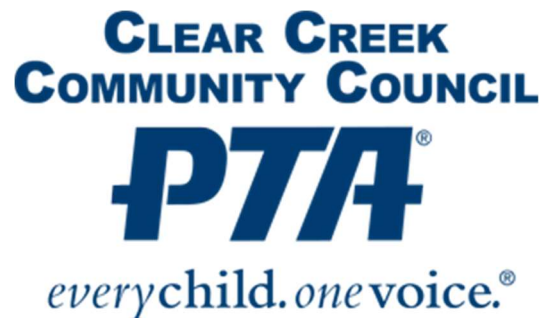


Clear Creek Community Council of PTAs

**Handbook
2021-2022**



Serving the Bay Area:
Clear Creek Independent School District (CCISD)
Santa Fe ISD (SFISD)

Clear Creek Community Council of PTAs
Chartered in 1950

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

PTA'S Values

Collaboration: We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

Commitment: We are dedicated to children's educational success, health, and well-being through strong family and community engagement while remaining accountable to the principles upon which our association was founded.

Diversity: We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

Respect: We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.

Accountability: All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

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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 Community 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 Santa Fe Independent School District (SFISD).

Purpose

Acting as a primary channel of communication within the PTA network, the Clear Creek Community Council of PTAs provides support, guidance, information, inspiration, 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. The Council serves as a medium through which the local PTAs of an area can work together to solve problems beyond the scope of a single PTA working alone

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 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.

Members of Clear Creek Community Council of PTAs

A quorum for a delegate meeting is 30% of the members. A member is defined as any local PTA that is in membership with Clear Creek Community Council of PTAs and has at least one of its five delegates present at the meeting. For a local PTA to be in membership with the Clear Creek Community Council of PTAs, the local PTA must be in good standing. Good Standing means that the local PTA has paid its membership dues to Texas PTA for the current year, and has paid its membership dues to Clear Creek Community Council of PTAs.

The voting members of the Council are the council executive board members and the local PTAs, as represented by their five delegates. Each local PTA is represented in Council by its president, principal, and three other delegates selected by the local PTA, according to their bylaws. Any member of a local PTA that is in membership with the council may attend a delegate meeting as a visitor. Visitors do not participate in the meeting; they only watch and listen.

National, State, Field Service Representatives and Council PTA Leaders

National PTA President

2021-2023

Anna King

National PTA Office

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

Texas PTA President

2020-2022

Suzi Kennon
president@txpta.org

2022-2024

Marisol Randle, 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

2020-2021

Lisa Polansky
President@ccccptas.org

Clear Creek Community Council of PTAs

Executive Board Roster

2016 - 2017

President	Lisa Polansky	president@ccccptas.org
1st VP Membership	Catherine Gault	membership@ccccptas.org
2nd VP Parent Education Programs	Angel Webb	programs@ccccptas.org
3rd VP Communications	Michele Klages	communication@ccccptas.org
4th VP Legislation	Anita Burns	advocacy@ccccptas.org
Recording Secretary	Susan Rogers	secretary@ccccptas.org
Treasurer	Lisa Stiles	treasurer@ccccptas.org
Parliamentarian	Laura Varley	parliamentarian@ccccptas.org
Arts in Education	Kim Barnett	reflections@ccccptas.org
Awards	Nancy Gonzales	awards@ccccptas.org
CCISD Superintendent	Eric Williams	Ewilliam@ccisd.net
CCISD Superintendent	Elaina Polsen	epolsen@ccisd.net
Representative		
Corresponding Secretary	Kelley Adams	corresponding@ccccptas.org
Founders' Day Dinner/Presidents' Dinner	Jeni Otte	founders@ccccptas.org
Founders' Day Dinner Silent Auction	Amy Crisp	silentauction@ccccptas.org
Health & Safety	Henry Gonzalez	health@ccccptas.org
Historian	Sarah Cole	historian@ccccptas.org
Hospitality	Kendra Sterner	Hospitality@ccccptas.org
Leadership Development	Alicia McConnell	leadership@ccccptas.org
Newsletter/Publicity	Katie Wall	media@ccccptas.org
Scholarships	Jennifer Broddle	scholarships@ccccptas.org
School Board Representative	Laura Dupont/Jonathan Cottrell	ldupont@ccisd.net; jcottrell@ccisd.net
Training (Leadership Development)	Alicia McConnell	training@ccccptas.org

Clear Creek Community Council of PTAs

Executive Board Positions

Elected Officers

President	Presides at all Executive Board and Delegate meetings throughout the school year and disseminates information. Works with local units to advise, counsel, and train in a variety of PTA activities. Interfaces with CCISD, SFISD, and other representatives of schools in the council area.
1 st Vice President Membership	Promotes PTA membership by assisting local unit membership officers/chairs in performing their duties; serves as chair of the CCCC of PTAs' Honorary Life Membership Committee. Manages the CCCC of PTAs CommYounity Membership to build membership interest in PTA throughout the Bay Area community. The chair is responsible for revising the membership form when necessary; substitutes for President when needed.
2 nd Vice President 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 chair; substitutes for the President when needed.
4 th Vice President Legislation	Informs the CCCC Executive Board members, and delegates 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 to how it might directly impact our Texas schools; coordinates Rally Day in odd-numbered years; substitutes for the President when needed.
Recording Secretary	Accurately records minutes of the Executive Board and Delegate meetings.
Treasurer	Handles all financial transactions for the CCCC of PTAs including the scholarship account; presents a financial report at all executive board and delegate meetings; monitors the approved budget.

Appointed Officers & Committee Chairs

Parliamentarian	Advises the presiding officer on questions of parliamentary law and procedure when requested by the presiding officer.
Arts in Education	Works with local units to promote the National PTA's Reflections program. Sets goals, provides training to arts chair, 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.
Awards (GEM and Campus in the Spotlight)	Communicates and trains local chairs 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 <i>Campus in the Spotlight</i> .

Corresponding Secretary	Promotes CCCC of PTAs meetings and events through email; tracks all attendance at meetings; works with other committees to dispense information and invitations to events when requested; tabulates participation points; arranges for the traveling tray inscription.
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 Dinner that raises funds for the CCCC of PTAs' Scholarship Fund.
Health & Safety	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 our Council.
Historian	Acts as custodian of all records and materials that pertain to the history of the council.
Hospitality	Extends hospitality at CCCC functions and a fall luncheon for the administrators.
Newsletter/Publicity	The 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 set-up).
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.
Superintendent	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 executive board about the happenings in their district and be informed about the activities of the PTAs in their area via CCCC.
School Board Liaison (CCISD & SFISD)	Reports the highlights of the School Board of Trustees meetings at Council Executive Board meetings and Council Delegate Meetings, when applicable.
Training (Leadership Development)	Coordinates training for the CCCC of PTAs.

Clear Creek Community Council of PTAs

Main Account

Adopted Budget 2021 - 2022 _

Income

Beginning Balance	\$8,500.00
Donations	\$0.00
Dues from Local Units	\$3,300.00
Founders' Day Dinner	\$2,750.00
Presidents' Dinner	\$2,750.00
Fundraiser	\$100.00
Total Income	\$17,400.00

Expenses

Founders' Day Dinner	\$2,500.00
Presidents' Dinner	\$2,500.00
Administration	\$65.00
Awards	\$75.00
Advocacy	\$650.00
Bank Fees	\$24.00
Carry Over 2021-22	\$2,210.00
Carry Over 2022-23	\$5,000.00
Corresponding Secretary	\$25.00
Electronic Communications	\$400.00
Engraving of Participation Tray	\$50.00
Fundraiser	\$100.00
Health and Safety	\$25.00
Historian	\$25.00
Honorary Memberships	\$400.00
Administrator's Luncheon	\$650.00
Launch	\$500.00
Leadership Development	\$50.00
Liability Insurance	\$200.00
Past President's Pin	\$35.00
Post Office Box Rental Fee	\$166.00
Programs	\$500.00
Membership	\$50.00
Reflections Program Administration	\$200.00
Reflections Reception (Venue and Food)	\$700.00
Treasurer Software	\$0.00
Website Fees	\$300.00
Total Expenses	\$17,400.00

Balance \$0.00

Off Budget

Scholarship Donation Income
 Scholarship Donation Transfer (expense)
 State/National Dues Income
 State/National Dues Payment
 Local Dues Income
 Local Dues Payments

Clear Creek Community Council of PTAs
Scholarship Account
Adopted Budget 2021 – 2022

Income	Budget
Beginning Balance	\$17,615.00
Donations	\$2,000.00
Interest	\$45.00
Silent Auction	\$3,000.00
Kendra Scott Fall Fundraiser	\$200.00
Founders' Day Table Voting	\$150.00
Total Income	\$23,010.00

Expenses	
2019-2020 Scholarship Carryover	\$500.00
2020-2021 Scholarship Carryover	\$5,500.00
2022 Scholarships (11 @ \$500)	\$5,500.00
Carry Over 2021-2022	\$11,298.00
Square Fees	\$50.00
Money Order Fee	\$12.00
Scholarship Administration	\$150.00
Total Expenses	\$23,010.00

Balance \$0.00

Clear Creek Community Council of PTAs

Schedule of Events

2021-2022

Date	Event	Time	Location
09/08/2021	CCCC Meeting	8:30 Presidents 9:30 Delegates	Education Support Center (ESC) 2425 East Main Street League City, TX 77573
11/03/2021	CCCC Meeting	8:30 Presidents 9:45 Delegates	Education Support Center (ESC)
01/05/2022	President's Meeting	9:30 Presidents	Education Support Center (ESC)
01/20/2022	Reflections Reception	5:00 pm – 7:00 pm	Challenger Columbia Field House 1955 W Nasa Blvd Webster, TX 77598
02/09/2022	CCCC Meeting	8:30 Presidents 9:30 Delegates	Education Support Center (ESC)
02/24/2022	Founders' Day Dinner	6:00 pm – 8:30 pm	Clear Brook High School
03/09/2022	CCCC Meeting	8:30 Presidents 9:30 Delegates	Education Support Center (ESC)
05/05/2022	President's Dinner	6:00 pm – 8:30 pm	Education Support Center (ESC)
05/11/2022	CCCC Meeting	8:30 Presidents 9:30 Delegates	
May, 2022	Spring Leadership Development	Office & Chairs Training	TBD
June 14-19, 2022	National PTA Convention		National Harbor, MD
July 29-31, 2022	Texas PTA Launch		Dallas, TX (Gaylord Texan)

2021–2022 Academic Calendar

First Semester

First Day for PK, K, 6th & 9th:

August 16, 2021

First Day for All Other Grades:

August 17, 2021

Last Day of Semester:

December 17, 2021

Second Semester

January 5-May 26, 2022

Student/Teacher Holidays:

Labor Day: September 6, 2021

Thanksgiving: November 22-26, 2021

Christmas/Winter:

Dec. 20-31, 2021

Jan. 17, 2022

Spring Break: March 14-18, 2022

Good Friday: April 15, 2022

Memorial Day: May 30, 2022

New Teacher In-Service

Teacher In-Service/Student Holiday

August 9-13 & 16, 2021

October 11, 2021

January 3-4, 2022

February 21, 2022

Teacher Work Day

May 27, 2022

Early Release

Elementary & Intermediate Only

October 8, 2021

February 18, 2022

March 11, 2022

April 29, 2022

Early Release All Campuses

December 17, 2021

May 26, 2022

Early release times for all dates:

Elementary: 12:15 PM

Intermediate: 1:00 PM

WAVE/Science Magnet: 12:00 PM

High School: 11:30 AM

Late Arrival - High School Only

September 15, 2021

October 20, 2021

November 10, 2021

February 2, 2022

March 2, 2022

March 30, 2022

Summer School Dates

*Will be released at a later date

Bad Weather

In the event that bad weather make-up days are needed, January 4, 2022 and February 21, 2022 will be given first consideration as dates used.



