Elementary, Weber Elementary, Wedgewood Elementary, Westbrook Intermediate and Clear Brook High School.

Wildcat CommYOUunity VIP Package.....\$101.00
Includes membership to CCISD Special Education PTA and all of the Clear Creek High School feeder schools: Ferguson Elementary, GoForth Elementary, League City Elementary, McWhirter Elementary, Parr Elementary, Clear Creek Intermediate, League City Intermediate, Victory Lakes Intermediate and Clear Creek High School.

Knights CommYOUunity VIP Package.....\$101.50
Includes membership to CCISD Special Education PTA and all of the Clear Falls High School feeder schools: Bay Elementary, Hyde Elementary, Mossman Elementary, Robinson Elementary, Stewart Elementary, White Elementary, Bayside Intermediate, Seabrook Intermediate and Clear Falls High School.

Falcon CommYOUunity VIP Package.....\$92.25
Includes membership to CCISD Special Education PTA and all of the Clear Lake High School feeder schools: Armand Bayou Elementary, Brookwood Elementary, Clear Lake City Elementary, Falcon Pass Elementary, Whitcomb Elementary, Clear Lake Intermediate, Space Center Intermediate and Clear Lake High School.

Charger CommYOUunity VIP Package.....\$83.00
Includes membership to CCISD Special Education PTA and all of the Clear Springs High School feeder schools: Bauerschlag Elementary, Gilmore Elementary, Greene Elementary, Hall Elementary, Ross Elementary, Brookside Intermediate, Creekside Intermediate and Clear Springs High School.

Gator CommYOUunity VIP Package.....\$19.00
Includes membership to Bay Colony Elementary, K.E. Little Elementary and Dunbar Middle School.

Commyounity Membership Form

<input type="checkbox"/> Platinum Package	\$ 402.50	<input type="checkbox"/> Golden Package	\$ 143.00
<input type="checkbox"/> Silver Package (Pick 9 PTAs)	Total Below	<input type="checkbox"/> Bronze Package (Pick 5 PTAs)	Total Below
<input type="checkbox"/> Wolverine VIP Package	\$ 75.50	<input type="checkbox"/> Wildcat VIP Package	\$ 98.50
<input type="checkbox"/> Knights VIP Package	\$ 96.75	<input type="checkbox"/> Falcon VIP Package	\$ 89.75
<input type="checkbox"/> Charger VIP Package	\$ 83.00	<input type="checkbox"/> Gator VIP Package	\$ 19.00

CCISD Elementary Schools

<input type="checkbox"/> Armand Bayou	\$ 8.75
<input type="checkbox"/> Bauerschlag	\$10.00
<input type="checkbox"/> Bay	\$ 8.50
<input type="checkbox"/> Brookwood	\$ 8.00
<input type="checkbox"/> Clear Lake City	\$10.00
<input type="checkbox"/> Falcon Pass	\$ 10.00
<input type="checkbox"/> Ferguson	\$ 8.50
<input type="checkbox"/> Gilmore	\$ 8.50
<input type="checkbox"/> GoForth	\$10.50
<input type="checkbox"/> Greene	\$ 7.00
<input type="checkbox"/> Hall	\$ 6.50
<input type="checkbox"/> Hyde	\$10.00
<input type="checkbox"/> Landolt	\$ 7.00
<input type="checkbox"/> League City	\$ 5.50
<input type="checkbox"/> McWhirter	\$11.00
<input type="checkbox"/> Mossman	\$ 9.00
<input type="checkbox"/> North Pointe	\$10.00
<input type="checkbox"/> Parr	\$ 8.50
<input type="checkbox"/> Robinson	\$ 8.00
<input type="checkbox"/> Ross	\$10.50
<input type="checkbox"/> Stewart	\$ 10.50
<input type="checkbox"/> Ward	\$ 8.00
<input type="checkbox"/> Weber	\$ 8.50
<input type="checkbox"/> Wedgewood	\$ 7.00
<input type="checkbox"/> Whitcomb	\$ 9.00
<input type="checkbox"/> White	\$10.00

Dues

CCISD Intermediate Schools

<input type="checkbox"/> Bayside	\$10.00
<input type="checkbox"/> Brookside	\$ 8.00
<input type="checkbox"/> Clear Lake	\$ 8.50
<input type="checkbox"/> Clear Creek	\$ 8.50
<input type="checkbox"/> Creekside	\$ 7.50
<input type="checkbox"/> League City	\$10.00
<input type="checkbox"/> Seabrook	\$10.00
<input type="checkbox"/> Space Center	\$11.00
<input type="checkbox"/> Victory Lakes	\$10.50
<input type="checkbox"/> Westbrook	\$10.00

Dues

CCISD High Schools

<input type="checkbox"/> Clear Brook	\$10.50
<input type="checkbox"/> Clear Creek	\$10.50
<input type="checkbox"/> Clear Falls	\$10.50
<input type="checkbox"/> Clear Lake	\$12.00
<input type="checkbox"/> Clear Springs	\$10.00
<input type="checkbox"/> CCISD Special Education PTA	\$15.00

Dues

Dickinson ISD Schools

<input type="checkbox"/> Bay Colony Elementary	\$ 6.50
<input type="checkbox"/> K.E. Little Elementary	\$ 6.50
<input type="checkbox"/> Dunbar Middle School	\$ 6.00

Dues

Donation to CCCC of PTAs

\$ _____

Total Dues

\$ _____

Amount Prepaid (please circle schools)

-\$ _____

Total Payment Amount

\$ _____

First & Last Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Please make checks payable to CCCC of PTAs. Mail payments to: CCCC of PTAs, Attn: Membership, P.O. Box 57986, Webster, TX 77598

CCCC of PTAs is here to serve your local PTA. We are dependent upon your dues and any extra "Love Gifts" you can give for our operating expenses, programs, projects, and for the Scholarships awarded to graduating seniors. It is the goal to have every local unit donate to the scholarship fund. In addition, each school is encouraged to create a basket for the silent auction at the Founders' Day dinner.*

The dues deadline is October 15th. Donations may be made at any time throughout the year, but it is helpful to our planning if we receive the donations early in the school year. (If you would like to attach your local budget, please do, but it is not required.)

Please send this form with your check to the *CCCC of PTAs* Treasurer:

Marilyn Bass
P.O. Box 57986
Webster, TX 77598-7986

Name of PTA: _____

EIN (IRS#): _____

Date of last financial
reconciliation: _____

Fiscal Year Period:

From _____

to _____

Sales tax filed:
(circle one)

Annually

Quarterly

Date last filed: _____

Texas PTA Approval

Date on Bylaws: _____

Texas PTA Approval

Date on Standing Rules: _____

Payment to be credited as follows:

\$ _____ Scholarship Fund (dedicated to scholarships)

\$ _____ Love Gift (for use of council as needed)

\$ _____ Shopping Fairy*

\$ 75.00 Council Dues

\$ _____ **Total Amount**

(Checks payable to *CCCC of PTAs*)

Name of Treasurer: _____

Address of Treasurer: _____

Treasurer's Email: _____

Treasurer's Phone(s): _____

* You have the option of making a monetary contribution to the "Shopping Fairy" in lieu of the basket and the Council Shopping Fairy will assemble a basket with your donated funds.

For Council Use Only:

Date Rec'd _____

Deposit # _____