

Second District of the California State PTA
District Board Calendar: School Year 2018-2019

Confirm Standing Meetings for the President:

- ***Meeting with the Superintendent: Last Friday of the Month***
- ***Parent Involvement Coalition (PIC): First Wednesday of the month @ 9:30 AM***

JULY

- 1 Fiscal year begins for most PTA units and for CAPTA and Second District
- 1 CAPTA membership count begins for 2018-2019
- 4 *CAPTA & SFUSD CLOSED – Independence Day*
- 12 2D Board Meeting – Focus: Finalizing Calendar, Budget, Goals for 2018-19, planning for August training**
- 21 2D President & Superintendent meeting
- 31 *Principals Report to Work– Opportunity to address all re: PTA purpose & structure, Reflections*

AUGUST

- 1-17 Kari out of town and unavailable**
- 8-10 CAPTA BOM, Sacramento, CA
- 14 Teachers Report to School Sites for 3 Days of Professional Development
- 20 *First day of SFUSD classes*

SEPTEMBER

Back to School Membership Drive begins: “Join PTA and Do Good Stuff for Kids”

- 3 *CAPTA & SFUSD CLOSED – Labor Day*
- 5 2D Board Meeting at 555 Franklin - Units invited**
- 15 2D Fall General Meeting, Superintendent Reception, New Officer & Leadership Training**
- 22 CAPTA One-Day Officer Training in Marin County Office of Education, San Rafael
- 28 2D 2017-18 year-end audit, financial report, and 2018-19 budget due to CAPTA

OCTOBER

- 3 2D Board Meeting – Focus: Membership!**
- 8 *SFUSD CLOSED – Indigenous Peoples' Day/Día De La Raza*
- 13 *SFUSD Enrollment Fair*
- 15 CAPTA Continuing Education Scholarship, Outreach Translation, Cultural Arts, Parent Education, and Healthy Lifestyle Grant applications Deadline (due in the CAPTA Office)
- 15 Ready-Set-Remit Membership Award Deadline (30 members' dues received by 2D PTA)
- 30 Ready-Set-Remit Membership Award Deadline (30 members' dues received by CAPTA)
- 31 Expiration of previous year's PTA memberships

NOVEMBER

- 1 CAPTA Convention Resolutions & Action Cover Sheets Deadline (due in the CAPTA Office)
- 7 2D Board Meeting – Focus: Reflections**
- 9 - 11 CAPTA BOM, Ontario CA
- 12 *CAPTA & SFUSD CLOSED – Veterans Day [observed]*
- 14 Second District Founders Day Event Save-the-Date Cards sent out
- 15 2D Deadline for 15 members' dues (received by Second District PTA)
- 15 Tax and AG filings due for fiscal year ending 30 June (15th day of 5th month)
- 19-23 *CAPTA & SFUSD School Sites Closed - Thanksgiving Recess*
- 29 Reflections Entries due at Second District Office

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DECEMBER

- 1 CAPTA Deadline for 15 members' dues (Preliminary NGS lists emailed to districts for response by December 16)
- 1 2D Deadline for Insurance Premiums (received in 2D office - \$25 late fee after this date)
- 5 **2D Board Meeting – Focus: Winter General Meeting, Founders Day Event Planning**
- Xx State PTA Reflections due date
- 15 District IRS Form 990 and State Form 199 due to state
- 15 1st Not in Good Standing (NGS) letter mailed to units with less than 15 members
- 20 CAPTA Deadline for Insurance Premiums (received in CAPTA office - \$25 late fee after this date)
- 24-31 *SFUSD Schools Closed - Winter Break*

JANUARY

- 1-4 *SFUSD Schools Closed – Winter Break*
- xx National Reflections entries due in CAPTA
- 5 CAPTA Final Convention Resolutions & Action Cover Sheets Deadline (due in the CAPTA Office)
- 5 2D Founders Day Event Invitations Mailed/emailed out
- 9 **2D Board Meeting – Focus: Founders Day Event, Leg Conference,**
- 14-15 CA Legislative Action Conference - Sacramento
- 15 2D Deadline for Workers Compensation forms/Premiums (received in 2D office)
- 21 *CAPTA & SFUSD CLOSED – Martin Luther King, Jr. Day*
- 26 **2D Winter General Meeting & Leadership Training [to be confirmed]**
- xx SFUSD Arts Education Resource Fair – Asian Art Museum, 4-6pm
- 31 CAPTA Deadline for Workers Compensation forms/Premiums (received in CAPTA office)
- 31 Unit Insurance waiver requests (received by CAPTA treasurer)

FEBRUARY

- 6 **2D Board Meeting – Focus: Reflections Art Acknowledgement Event, CA State PTA Convention-Monterey**
- 1 Deadline for Graduating High School Senior Scholarships Award applications (due in CAPTA Office)
- 5 *SFUSD Schools Closed – Start of Lunar New Year (SFUSD Offices open)*
- 7-9 CAPTA BOM, Ontario, CA
- xx **SFPTA Annual Founders Day Event**
- 18 *CAPTA & SFUSD CLOSED – Presidents' Day*

MARCH

- 1 **Founders Day Dinner**
- 6 **2D Board Meeting – Focus: , CA State PTA Convention, Spring General Meeting & Election of Officers**
- xx *San Francisco Family Summer Resource Fair – 10:00 A.M. – 3:00 P.M. – Location TBD*
- 15 2D mid-year audit due to CAPTA treasurer
- 25-29 *SFUSD Schools Closed – Spring Break & Cesar Chavez Day*
- 31 CAPTA NGS Deadline for dues, insurance premiums, insurance late fees (received in CAPTA office)

APRIL

- 4 **2D Board Meeting – Focus:**
- 12 Deadline for Election of officers for next term
- 13 **Second District Election Meeting**

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MAY

- 2 **2D Board Meeting – Focus: CA State PTA Convention Wrap-up**
- 6-10 National PTA Teacher Appreciation Week
- 14-15 CAPTA BOM, Monterey, CA
- 15 2D Deadline for Roster of Officers for next year (entered into PTAEZ)
- 15 CAPTA Leadership Symposium
- 16-18 120th California State PTA Convention, Monterey
- 27 *CAPTA & SFUSD CLOSED - Memorial Day*

JUNE

- 1 CAPTA Deadline for Roster of Unit Officers for next year (entered into PTAEZ)
- 1 CAPTA Deadlines for Historians & Leadership Grant Reports (due in CAPTA office)
- 1 **2D Spring General Meeting & New Officers Training**
- 4 *Last day of SFUSD classes*
- 6 **2D Board Meeting**
- 30 CAPTA Membership count ends for 2018-19 (check must be received in CAPTA office)
- 30 Fiscal year ends for most PTA units and for CAPTA and Second District