August 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	P	P	P	P	P	14
15	P/T	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

S	M	T	W	T	F	S
			1	2	3	4
5	H	7	8	9	10	11
12	13	14	L	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8^	9
10	P	[12	13	14	15	16
17	18	19	L	21	22	23
24	25	26	27	28	29	30
31						

November 2021

S	M	T	W	T	F	S
						6
7	8	9	L	11	12	13
14	15	16	17	18	19	20
21	H	H	H	H	H	27
28	29	30				

December 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17^	18
19	H	H	H	H	H	25
26	H	H	H	H	H	

January 2022

S	M	T	W	T	F	S
						1
2	P	P*	[5	6	7	8
9	10	11	12	13	14	15
16	H	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022

S	M	T	W	T	F	S
			1	L	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18^	19
20	P*	22	23	24	25	26
27	28					

March 2022

S	M	T	W	T	F	S
			1	L	3	4
6	7	8	9	10	11^	12
13	H	H	H	H	H	19
20	[21	22	23	24	25	26
27	28	29	L	31		

April 2022

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	H	16
17	18	19	20	21	22	23
24	25	26	27	28	29^	30

May 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26^	P	28
29	H	31				

June 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2022

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

[Grading Period Begins

] Grading Period Ends

T State Testing Day*

TW State Testing Window**

^ Early Release

t Re-Test Day

H Holiday

L HS Late Arrival

NT New Teacher Training

* Bad Weather Make-Up Day

P Professional Learning /

Teacher In-Service

P/T Professional Learning/

Transition Day



SANTA FE ISD | 2020-2021 CALENDAR



SCHOOL HOURS:

Elementary: 8:30-3:45 (Early Release 12:45)
 SFJH: 7:35-2:55 (Early Release 11:55)
 SFHS: 7:05-2:35 (Early Release 11:35/Late Start 9:05)

**Calendar exceeds the state requirement of 75,600 minutes of instruction for the school year.*

PL=Professional Learning WD=Staff Workday H=Holiday
 NT=New Teacher PL ER=Early Release
 [= Nine Weeks Begins] [= Nine Weeks Ends]

03-05 NEW TEACHER PL

06-07 STAFF PL

10-12 STAFF PL

13 FIRST DAY OF SCHOOL

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	NT	NT	NT	PL	PL	8
9	PL	PL	PL	[13]	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

02 HS LATE START

07 LABOR DAY

16 HS LATE START

30 HS LATE START

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

09 STAFF PL/STUDENT HOLIDAY

12 COLUMBUS DAY

14 HS LATE START

28 HS LATE START

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	PL	10
11	H	[13]	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

06 PARENT/TEACHER CONF.
(ELEM. & JH) HS PL
STUDENT HOLIDAY

09 *BAD WEATHER DAY

11 HS LATE START

23-27 THANKSGIVING BREAK

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	PL	7
8	H	10	11	12	13	14
15	16	17	18	19	20	21
22	H	H	H	H	H	28
29	30					

02 HS LATE START

08-11 EOC (HS)

16-17 HS EARLY RELEASE

18 ALL CAMPUS EARLY
RELEASE

21-31 WINTER BREAK

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	★	★	★	★	12
13	14	15	16	17	ER	19
20	H	H	H	H	H	26
27	H	H	H	H		

JANUARY '21

S	M	T	W	Th	F	S
					H	2
3	WD	PL	[6]	7	8	9
10	11	12	13	14	15	16
17	PL	19	20	21	22	23
24	25	26	27	28	29	30
31						

01 WINTER BREAK CONT.

04-05 STAFF WD/PL
STUDENT HOLIDAY

13 HS LATE START

18 STAFF PL
STUDENT HOLIDAY

27 HS LATE START

FEBRUARY '21

S	M	T	W	Th	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	PL	16	17	18	19	20
21	22	23	24	25	26	27
28						

10 HS LATE START

15 STAFF PL/STUDENT HOLIDAY

24 HS LATE START

MARCH '21

S	M	T	W	Th	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	H	H	H	H	H	20
21	[22]	23	24	25	26	27
28	29	30	31			

10 HS LATE START

15-19 SPRING BREAK

31 HS LATE START

APRIL '21

S	M	T	W	Th	F	S
				1	H	3
4	5	★	★	★	★	10
11	12	13	14	15	16	17
18	19	20	21	22	H	24
25	26	27	28	29	30	

02 HOLIDAY

06-09 STAAR/EOC
(ELEM., JH, HS)

14 HS LATE START

23 STAFF/
STUDENT HOLIDAY

28 HS LATE START

MAY '21

S	M	T	W	Th	F	S
						1
2	3	★	★	★	★	8
9	10	★	★	★	★	15
16	17	18	19	20	21	22
23	24	25	26	ER		29
30	31					

04-07 STAAR/EOC (JH, HS)

11-14 STAAR/EOC
(ELEM., JH, HS)

25-26 HS EARLY RELEASE

27 ALL CAMPUS EARLY
RELEASE
LAST DAY OF SCHOOL

28 GRADUATION/STAFF WD

STATE TESTING DATES:

December 8-11: EOC (HS)
 February 22-April 1: TELPAS (Elem., JH, HS)
 March 29- April 23: STAAR Alt 2 (Elem., JH, HS)
 April 6-9: STAAR/EOC (Elem., JH, HS)
 May 4-7: STAAR/EOC (JH, HS)
 May 11-14: STAAR/EOC (Elem., JH, HS)
 May 18-21: STAAR Online (Elem., JH)
 June 22-25: EOC (5, 8, HS) Retest

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: Maria Morin

Bauerschlag Elementary School

2051 Brittany Bay Boulevard, League City, TX 77573
281-284-6100
Principal: Wendy Menachery
President: Aimee Stiggins

Bay Elementary School

1502 Bayport Blvd., Seabrook, TX 77586
281-284-4600
Principal: Deborah Johnson
President: Danielle Sullivan

Brookwood Elementary School

16850 Middlebrook Drive, Houston, TX 77059
281-284-5600
Principal: Kathy Gouger
President: Melanie Smith

Campbell Elementary School

6605 W. League City Parkway, League City, TX 77573
281-284-6600
Principal: Erin Tite
President: Colleen Leach

Clear Lake City Elementary School

1707 Fairwind Road, Houston, TX 77062
281-284-4200
Principal: Paige Hutchinson
President: Paula Daigle-Hutchins

Ed White ESTEM Elementary School

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

Falcon Pass Elementary School

2465 Falcon Pass Drive, Houston, TX 77062
281-284-6200
Principal: Monica Giuffre
President: Maite Sample

Ferguson Elementary School

1910 Compass Rose Blvd., League City, TX 77573

281-284-5500

Principal: Mark Smith

President: Mary Dean

Gilmore Elementary School

3552, League City Parkway, League City, TX 77573

281-284-6400

Principal: Suzanne Jones

President: Kacie Whigham

Goforth Elementary School

2610 Webster Street, League City, TX 77573

281-284-6000

Principal: Mallory Lee

President: Michele Thomas

Greene Elementary School

2903, Friendswood Link Road, Webster, TX 77598

281-284-5000

Principal: Lesa Gaffey

President: Dawn Stewart

Hall Elementary School

5931 Meadowside Street, League City, TX 77573

281-284-5300

Principal: Stephanie King

President: Heather Ashford

Hyde Elementary School

3700 FM 518 East, League City, TX 77573

281-284-5800

Principal: Susan Sanders

President: Sonia Rajaji

Landolt Elementary School

2104 Pilgrims Point, Friendswood, TX 77546

281-284-5200

Principal: Debra Reno

President: Debbie Betty

League City Elementary School

709 East Wilkins Street, League City, TX 77573

281-284-4400

Principal: Xan Wood

President: Aklilu Harvey

McWhirter Elementary School

300 Pennsylvania Street, Webster, TX 77598

281-284-4800

Principal: Dr. Michael Marquez

President: Glencora Rodgers

Mossman Elementary School

4050 Village Way, League City, TX 77573

281-284-4000

Principal: Sara Konesheck

President: Christina Sava

North Pointe Elementary School

3200 Almond Creek Drive, Houston, TX 77059

281-284-5900

Principal: Diana Kattner

President: Kimberly Thompson

Parr Elementary School

1315 Hwy 3 South, League City, TX 77573

281-284-4100

Principal: Jennifer Buckels

President: Katie Plunkett

Robinson Elementary School

451 Kirby Drive, Seabrook, TX 77586

281-284-6500

Principal: Travishia Hewitt

President: Janine Visentin

Ross Elementary School

2401 West Main Street, League City, TX 77573

281-284-4500

Principal: Kelley Sawchak-Mooney

President: Dawn Coryat-Hon

Stewart Elementary School

330 FM 2094, Kemah, TX 77565

281-284-4700

Principal: Melissa Sanchez

President: Dawn Stewart

Ward Elementary School

1440 Bouldercrest, Houston, TX 77062

281-284-5400

Principal: Elizabeth Pawlowski

President: Rebecca Bistel

Weber Elementary School

11955 Blackhawk Blvd., Houston, TX 77089

281-284-6300

Principal: Cheryl Chaney

President: Vanessa Cortez

Wedgewood Elementary School

4000 Friendswood Link Road, Friendswood, TX 77546

281-284-5700

Principal: Buffie Johnson

President:

Whitcomb Elementary School

900 Reseda, Houston, TX 77062

281-284-4900

Principal: Betsy Horner

President: Lisa Shaw

Intermediate School PTAs in CCISD

Bayside Intermediate School

4430 Village Way, League City, TX 77573

281-284-3000

Principal: Joey Thomas

President: Kendra Sterner

Brookside Intermediate School

3535 E. Parkwood, Friendswood, TX 77546

281-284-3600

Principal: Shannon Simonds

President: Chelsea Watson

Clear Creek Intermediate School

2451 East Main Street, League City, TX 77573

281-284-2300

Principal: Kimberly Brouillard

President: Keisha Chadwell

Clear Lake Intermediate School

15545 El Camino Real, Houston, TX 77062

281-284-3200

Principal: Jepsey Kimble

President:

Creekside Intermediate School

4320 West Main Street, League City, TX 77573

281-284-3500

Principal: Mandy Scott

President:

League City Intermediate School

2588 Webster Street, League City, TX 77573

281-284-3400

Principal: Stanley Zavala

President: Maria Syfert

Seabrook Intermediate School

2401 East Meyer Road, Seabrook, TX 77586

281-284-3100

Principal: Nicole Hicks

President: Kelley Adams

Space Center Intermediate School

17400 Saturn Lane, Houston, TX 77058

281-284-3300

Principal: Ann Thornton

President: Katie Wall

Victory Lakes Intermediate School

2880 West Walker, League City, TX 77573

281-284-3700

Principal: Leatrice Sanders

President: Denise Cromwell

Westbrook Intermediate School

302 W. El Dorado Boulevard, Friendswood, TX 77546

281-284-3800

Principal: Stephanie Cooper

President: Jana Paul

High School PTSAs in CCISD

Clear Brook High School

4607 FM 2351, Friendswood, TX 77546

281-284-2100

Principal: Sharon Lopez

President: Kirsten French

Clear Creek High School

2305 E. Main Street, League City, TX 77573

281-284-1700

Principal: Jamey Majewski

President: Kristin Leary

Clear Falls High School

4380 Village Way, League City, TX 77573

281-284-1100

Principal: Paul House

President: Katie Schuler

Clear Lake High School

2929 Bay Area Boulevard, Houston, TX 77058

281-284-1900

Principal: David Drake

President: Jennifer Broddle

Clear Springs High School

501 Palomino Lane, League City, TX 77573

281-284-1300

Principal: Michael Houston

President: Susan Muehe

Other PTAs in CCISD

CCISD Special Education PTA (SEPTA)

P.O. Box 590242, Houston, TX 77259

www.septa-ccisd.org

President: Angel Webb

PTAs Located within SFISD

RJ Wollam Elementary School

3400 Ave S, Santa Fe, Tx 77510

409-925-2770

Principal: Michelle Pourchot

President: Jackie Stout

William F Barnett Elementary School

11818 Hwy 1764, Santa Fe, Tx 77510

409-925-9700

Principal: Destini Martin

President: Marisa Pittman

CCISD Resources

CCISD Teacher Center

2145 West NASA Blvd, Webster, Texas 77598

Phone: 281.284.0300

Email: tchctr@ccisd.net

Kathleen McGlothlin – 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)

Hours for Saturday workdays are 9:00 a.m. - 12:00 p.m. (the following Saturdays during the 2021-22 school year: August 14th, 21st, & 28th; September 25th, October 23rd, November 13th, December 11th, January 29th, February 26th, March 26th, and April 23rd.)

Print Shop

[Request form for PTA :](#)

Cody Pittman - Production Specialist

Nikki Holcomb – Production Specialist

Jillian Dorland - Instructional Materials Distribution Coordinator

Email: prntshop@ccisd.net

Phone: 281.284.0026

Hours of Operation:

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

Clear Creek Independent School District Administrative Team

Education Support Center
2425 East Main Street, League City, Texas 77573
Main: 281-284-0002

Dr. Eric Williams
Stephanie Barker

Superintendent of Schools
Executive Assistant to Superintendent

ewilliams@ccisd.net
sbarker@ccisd.net

Superintendent's Cabinet

Dr. Robert Bayard
Paul McLarty

Deputy Superintendent of Curriculum and Instruction
Deputy Superintendent of Business and Support Services

rbayard@ccisd.net
pmclarty@ccisd.net

Holly Hughes
Dr. Karen Engle
Dr. Casey O'Pry
Leila Sarmecanic
Elaina Polsen
Brian Palazzi

Assistant Superintendent of Elementary Education
Assistant Superintendent of Secondary Education
Assistant Superintendent of Human Resources
General Counsel
Chief Communications Officer
Director of Safe Schools Department

hhughes@ccisd.net
kengle@ccisd.net
copry@ccisd.net
lsarmecanic@ccisd.net
epolsen@ccisd.net
bpalazzi@ccisd.net

Santa Fe Independent School District Administrative Team

Education Support Center
4133 Warpath, Santa Fe, TX 77510
Main: 409.925.3526 Fax: 409.925.4002

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Executive Director of Maintenance/Project Manager
Bob.atkins@sfsd.org

Bentley, Matthew
Athletic Director/Head Football Coach
Matthew.bentley@sfsd.org

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Cherie.Bowers@sfsd.org

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Heather.brown@sfsd.org

Davenport, Jenny
Director of Human Resources/Public Relations
Jenny.davenport@sfsd.org

Gates, Kaleen
Administrative Receptionist
Kaleen.gates@sfsd.org

Hanssard, Patti
Assistant Superintendent for Human Resources/Public Relations
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McKinney, Mark
Director of Transportation
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Oliver, Kathy
Director of Special Programs
Kathy.oliver@sfsd.org

Pittman, Julie
Executive Assistant to the Superintendent
Julie.pittman@sfsd.org

Ross, Kimberly
Chief Academic Officer
Kimberly.ross@sfsd.org

Townsend, Lee
Assistant Superintendent of Operations
Lee.townsend@sfsd.org

Clear Creek Independent School District Board of Trustees

<u>Board of Trustees</u>	<u>E-mail Address</u>	<u>Office</u>	<u>District</u>	<u>Term</u>
Jay Cunningham	Jay-cunningham@ccisd.net	President	District 5	May 2024
Arturo Sanchez	arturo-sanchez@ccisd.net	Vice President	District 3	May 2023
Dr. Laura DuPont	Laura-dupont@ccisd.net	Secretary	District 1	May 2022
Jonathan Cottrell	jonathan-cottrell@ccisd.net	Trustee	At Large – Position A	May 2024
Scott Bowen	scott-bowen@ccisd.net	Trustee	At Large – Position B	May 2022
Jeff Larson	jeff-larson@ccisd.net	Trustee	District 4	May 2024
Michelle Davis	Michelle-davis@ccisd.net	Trustee	District 5	May 2023
Dr. Eric Williams	ewilliams@ccisd.net	Superintendent		Ex- Officio

Santa Fe Independent School District Board of Trustees

<u>Board of Trustees</u>	<u>E-mail Address</u>	<u>Office</u>	<u>Position</u>	<u>Term</u>
J.R. Rusty Norman	rusty.norman@sfsd.org	President	6	2022
Eric Davenport	eric.davenport@sfsd.org	Vice President	3	2024
James Grassmuck	james.grassmuck@sfsd.org	Secretary	5	2022
Matt Crable	matt.crable@sfsd.org	Trustee	1	2024
Patrick Kelly	Patrick.kelly@sfsd.org	Trustee	2	2024
Clay Hertenberger	Clay.hertenberger@sfsd.org	Trustee	4	2022
Angie Lambert	Angie.lambert@sfsd.org	Trustee	7	2024
Dr. Kevin Bott	Kevin.bott@sfsd.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
Mr. 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
Ms. Stephanie Caserta	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
Mrs. Laura Varley	2017-2019
Mrs. Michele Klages	2019-2020

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. 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. Mary Franklin	1997
Mrs. George Walraven	1966	Mrs. Linda Deckert	1999
Mrs. Tommy Benson	1968	Mr. Mike Huber	2001
Mrs. Joyce Medford	1971	Ms. Ann Hammond	2003
Mr. Jack Rowe	1972	Mr. Dennis Johnson	2004
Mrs. C. F. O'Bannion	1975	Ms. Patty Cooper	2005
Dr. Richard Griffin	1977	Mrs. Edrina Fitting	2007
Mrs. Marjorie Gillies	1977	Mrs. Margaret Kidd	2007
Mr. Albert H. Kiecke	1978	Mrs. Annette Dwyer	2008
Mr. Reyes Sonora	1978	Mr. Jeff Turner	2008
Mrs. Margaret Carver	1979	Mrs. Darlene Moore	2011
Mrs. Lela Ledford	1979	Mrs. Patricia Trippodo	2011
Mr. Tommie L. Bishop	1980	Mr. Jim Guidry	2013
Mrs. Trudy Kennedy	1981	Mrs. Elaina Polsen	2013
Mrs. Judy Calvin	1982	Mrs. Linda Wood	2014
Mr. James W. Larrabee	1985	Mrs. Terri Berry	2014
Mrs. Tina Farrell	1988	Mrs. Michelle Klages	2015
Mrs. Frances Smith	1990	Mrs. Stephanie Barker	2015
Mrs. Sue Kevan	1993	Mrs. Michelle Salinas	2017
Mrs. Yvonne Beard	1994	Mrs. Kendra Scott	2017
Mr. Jim Pellowski	1994	Mrs. Lisa Heifner	2018
Mrs. Myra J. Hall	1995	Mrs. Nancy Gonzalez	2019
Mrs. Carolyn M. Littleton	1996		
Mrs. Peggy Posey	1996		
Mrs. Janice Butcher	1997		

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
Ms. Ann Hammond	2006
Mrs. Chris Reeder	2006
Mrs. Vicky Fransham	2006
Mrs. Susan Ferguson	2007
Mrs. Kimberly Barker	2009
Ms. Stephanie Caserta	2009
Mrs. Lisa Boulais	2012
Mrs. Pamela Moore	2012
Mrs. Reeneea Ennis	2012
Mrs. Gina Rico	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
Mrs. Laura Varley	2019
Mrs. Michelle Kruger	2020
Mrs. Alicia McConnell	2021
Mrs. Michele Klages	2021

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 Ferguson	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. Jennifer Broddle	2021

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
2018-2019	Falcon Pass Elementary
2019-2020	

GEM Award Recipients

The GEM Awards are presented to nominees at CCCC Delegate 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 Aller
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 Caserta
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

GEM Award Recipient's Continued

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
Stacy Amdur

Roxann Zamora
Ana Kaboutari
Anne Bernay

Chrissy Crews
Gwen Torstick

2018-2019

Chante Stevens
Kevin Larios
Grace Horn
Ally Mark

Xavier McConnell
Maisie Mackay
Michele Thomas
Lorteria Night

Melissa Crain
Rachel Reynolds
Laura Varley

2020-2021

Hollie Salas
Cathy Gault

Emily Rigoulot
Susan Rogers

Brenda Sanzone

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, to share 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 delegate 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

2018-2019

League City Intermediate PTA – Watch Dogs
Clear Springs High School PTSA – Autism Fun Run

2020-2021

Clear Lake High School PTSA – Engineers in Real Life

Clear Creek Community Council of PTAs Scholarship Recipients

These scholarships are awarded to graduating high school seniors from funds raised by the Clear Creek Community Council of PTAs.

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

2017	Rahul Yesantharao	Clear Lake HS	2019	Adarsh Suresh	Clear Brook HS
	Chelsea Ebert	Clear Spring HS		Sakshi Samir Kulkarni	Clear Brook HS
	Emily Jue	Clear Springs HS		Mallory Hull	Clear Creek HS
2018	Saad Durrani	Clear Brook HS		Joshua Oh	Clear Creek HS
	Alexander Rodriguez	Clear Brook HS		Mary Helen Lewis	Clear Falls HS
	Emma Umana	Clear Creek HS		Trinity Rust	Clear Falls HS
	Lauren Jernigan	Clear Falls HS		Molly Schaff	Clear Lake HS
	Natalie Cha	Clear Horizons		Alaina Dong	Clear Lake HS
		Early College HS			
	Priya Sanghvi	Clear Horizons		Bethany Richner	Clear Springs HS
		Early College HS			
	Lyndsey Roberts	Clear Lake HS		Erin Pritchard	Clear Springs HS
	Nicole Kozhukhov	Clear Lake HS		Rushi Patel	Community
	Marissa Lane	Clear Springs HS			
	Joshua Moore	Clear Springs HS			

Council Delegate

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

To effectively represent their local unit, 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 five delegates: the Local Unit PTA President, School Principal, and three 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 the council, they must have paid their council dues of \$75, 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 31. 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 delegate 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 the Superintendent of Schools
- 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
 - Officer and Chair Training (Spring and Fall)
 - Mini-workshops throughout the year
 - Local Board Orientation
- Officers support assistance for your PTA
- Facilitates activities such as the Reflections Contest
- Hosts events such as the Administrative Luncheon, Reflections Reception, Founders' Day Dinner, and Presidents' Dinner
- 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

- 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 at the council meeting. 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 delegate 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 Scholarship, Bylaws, Financial Reconciliation, 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 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 delegate meetings. There are five a year. In the unlikely event that a special delegate 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 newsletter, and social media.
- Maintain a procedure book for the guidance of future delegates.
- Pass procedure book to the successor.

Bylaws Approved By Order of the
Texas PTA Board of Directors



Texas PTA President
04/20/2021

**Clear Creek Community Council of PTAs
PARENT TEACHER ASSOCIATION BYLAWS**

ARTICLE I

Name

The name of this nonprofit association shall be the Clear Creek Community Council of PTAs. It is a Council of Parent Teacher Associations organized under the authority of the Texas Congress of Parents and Teachers (Texas PTA), a branch of the National Congress of Parents and Teachers (National PTA). The IRS assigned EIN is 746087255. The assigned Texas PTA ID number is 12086.

ARTICLE II

Purposes

Section 1. Purposes. The purposes of Clear Creek Community Council of PTAs, 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 National PTA, Texas PTA and this 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 principles and policies set forth in the Basic Principles article and the Basic Policies article.

Section 3. Federal Status. This PTA 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.

Article III

Basic Principles

The following are basic principles of this PTA in common with those of National PTA and Texas PTA:

- A. This PTA shall be noncommercial, nonsectarian, and nonpartisan.
- B. This PTA shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, 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. This PTA shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
- D. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in this PTA.

Article IV Basic Policies

- A. No part of the net earnings of this PTA 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 Purposes article hereof.
- B. Notwithstanding any other provision of these articles, this PTA 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.
- C. This PTA 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 V Relationship with Texas PTA

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

Section 2. Objectives. This PTA shall:

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

Section 3. Restrictions. This Council of PTAs shall not legislate for Local PTAs.

Section 4. Expectations. This PTA shall adhere to the Standards of Continuing Affiliation, which define requirement for Good Standing Status.

Section 5. Harm to Brand or Name. If in the opinion of Texas PTA, this PTA or any of its executive board or committee members jeopardizes the good will or good name of PTA, Texas PTA may withdraw the charter or remove the executive board or committee member, with notice given to the PTA leadership.

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

- A. surrender all of its books, records, assets and property to Texas PTA;
- B. cease and desist from the further use of any name that implies or connotes association with National PTA or Texas PTA.

Section 7. Records Retention. This PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements including,

specifically, the Local PTAs in membership with this Council of PTAs and the dues collected. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of Texas PTA or National PTA.

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

- A. notification to Texas PTA of intent to dissolve;
- B. executive board meeting with a Texas PTA representative to discuss dissolution ramifications and procedures;
- C. delegate meeting with a Texas PTA representative;
- D. two-thirds vote of the voting body present and voting, quorum having been established, to dissolve; and,
- E. surrender of all books, records, assets and property to Texas PTA.

Any PTA failing to comply with the outlined dissolution procedures shall immediately surrender all books, records and assets to Texas PTA.

Section 9. Annual Meetings. Delegates of this Council of PTAs shall be eligible for voting representation at the National PTA and Texas PTA annual meetings. Delegates to the National PTA annual meeting must be current members of a Local PTA in membership with this Council of PTAs and credentialed by Texas PTA. A delegate to the Texas PTA annual meeting shall be:

- A. the president or executive board approved alternate;
- B. a member of a Local PTA in membership with this Council of PTAs;
- C. a member of a Local PTA that achieved Active Status with Texas PTA by December 1; and,
- D. registered and in attendance at the Texas PTA Annual Meeting.

ARTICLE VI

Membership and Dues

Section 1. Membership.

- A. Membership in the Council of PTAs shall consist only of Local PTAs chartered by Texas PTA as authorized by National PTA in the community of Clear Creek upon payment of dues as hereinafter provided.
- B. Additional Local PTAs shall be accepted at any time upon submission of delegates and alternates, and payment of the annual Council of PTAs dues.

Section 2. Dues. The annual dues for membership in this Council of PTAs shall be \$75.00 for each Local PTA. The deadline to pay dues is by the first delegate meeting. *Local PTAs paying dues after the first delegate meeting will be allowed to participate moving forward.*

Section 3. Delegate Meetings. Delegate meetings of the Council of PTAs shall be open to the members of all Local PTAs holding membership in the Council of PTAs, but the right of introducing motions, debating and voting shall be limited to the voting body as defined in the Delegate Meetings article.

ARTICLE VII

Delegate Meetings

Section 1. In-Person Meetings.

- A. **Regular Meetings.** Regular delegate meetings shall be held in September, November, February, March, and May. Place, date and time shall be established by the executive board at its first meeting of the year. Immediately following the first executive board meeting, the voting body shall be notified of the place, date and time of all delegate meetings through regular publicity channels. Five days' notice shall be given if a change of date is needed.
- B. **Special Meetings.** A special delegate meeting shall be called by the president or by a majority of the executive board with at least five days' notice giving the place, date, time, and purpose of the special meeting. No other business may be conducted.
- C. No one shall attend in-person meetings virtually.

Section 2. Virtual Meetings. Except for the first and election meetings, delegate meetings may be held virtually, following these guidelines.

- A. Virtual meetings require a 10-day notice.
- B. Notice shall include the link to register, explanation of meeting technology, and meeting rules. Five days' notice shall be given if a change of date is needed.
- C. Attendees must register to attend no later than five days prior to the meeting, to allow for membership verification.
- D. The chair shall present meeting technology and rules prior to conducting any business.
- E. The meeting technology must allow each voting body member in attendance to communicate with all other voting body members in attendance at the meeting.

Section 3. Election Meeting. The delegate meeting held in March shall be for the purpose of electing officers.

Section 4. Annual Meeting. The delegate meeting held in May shall be the annual meeting and shall be for the purpose of receiving reports of officers and chairs and for any other necessary business.

Section 5. Parliamentary Procedure. The parliamentarian shall advise the chair, executive board and voting body on parliamentary procedure to ensure business is conducted properly. If the parliamentarian is not present, the chair shall appoint an acting parliamentarian.

Section 6. Quorum. To conduct any business at a delegate meeting, quorum must be established and shall consist of at least one 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 of PTAs executive board shall not be counted in establishing the quorum.

Section 7. Voting Body.

- A. **Composition.** The voting body of this PTA shall consist of:
 - 1. the executive board;
 - 2. the superintendent or the superintendent's representative for each school district; and,
 - 3. the following from each Local PTA in membership:
 - a. president or the president's alternate;
 - b. the principal or the principal's representative; and,
 - c. 3 accredited delegate(s) or alternate(s).
- B. **Motions and Voting.** Delegate meetings shall be open to members of all Local PTAs holding membership in the Council of PTAs, but the right of introducing motions, debating, and voting shall be limited to the voting body.
- C. **Accredited Delegates.** For delegates or alternates to have the right to make motions, debate and vote, their names shall be filed with the Council of PTAs secretary. The deadline for the Local PTA secretary to report delegates and alternates to the Council of PTAs is before the first delegate meeting. *The delegates and alternates reported after the first delegate meeting will be allowed to participate moving forward. Delegate or alternate changes or those added from newly joined Local PTAs shall be submitted in writing prior to the next delegate meeting.* Only delegates or alternates from Local PTAs in membership with this Council of PTAs may be accredited.
- D. A delegate is entitled to only one vote despite number of positions held. A delegate may represent only one Local PTA as a Council of PTAs delegate or alternate.

Section 8. Proxy Voting. There shall be no proxy voting.

Section 9. Recording. Meetings may be recorded by one executive board member, preferably the secretary, for the purpose of accurately documenting business.

- A. The voting body shall be notified the meeting is being recorded at the start.
- B. Members of the voting body may request recording be paused during discussion.
- C. Recordings shall only be used for the purpose of accurately documenting business conducted at the meeting.
- D. Recordings shall be permanently destroyed after minutes are documented.
- E. All other attendees are prohibited from recording meetings.

Section 10. Minutes. Minutes shall be made available to the voting body only, except when proof of election is required.

ARTICLE VIII

Nominations and Elections

Section 1. Nominating Committee.

- A. **Composition.** The nominating committee shall consist of 5 members and 2 alternates. The president shall not serve as a member of this committee nor appoint any member of this committee. Student members shall not serve as chair or constitute a majority of this committee.
- B. **Eligibility to Serve.** Nominating Committee shall:
1. subscribe to, believe in and support the mission, purposes and policies of National PTA and Texas PTA;
 2. join a Local PTA in membership with this Council of PTAs, if not a member, at the time of committee election;
 3. receive no compensation except reimbursement for reasonable expenses as set forth in PTA policies and procedures; and,
 4. not serve two consecutive terms on the committee.
- C. **Election of Committee.** The nominating committee shall be elected by plurality vote of the voting body present and voting at a regular delegate meeting prior to the election meeting. When the number of nominees is less than or equal to the number of positions on the committee, the election may be by acclamation, otherwise the election shall be by ballot.
- D. **Election of Alternates.** When there is a vacancy or absence on the nominating committee, alternates shall serve in order of rank. When the nominating committee is elected by acclamation, nominations for alternate shall be taken from the floor and each be ranked by the order nominated. When the committee is elected by ballot, those nominees not elected to the committee shall be ranked according to the number of votes received.
- E. **Meeting.** The parliamentarian shall schedule the first nominating committee meeting and provide required information on the nomination and election process.
- F. **Duties.** The nominating committee shall:
1. sign the nominating committee confidentiality agreement before any discussion takes place;
 2. elect its chair;
 3. consider only candidates who meet eligibility requirements set forth by these bylaws and who have signified their consent to serve if elected;
 4. consider all nominations and may seek additional candidates during its deliberations; and
 5. by majority vote of committee members present and voting, submit only one name for each position to be filled.
- G. **Report of the Nominating Committee.** The nominating committee report shall be published through regular publicity channels at least seven days before the election meeting. The report shall be read at the election meeting.
- H. **Dissolution.** Upon completion of the report, the nominating committee shall dissolve.

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

Section 3. Elections. Officers, as defined in the Composition section of the Executive Board article, shall be elected by ballot in March. If there is only one nominee for an office, election for that position may be by acclamation.

ARTICLE IX

Executive Board

Section 1. Composition. The executive board of this PTA shall be:

- A. the officers including the president, 4 vice president(s), secretary, and treasurer;
- B. the parliamentarian;
- C. the superintendent (or representative designated by the superintendent).

Section 2. Eligibility.

- A. In order to be considered for service, executive board members shall have served no more than two consecutive terms in the same position;
- B. In order to serve, executive board members shall also:
 - 1. subscribe to, believe in and support the mission, purposes and policies of National PTA and Texas PTA;
 - 2. be a member of a Local PTA in membership with this Council of PTAs within 30 days of the start of the membership year in which they serve or within 30 days of their election or appointment if taking office after the start of the membership year;
 - 3. receive no compensation from the association except reimbursement for reasonable expenses as set forth in PTA policies and procedures;
 - 4. not be employed by, or under contract to this PTA;
 - 5. serve in only one capacity; and,
 - 6. have not served for more than 15 years on the executive board, with the exception of any superintendent, superintendent representative, principal, or principal representative.
 - 7. Additionally, the president shall:
 - a. not simultaneously serve as a council and local PTA president; nor,
 - b. hold or announce candidacy for the local school board while serving as president of this PTA.

Section 3. Student Members. For legal considerations, executive board 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. be appointed to review account statement, complete the Statement Review by Non-Signer checklist; nor,
- D. hold a majority of the offices.

Section 4. Co-Chairs Prohibited. Any elected or appointed executive board position may only be filled by one person.

Section 5. Term of Office. Executive board members shall assume their official duties following the end of the fiscal year and shall serve a term of one year. An executive board member who has served more than one-half of a term shall be credited with having served that term. (*Proviso 1: In the event of a national emergency or natural disaster, the executive board members may temporarily serve in the same position until their successor is elected or appointed. Proviso 2: The initial term of office shall be extended to the close of the subsequent fiscal year for PTAs organizing after January 1.*)

Section 6. Vacancy in Office.

- A. All officer positions not filled by election become vacant. In the case of a vacancy of an officer, the president shall direct the secretary to serve notice to the executive board and shall conduct the election to fill the vacancy at an executive board meeting.
- B. In the case of a vacancy in the office of president, the vice president shall direct the secretary to serve notice to the executive board and shall conduct the election at an executive board meeting.
- C. In the case of a vacancy of an appointed executive board member, the president shall appoint a replacement with the approval of the remaining executive board members.
- D. In the interim, duties of any vacancy shall be assumed by the executive board.

Section 7. Removal and Resignation.

- A. Any executive board member may be removed by a vote of two-thirds of all executive board members then in office.
- B. Any executive board member may resign by delivering a written resignation to the PTA president. Once the resignation is accepted by the executive board, the secretary shall record it in the minutes.

Section 8. Executive Board Duties. Each executive board member shall carry out the fiduciary responsibilities for this PTA by exercising duty of care, duty of loyalty and duty of obedience.

- A. The duty of care requires each member to use the same care and concern for executive board responsibilities as any prudent and ordinary person would, including:

1. complete all components of FOUNDATIONS training and deliver proof of completion to secretary within 30 days of election or appointment;
 2. reimburse all FOUNDATIONS training expenses for each executive board member;
 3. create standing and special committees;
 4. submit and have approved, written Plans of Work for all executive board members and committee chairs;
 5. have a current copy of the PTA governing documents;
 6. fill executive board vacancies;
 7. deliver all official materials to successor or the president no later than 15 days following the end of term;
 8. transact necessary business in the intervals between delegate meetings;
 9. attend all meetings;
 10. present an executive board report, financial report, and all other necessary reports at each regular delegate meeting, and
 11. promote required Texas PTA training.
- B. The duty of loyalty requires each member to place the interests of this PTA above any other, including:
1. refrain from making any slanderous or defamatory statements that will in all likelihood result in harm to the PTA name or brand;
 2. present publicly a united front on decisions made as an executive board;
 3. maintain confidentiality, and
 4. not communicating to school district personnel or media as representing this PTA unless authorized to do so by the president or executive board.
- C. The duty of obedience requires each member to adhere to the law and PTA's mission, purposes and governing documents, including:
1. comply with the legal filing requirements of state and federal government agencies;
 2. annually review the records retention policy;
 3. annually review and have the voting body adopt the e-commerce policy and the social media guidelines, unless these are covered in the PTA's Standing Rules;
 4. sign the Confidentiality, Ethics and Conflict of Interest Agreement;
 5. ensure an annual budget for the upcoming fiscal year is adopted by the voting body at the annual meeting;
 6. abide by policies and procedures as set forth by Texas PTA; and,
 7. perform duties outlined in these bylaws, governing documents and those assigned by the president.

Section 9. Additional Duties of Officers.

- A. **Newly-elected President.** The newly-elected president, no later than 30-days after election, shall call a meeting of the newly-elected officers to:
1. appoint a parliamentarian and all standing committee chairs, subject to the approval of the newly-elected officers; and
 2. conduct any other necessary business.
 3. After this, all meetings shall be of the entire executive board as defined by the Executive Board article.
- B. **President.** The president shall:
1. coordinate the work of this PTA's executive board and committees in order that the purposes may be promoted;
 2. preside at all executive board and delegate meetings;
 3. confirm quorum is present at all executive board and delegate meetings before conducting business;
 4. confirm secretary and parliamentarian are present at all meetings, and appoint temporary replacements when necessary, before conducting business;
 5. not vote, unless vote will change outcome to make or break a tie, or vote is by ballot;

6. appoint the chair of each standing and special committee, subject to the approval of the executive board, unless otherwise provided in these bylaws;
 7. be authorized to sign on bank accounts, and access accounts electronically unless prohibited by terms of employment;
 8. be authorized to sign contracts approved by the executive board;
 9. be listed as the principal officer and be authorized to sign tax documents, unless prohibited by terms of employment;
 10. appoint a voting body member, subject to the approval of the executive board, who is not authorized to sign on the bank account, to review each account statement, and complete the Statement Review by Non-Signer checklist;
 11. attend Texas PTA's Lone Star Leadership training or appoint a Texas PTA approved alternate to attend;
 12. represent this Council of PTAs as a delegate to Texas PTA;
 13. appoint the financial reconciliation committee, as outlined in the Fiscal Accountability article; and
 14. serve as an ex-officio member on all committees except nominating and financial reconciliation committees.
- C. First Vice President.** The vice president shall:
1. be responsible for aide-to-the-president; membership; and
 2. preside in the absence of the president (in their designated order):
- D. Second Vice President.** The vice president shall:
1. be responsible for parent education and programs; and
 2. preside in the absence of the president (in their designated order):
- E. Third Vice President.** The vice president shall:
1. be responsible for communications; and
 2. preside in the absence of the president (in their designated order):
- F. Fourth Vice President.** The vice president shall:
1. be responsible for advocacy; and
 2. preside in the absence of the president (in their designated order):
- G. Secretary.** The secretary shall:
1. confirm all executive board members have registered with Texas PTA within 15 days of their election or appointment;
 2. send, or cause to be sent, executive board and delegate meeting notices;
 3. be responsible for correspondence;
 4. record the minutes of all executive board and delegate meetings;
 5. present the Statement Review by Non-Signer Reports at each executive board meeting;
 6. have a current copy of the PTA bylaws and, if applicable, standing rules;
 7. confirm the executive board has reviewed and the voting body has adopted the Texas PTA PTA/PTSA Records Retention Policy annually;
 8. confirm that all executive board members have signed the PTA Confidentiality, Ethics, and Conflict of Interest Agreement;
 9. maintain the required PTA documents including:
 - a. those that must be annually reviewed by the executive board and adopted by the voting body (unless policies are incorporated into the standing rules):
 1. records retention policy,
 2. the e-commerce policy,
 3. the social media guidelines;
 - b. approved plans of work;
 - c. the Confidentiality, Ethics and Conflict of Interest Agreement adopted and signed by all executive board members;
 - d. certificates to confirm all executive board members have completed all required FOUNDATIONS training;

- e. current roster of the voting body, which shall not be released to outside interests; and,
 - f. any other documents deemed necessary by this PTA's Records Retention Policy;
 - 10. collect and preserve documents relating to the PTA's history;
 - 11. present a written summary of all PTA's events, programs and significant information at the annual meeting, if no historian; and,
 - 12. not be a member of the financial reconciliation committee.
- H. Treasurer.** The treasurer shall:
- 1. have custody of all the PTA funds;
 - 2. serve as the budget and finance committee chair;
 - 3. present IRS confirmation of the appropriate Form 990 acceptance at the first executive board meeting;
 - 4. present a written and verbal financial report at regular executive board and delegate meetings, and as requested by the executive board or voting body;
 - 5. maintain books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the records retention policy;
 - 6. make disbursements in accordance with the budget adopted by the voting body;
 - 7. be authorized to sign on bank accounts and access accounts electronically;
 - 8. be authorized to sign tax documents, if the president is prohibited by terms of employment;
 - 9. present a preliminary annual report, showing budget to actual, at the annual meeting;
 - 10. present next fiscal year's proposed budget for adoption by the voting body at the annual meeting;
 - 11. file electronically and have accepted the appropriate Form 990 within 60 days of fiscal year end;
 - 12. complete and file all additional tax documents; and
 - 13. present books of account and records to the financial reconciliation committee.
- I. Parliamentarian.** The parliamentarian shall:
- 1. advise the chair, executive board and the voting body on questions of parliamentary procedure;
 - 2. serve as ex-officio on the bylaws (and standing rules, if applicable) review committee;
 - 3. schedule first nominating committee meeting and provide committee the required information on the nomination and election process; and
 - 4. vote only when the vote is by ballot.
- J. Superintendent.** The superintendent or their designee shall:
- 1. be a graduate of BASICS Principals in lieu of FOUNDATIONS; and,
 - 2. attend all meetings.

Section 10. Executive Board Member Rights. Executive board members shall not be entitled to privileges that are not due to any other school district taxpayer because of their position in the PTA.

ARTICLE X

Executive Board Meetings

Section 1. In-Person Meetings.

- A. Regular Meetings.** Regular executive board meetings shall be held prior to each delegate meeting. Three days' notice shall be given if change of date is needed.
- B. Special Meetings.** A special meeting shall be called by the president or by a majority of the executive board with notice given in writing, including electronic mail, to each executive board member at least three days before the meeting. Notice shall include the place, date, time, and purpose of the special meeting. No other business may be conducted.
- C.** Executive board members shall not attend in-person meetings virtually.

Section 2. Virtual Meetings. Except for the first and one additional, executive board meetings may be held virtually, following these guidelines.

- A. Virtual meetings require a 10-day notice.
- B. Notice shall include the link to register, explanation of meeting technology, and meeting rules. Five days' notice shall be given if a change of date is needed.
- C. All executive board members shall have access to the virtual meeting technology.
- D. The chair shall present meeting technology and rules prior to conducting any business.
- E. The meeting technology must allow each member in attendance to communicate with all others in attendance at the meeting.

Section 3. Parliamentary Procedure. The parliamentarian shall advise the chair and executive board on parliamentary procedure to ensure business is conducted properly. If the parliamentarian is not present, the chair shall appoint an acting parliamentarian.

Section 4. Quorum. To conduct any business at an executive board meeting, the majority of executive board members shall be present and voting.

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

Section 6. Emergency Voting. In an emergency, the executive board may vote by phone, email, or other electronic means if authorized by the president, or a majority of the executive board.

- A. Executive board members shall have at least twenty-four hours to cast their votes.
- B. A vote of two-thirds of the entire executive board is required for adoption.
- C. The chair shall announce results by phone, email, or other means, as long as it is by the same means as vote.
- D. The vote shall be recorded in the minutes of the next regular executive board meeting.

Section 7. Recording. Meetings may be recorded by one executive board member, preferably the secretary, for the purpose of accurately documenting business.

- A. The voting body shall be notified the meeting is being recorded at the start.
- B. Executive board members of the voting body may request recording be paused during discussion.
- C. Recordings shall only be used for the purpose of accurately documenting business conducted at the meeting.
- D. Recordings shall be permanently destroyed after minutes are documented.
- E. All other attendees are prohibited from recording meetings.

Section 8. Minutes. Minutes shall be made available to executive board members only.

ARTICLE XI Committees

Section 1. Committees. The executive board may create standing and special committees as it deems necessary to promote the Purposes.

- A. The president shall appoint the chair of each committee, subject to the approval of the executive board, unless otherwise provided in these bylaws.
- B. The president shall be an ex-officio member of all committees except the financial reconciliation and nominating committees.
- C. The chair of each committee shall be an ex-officio member of all subcommittees within the respective committee.

Section 2. Eligibility to Serve. Committee members shall:

- A. subscribe to, believe in and support the mission, purposes and governing documents of National PTA and Texas PTA;
- B. be a member of a Local PTA in membership with this Council of PTAs within 30 days of appointment, or within 30 days of their election or appointment if taking office after the start of the year; and,
- C. receive no compensation except reimbursement for reasonable expenses as set forth in PTA policies and procedures.
- D. Additionally, the chair shall not have served in the same office for more than two consecutive terms.

Section 3. Co-Chairs Prohibited. Only one person shall be appointed to serve in any one chair position.

Section 4. Term. The chair of each standing committee shall assume their official duties following the close of the fiscal year and shall serve a term of one year. The chair of each special committee shall serve until their committee's purpose is complete or until the end of the term, whichever comes first. No chair shall serve in the same office for more than two consecutive terms. Anyone who has served more than one-half of a term shall be credited with having served that term.

Section 5. Committee Chair Duties. Each committee chair shall:

- A. complete all components of FOUNDATIONS training and deliver completion certificate to secretary, no more than 30 days following election or appointment;
- B. present a written Plan of Work to the executive board for approval;
- C. have a current copy of the PTA bylaws;
- D. appoint committee members with approval of the executive board;
- E. hold meetings to conduct the business of the committee;
- F. allow members to have equal say in committee decisions;
- G. report back to the executive board the results of committee outcomes;
- H. deliver all official materials to successor or the president within 15 days of the end of term or completion of purpose, whichever comes first; and,
- I. perform other duties as assigned by the president.

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

Section 7. Proxy Voting. There shall be no proxy voting.

ARTICLE XII

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 on 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 or more members of the voting body, as documented by written request or in meeting minutes.
- B. For the required year-end financial reconciliation, the president shall appoint the financial reconciliation committee at the annual meeting.
- C. For any other financial reconciliation, the president shall appoint, subject to the approval of the executive board, a financial reconciliation within 10 days, and the reconciliation must occur within 20 days of formation.
- D. The appointed financial reconciliation committee shall consist of no less than three members of the voting body who shall not:
 - 1. be authorized signers;
 - 2. be the current secretary;
 - 3. be the incoming treasurer;
 - 4. be related by blood or marriage; or
 - 5. reside in the same household as the authorized signers or current secretary.
- E. A member of the financial reconciliation committee shall present the committee's report for adoption by a majority vote of the voting body present and voting at the first regular delegate meeting following the conclusion of the financial reconciliation. The secretary shall include the report as an attachment to the meeting minutes and provide the current treasurer with a copy.
- F. The committee shall review the findings and recommendations noted on the Financial Reconciliation Report at the first executive board meeting following the presentation of the report to the voting body.

Section 4. Term. The chair of each standing committee shall assume their official duties following the close of the fiscal year and shall serve a term of one year. The chair of each special committee shall serve until their committee's purpose is complete or until the end of the term, whichever comes first. No chair shall serve in the same office for more than two consecutive terms. Anyone who has served more than one-half of a term shall be credited with having served that term.

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 - 2. be the current secretary;
 - 3. be the incoming treasurer;
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 - 5. reside in the same household as the authorized signers or current secretary.
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- F. The committee shall review the findings and recommendations noted on the Financial Reconciliation Report at the first executive board meeting following the presentation of the report to the voting body.

ARTICLE XIII

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this PTA in all cases to which they are applicable and in which they are not inconsistent with these bylaws, and any other bylaws or rules adopted by National PTA and Texas PTA.

ARTICLE XIV

Amendment of Governing Documents

Section 1. Review. This PTA shall review and submit these bylaws (and the standing rules, if applicable) to Texas PTA for approval at least every three years.

Section 2. Bylaws Amendments. These bylaws may be amended at any delegate meeting by a two-thirds vote of the voting body present and voting, provided a quorum is present. Notice of each proposed amendment shall be provided to the voting body through regular publicity channels 30 days prior to the meeting at which the amendment is voted upon or at the previous regular delegate meeting, whichever is greater.

Section 3. Standing Rules Adoption or Amendments.

A. If 30 days' notice was given and quorum is present, standing rules may be adopted or amended by a majority vote of the voting body present and voting at any delegate meeting. Notice of each proposed amendment should be provided to the voting body through regular publicity channels.

B. If no notice was given and quorum is present, standing rules may be adopted or amended by a two-thirds vote of the voting body present and voting at any delegate meeting.

Section 4. Texas PTA Approval. After vote by the voting body, the bylaws (and the standing rules, if applicable) shall be submitted for approval to Texas PTA according to the policies and procedures of Texas PTA.

Section 5. Effective Date. Amended bylaws and standing rules go into effect when an approved copy is returned by Texas PTA. After approval by Texas PTA, the voting body shall be notified.

Section 6. Council of PTAs Bylaws Template. Texas PTA manages the bylaws template, which includes all mandatory provisions. Amendments to the template are approved by Texas PTA Board of Directors and require no further action by the PTA.

Approved by the Texas PTA Board of Directors June 2021. Effective August 1, 2021.



Council of PTAs Standards of Continuing Affiliation

Councils of PTAs must comply with all of the following standards to remain in Good Standing with Texas PTA. PTAs that do not maintain Good Standing will be subject to the PTA Retention Plan as described below.

1. Submit to Texas PTA the name and contact information for each executive board member within 15 days of election or appointment.¹
2. Send a representative to Lone Star Leadership Weekend, or equivalent training.¹ (see requirements above)
3. Submit to Texas PTA the Fall Council of PTAs Activity Report.
4. Review Council of PTAs bylaws (and standing rules, if applicable) every three years and submit to Texas PTA for approval.²
5. Each year, within 60 days of fiscal year end, electronically file and have accepted by the IRS the "Form 990 Return of Organization Exempt from Income Tax".³

1. PTAs submit executive board member information to Texas PTA electronically via the Texas PTA website.
2. Bylaws are submitted via the Bylaws Submission Form found on the Texas PTA website.
3. Proof of filing and acceptance is the Exempt Organization Business Master File issued regularly by the IRS.

PTA Retention Plan

Initiated when a PTA does not attain Good Standing.

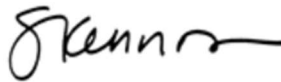
Notification: Texas PTA will notify the PTA of the action(s) required to attain Good Standing. The PTA will have 30 days, from the notification date, to meet all requirements and avoid moving into the Restriction Phase.*

Restriction: While in the Restriction Phase, the PTA is not eligible for awards, programs or grants administered by Texas PTA or National PTA. The PTA will have 30 additional days to meet all requirements and avoid moving into the Restructure Phase.

Restructure: For PTAs that do not attain Good Standing following the Notification and Restriction Phases, Texas PTA may begin the process of restructuring the leadership or revoking the charter of the PTA. A PTA that signs an Action Plan may temporarily move into Intervention giving them time to resolve any outstanding issues. The PTA will continue to be ineligible for awards, programs and grants administered by Texas PTA and National PTA until Good Standing is achieved.

Intervention: Once in the Intervention Phase, Texas PTA will assign a support team to assist the PTA. If all requirements of the Action Plan are not resolved by the agreed upon date, the PTA will be moved back into Restructure. *With cause, Texas PTA may place a PTA that has not met all Good Standing Requirements into the Intervention Phase early.

Standing Rules **Approved with Editorial Edits**
by Order of the Texas PTA Board of Directors



Texas PTA President
Filed 4/20/2021

CLEAR CREEK COMMUNITY COUNCIL OF PTAs
STANDING RULES

1. MEETINGS

A. Community Council Regular

1. Delegate meetings 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 Chair's Training.
2. At the May (annual) delegate meeting, the President shall appoint a committee to approve the minutes of the annual meeting.

B. Community Council Executive Board

1. Executive board meetings are held at the CCISD Education Support Center, unless otherwise notified at least 24 hours prior to the scheduled meeting.
2. The yearly Council Orientation for the officers and standing committee chairs will be under the direction of the newly elected President or their appointee.
3. At the April executive 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 8:30 a.m. in the CCISD Education Support Center board room prior to each delegate meeting. In January, the presidents will meet at 9:30 a.m. on the first Wednesday after winter break.
2. 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 to send at least four (4) electronic newsletters per year to CCCC executive board members, the presidents, principals, delegates, and others as designated by the Council President.
- B. Funds for position training for Council officers and standing committee chairs as needed and as funds allow.
- C. Funds for the yearly engraving of the traveling silver tray for the Participation Award.
- D. Funds for a past president's pin for the retiring Council President.
- E. Funds for Texas PTA LAUNCH for the newly elected president or alternate for registration fee, room and board at the location designated by Texas PTA [or meals (not to exceed \$45 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.
- F. Funds for tickets for the Founder's Day Dinner for the following people:
 1. The Council President (1),
 2. Superintendent of each ISD with locals in council membership (2),
 3. The Founder's Day Dinner chair and silent auction chair (2),
 4. The invited honorees to receive awards from Council, as funds allow.

- G. Funds for tickets for the Presidents' Dinner for the following people:
1. The outgoing Council President (1),
 2. The newly elected Council President (1),
 3. Superintendent of each ISD with locals in council membership (2),
 4. All newly elected Council officers, except those who are funded by their local units (7),
 5. The Presidents' Dinner chair and others designated by the Council President and not to exceed a total of four (4) guests.
- H. If funds permit, registration to the National PTA Convention for the newly elected president or alternate. To qualify as an alternate, one must be appointed by the president and approved by the executive board.
3. FOUNDER'S DAY
- A. A celebration will be held annually in the month of February.
- B. Tickets will be sold.
- C. The Corresponding Secretary will secure invitations, which will be provided to the local units in January.
- D. The Corresponding Secretary will send invitations to the following, as possible:
1. Past Council Presidents,
 2. Council recipients of a Texas or National PTA Life Membership or Extended Service Award,
 3. Superintendents and school board members of ISDs with local units in council membership, and
 4. School administration personnel of ISDs with local units in council membership, and others as designed by the Council President
- E. Local units are encouraged to invite their past presidents, life members, and invite their officers, chairs, and faculty of their school.
4. PRESIDENTS' DINNER
- A. A dinner shall be held annually in May.
- B. Tickets will be sold.
- C. The Corresponding Secretary will send invitations to the following, as possible:
1. Incoming and outgoing local unit presidents,
 2. Incoming and outgoing council officers and chairs,
 3. Past council presidents,
 4. Superintendents and school board members of ISDs with local units in council membership, and
 5. Others as designed by the Council President
- D. Local units are encouraged to invite their principals, assistant principals, and other incoming and outgoing officers.
- E. Council officers will be installed.
- F. Outgoing and incoming local unit presidents shall be recognized.
- G. The Participation Award, a traveling silver tray, shall be presented annually.
5. OFFICERS AND STANDING COMMITTEE CHAIRS:
- A. Officers and standing committee chairs shall:
1. Maintain a procedure book to pass on to their successors. The Treasurer's books go to the Financial Reconciliation committee at the end of the fiscal year.
 2. Present a written (3 copies) Plan of Work for approval at the first executive board meeting of the fiscal year.
 3. Present an annual report to the Historian and 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 chair, articles pertinent to their activities.
 6. Teach and train their respective positions at Council Officers' and Chair Training, and elsewhere, as required.
- B. Officers – additional description of duties:
1. First Vice President of council shall handle Membership and:
 - Promote PTA membership throughout council
 - Assist local units with membership programs, drives, and campaigns
 - Secure a Past President's pin for the outgoing President, to be awarded at the annual meeting or at the Presidents' Dinner.

2. Second Vice President of council shall handle Parent Education Programs and:
 - Secure programs for Council delegate meetings.
 - Secure speakers, dates, and location, and coordinate publicity for any Parent Education workshops deemed necessary.
 - Secure programs for Founders' Day and Presidents' Dinners, if deemed necessary.
 3. Third Vice President of council shall handle Communications and:
 - Serve as chair of the Handbook and be responsible for its distribution.
 - a. Publish the yearly handbook, which shall contain a calendar of events for council, the budget, the Council Bylaws and Standing Rules, names and addresses of CCCC executive board, listing of presidents and principals, and any other information deemed necessary.
 - b. Deliver the Handbook to CCCC executive board members, local unit presidents, principals, and delegates at the September delegate meeting.
 - Coordinate communication of information with persons charged with newsletter or publicity responsibilities.
 - Maintain the Council website.
 4. Fourth Vice President of council shall handle Legislation and keep the membership aware of pending state legislative action, involve membership in the legislative process, and organize and promote CCCC's participation in Rally Day at the Capitol.
- C. Standing Committees
1. Arts in Education 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, providing to the Third Vice President a list of winners to be printed in the Council newsletter, and setting up the reception for the CCCC Reflections contest participants.
 2. Awards shall coordinate with the appropriate council officers and chairs to apply for council awards and encourage locals to apply for awards.
 3. CCISD Liaison shall attend all meetings of the CCISD Board of Trustees and report on board activities to Council.
 4. The Corresponding Secretary shall:
 - Send Founders' Day and Presidents' Dinner invitations;
 - Be responsible for the Council Participation Award;
 - Compile and maintain the following lists and provide to the Secretary:
 - a. An accurate list of Past Council Presidents;
 - b. An accurate list of superintendents and school board members of ISDs with locals in council membership;
 - c. 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.
 - d. An accurate list of school administration personnel of ISDs with locals in council membership, and others as designed by the Council President
 - When notified, shall mail 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
 5. Environmental, Health & Safety shall be responsible for promoting Red Ribbon Week with the school district and any other Health and Safety programs deemed necessary.
 6. Hospitality:
 1. The Founders' Day Chair shall coordinate the refreshments for the Reflections Reception, and coordinate with the Council President the dates for the school board recognitions (CCISD and DISD) and Founders' Day Dinner, securing the locations and being responsible for the menus, decorating, setup, and cleanup. (Refer to Standing Rules 3. Founders' Day).
 2. The Presidents' Dinner Chair shall coordinate with the Council President dates for the CCISD Administration luncheon and the Presidents' Dinner, securing the locations and being responsible for the menus, decorating, setup, and cleanup. (Refer to Standing Rules 4. President's Dinner.)

7. The Training Chair shall coordinate with the President the dates and secure the location for all council-provided training. Council provided training includes officers' and chair's position training. Arrange for any materials required for council-provided training. Ensure that council-provided training is available in the spring and the fall, during the day and in the evening.
 8. The Newsletter/Publicity Chair shall be responsible for compiling and distributing at least four Council newsletters. The newsletter shall be sent to CCCC executive board members, local unit presidents, principals, delegates of each local in membership, superintendents, and school board members of ISDs with locals in council membership, and others as designated by the Council President.
 9. The Scholarship Chair shall distribute and collect scholarship applications, coordinate the committee members for reading the applications, and communicate with the treasurer regarding the scholarships. The Scholarship chair may not be the parent of a member of the current senior class of any member school.
6. **SPECIAL COMMITTEES** – When required, these committees are described as follows:
- A. Budget and Finance, and the first meeting called by the chair (Council Treasurer). The committee will consist of the incoming and outgoing Presidents, incoming and outgoing Treasurers, the outgoing First Vice President, and up to two (2) of the newly elected officers, if needed, for a minimum 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 executive board, the budget shall be presented to the Council voting body for its adoption at the annual meeting.
 - B. Life Membership shall select one (1) or more recipients for a Texas PTA Life Membership, Extended Service Award, or National PTA Life Membership as funds allow to be presented at the Founders' Day celebration, and shall order pins and certificates for the awards. The Membership VP shall serve as the chair for this committee. At the November delegate meeting, two (2) additional members shall be appointed from the voting body of council to serve on the committee.
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 to recognize students of who display excellence in academics, leadership, school involvement, and community involvement.
 - B. Monetary gifts from other PTAs, organizations, individuals, and other contributions shall be placed in this fund. The CCCC Treasurer shall acknowledge all memorial gifts in writing.
 - C. These funds must be kept separate from the general operating funds.
 - D. The scholarship account, including the interest earned, will fund scholarships, which are to be used to attend an accredited college, university and/or technical school, for general educational purposes, including but not limited to tuition, books, and educational fees.
 - E. The Council Treasurer shall collect and distribute all monies for the funds as directed by the executive board and in accordance with Texas PTA and IRS guidelines.
 - F. The scholarship recipients shall be graduating seniors attending any member high school within CCCC that has been designated as eligible to receive the scholarship(s) by the then current executive board at the time of presentation. Membership is defined as a local unit that is current with National, State, and Council dues. Seniors at Clear View HS may apply at the member high school in the attendance zone of their legal residence.
 - G. If the funds permit, Council may award a scholarship not to exceed \$500 yearly at each member high school (as defined in 7F above). Two scholarships may be awarded at member high schools with a minimum enrollment of 1,500. In addition, one scholarship of \$500 may be awarded to any member of the CCCC community who is a senior of a high school* that is not a member PTA and has a GPA of 3.5 on a weighted scale and completes the application process. (*This could be Clear View, Clear Horizons, Dickinson, private, or charter.)
 - H. The Council Scholarship committee will be appointed at the February delegate meeting and will be responsible for evaluating and selecting the recipients. The committee will consist of the Scholarship chair, three (3) readers from each high school feeder pattern, and three (3) alternates, none of whom may be a parent or guardian of a senior from an awarding school. The names of the applicants will be redacted to prevent bias from the readers.
 - I. Application forms will be made available online to high school seniors. The Scholarship Chair will forward this information to the counselors' offices at least 30 days prior to the scholarship applications' due date for loading into the established online scholarship system. The Scholarship Chair, along with the Council President, will determine the application deadlines each year, as well as the method and location of the scholarship awardees.

- J. The scholarship will be awarded on the basis of academic achievements and school/community activities to a student/citizen of excellence in our community. Students must have a minimum of 3.5 GPA on a weighted scale to apply.
 - K. The Scholarship Chair shall forward to the Treasurer, the names, contact information, and high school names of the awardees, along with signed Disbursement Forms for each recipient (payable to the school of the awardee).
 - L. All scholarship recipients have until May 30th of the year following their graduation, unless a special written request for waiver of this section is presented to Council prior to that date, to present the necessary documentation (including contact information for the recipient, student ID#, and Proof of Enrollment at the school of higher education) to Council to receive their scholarship funds. The Treasurer will write the scholarship check to the school of higher education chosen by the recipient and for which the appropriate documentation has been received by Council. Any scholarship funds remaining unclaimed will revert to the scholarship fund.
 - M. The Scholarship Chair will archive a copy of a sample application, any solicitation or announcement materials, and case histories (showing a list of recipients, contact information, amounts, manner of selection, and relationship, if any, to officers, trustees, or donors of funds to CCCC of PTAs with the procedures in the Procedure book for that position).
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 Texas 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. Local units may earn ONE (1) point per person attending council events such as:
 - Council delegate meetings (Only delegates, presidents, and principals count towards this.)
 - Council-sponsored Officers' and Chair's Training
 - Council-sponsored parent education course
 - Council-sponsored PTA Foundation Leadership Orientation
 - Local presidents' meeting held by Council
 - Workshops held by council chairs for local unit chairs
 - Any other council event that may occur during the school year (except President's Dinner)
 (ONE person can represent only ONE school at a time and MAY NOT sign in for more than ONE school.)
 - 2. Local units may earn ONE (1) point per local unit that has a member in attendance at state events such as:
 - Texas PTA LAUNCH
 - Texas PTA Rally Day at the Capitol
 (Several people from one local unit don't make any more points – just one total point for the local unit. Texas PTA events involve cost that 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.
 - 4. 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.

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 return completed form to **Nancy Gonzalez** at **nperez781600@yahoo.com***

Or fill out this form online:

<https://forms.gle/fRJeeWvPaNofEDGb7>



Nominee name: _____

PTA where nominee is a member: _____

Name of person/persons submitting nomination: _____

Nominating person's PTA Position: _____

Nominating person's contact E-mail/phone: _____

Brief Description of how nominee "Goes the Extra Mile" for PTA: _____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

Or fill out this form online:
<https://forms.gle/RGNQNpB7dp5N5Gei6>

Fall 2021

CCCC of PTA's is here to serve your local PTA. We are dependent upon your dues and any extra Love Gifts, you can give for our 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 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 donation early in the school year.

Please send this form with your check to:

CCCC of PTAs Treasurer
P.O Box 57986
Webster, TX 77598

Make checks payable to CCCC of PTAs

Name of PTA: _____

Is your Financial Reconciliation done? _____

Did you file your Sales Taxes in January? _____

Have you filed your 990? _____

Payment to be credited as follows: \$ _____ Scholarship Fund

 \$ 75.00 Council Dues

 \$ _____ Total amount

Name of Treasurer: _____

Treasurer's Email: _____



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	\$428.50
- Includes membership to all PTAs within Clear Creek Community Council	
Golden CommYOUunity Package	\$159.50
- Includes membership to a group of PTAs in need of a special Angel: Armand Bayou Elementary, Barnett Elementary, Bay Elementary, Clear Lake City Elementary, Greene Elementary, League City Elementary, McWhirter Elementary, Robinson Elementary, Ross Elementary, Stewart Elementary, Wedgewood Elementary, Wollam Elementary, Brookside Intermediate, Clear Lake Intermediate, Creekside Intermediate, Victory Lakes Intermediate, and CCISD Special Education PTA.	
Silver CommYOUunity Package	Bronze CommYOUunity Package
- Includes membership to 9 PTAs of your choice.	- Includes membership to 5 PTAs of your choice
Wolverines CommYOUunity VIP Package	\$69.50
- Includes membership to the Clear Brook High School feeder schools: Greene Elementary, Landolt Elementary, North Pointe Elementary, Ward Elementary, Weber Elementary, Wedgewood Elementary, Westbrook Intermediate, and Clear Brook High School.	
Wildcats CommYOUunity VIP Package	\$86.00
- Includes membership to 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	\$80.00
- Includes membership to the Clear Falls High School feeder schools: Bay Elementary, Hyde Elementary, Mossman Elementary, Stewart Elementary, White Elementary, Bayside Intermediate, Seabrook Intermediate, and Clear Falls High School.	
Falcons CommYOUunity VIP Package	\$89.00
- Includes membership to the Clear Lake High School feeder schools: Armand Bayou Elementary, Brookwood Elementary, Clear Lake City Elementary, Falcon Pass Elementary, Robinson Elementary, Whitcomb Elementary, Clear Lake Intermediate, Space Center Intermediate, and Clear Lake High School.	
Chargers CommYOUunity VIP Package	\$72.00
- Includes membership to the Clear Springs High School feeder schools: Bauerschlag Elementary, Campbell Elementary, Gilmore Elementary, Hall Elementary, Ross Elementary, Brookside Intermediate, Creekside Intermediate, and Clear Springs High School.	
Santa Fe CommYOUunity VIP Package	\$17.00
- Includes membership to Barnett Elementary and Wollam Elementary in Santa Fe ISD.	

CommYOUnity Membership Form

<input type="checkbox"/>	Platinum Package	\$428.50	<input type="checkbox"/>	Golden Package	\$159.50
<input type="checkbox"/>	Silver Package (Pick 9 PTAs)	Total Below	<input type="checkbox"/>	Bronze Package (Pick 5 PTAs)	Total Below
<input type="checkbox"/>	Wolverines VIP Package	\$69.50	<input type="checkbox"/>	Wildcats VIP Package	\$86.00
<input type="checkbox"/>	Knights VIP Package	\$80.00	<input type="checkbox"/>	Falcons VIP Package	\$89.00
<input type="checkbox"/>	Chargers VIP Package	\$72.00	<input type="checkbox"/>	Santa Fe VIP Package	\$17.00
<input type="checkbox"/>	Add CCISD Special Education PTA to your package				\$15.00

CCISD Elementary Schools		Dues	CCISD Intermediate Schools		Dues
<input type="checkbox"/>	Armand Bayou	\$10.00	<input type="checkbox"/>	Bayside	\$10.00
<input type="checkbox"/>	Bauerschlag	\$10.00	<input type="checkbox"/>	Brookside	\$8.00
<input type="checkbox"/>	Bay	\$10.00	<input type="checkbox"/>	Clear Creek	\$8.50
<input type="checkbox"/>	Brookwood	\$8.00	<input type="checkbox"/>	Clear Lake	\$10.00
<input type="checkbox"/>	Campbell	\$10.00	<input type="checkbox"/>	Creekside	\$7.50
<input type="checkbox"/>	Clear Lake City	\$10.00	<input type="checkbox"/>	League City	\$10.00
<input type="checkbox"/>	Falcon Pass	\$10.00	<input type="checkbox"/>	Seabrook	\$10.00
<input type="checkbox"/>	Ferguson	\$8.50	<input type="checkbox"/>	Space Center	\$11.00
<input type="checkbox"/>	Gilmore	\$10.00	<input type="checkbox"/>	Victory Lakes	\$10.50
<input type="checkbox"/>	Goforth	\$10.50	<input type="checkbox"/>	Westbrook	\$10.00
<input type="checkbox"/>	Greene	\$7.00	CCISD High Schools		Dues
<input type="checkbox"/>	Hall	\$6.50	<input type="checkbox"/>	Clear Brook	\$10.50
<input type="checkbox"/>	Hyde	\$10.00	<input type="checkbox"/>	Clear Creek	\$10.50
<input type="checkbox"/>	Landolt	\$7.00	<input type="checkbox"/>	Clear Falls	\$10.50
<input type="checkbox"/>	League City	\$8.00	<input type="checkbox"/>	Clear Lake	\$12.00
<input type="checkbox"/>	McWhirter	\$11.00	<input type="checkbox"/>	Clear Springs	\$10.00
<input type="checkbox"/>	Mossman	\$9.00	<input type="checkbox"/> CCISD Special Education PTA		\$15.00
<input type="checkbox"/>	North Pointe	\$10.00	Santa Fe ISD Schools		Dues
<input type="checkbox"/>	Parr	\$8.50	<input type="checkbox"/>	Roy J. Wollam Elementary	\$7.00
<input type="checkbox"/>	Robinson	\$8.00	<input type="checkbox"/>	William F. Barnett Elementary	\$10.00
<input type="checkbox"/>	Ross	\$10.00	<div> Donation to CCCC of PTAs \$ _____ Total Dues \$ _____ Total Payment Amount \$ _____ </div>		
<input type="checkbox"/>	Stewart	\$10.50			
<input type="checkbox"/>	Ward	\$8.00			
<input type="checkbox"/>	Weber	\$10.00			
<input type="checkbox"/>	Wedgewood	\$7.00			
<input type="checkbox"/>	Whitcomb	\$10.00			
<input type="checkbox"/>	White	\$10.00			

First & Last 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