

Saturday, June 4, 2016
Orange County Department of Education

SESSION A – 9:00am – 12:00pm

101. I'm the President...Now What?

You've been elected. What comes next? This workshop will give you the tools to start your position with confidence. Whether you're a first time president or returning for a second term. You'll learn leadership, problem solving and more. Bring a set of your bylaws. This workshop is a "must" for the unit president-elect.

Facilitators: Beverly Berryman – President, Fourth District PTA
Daniel Pietenpol – Executive Vice President, Fourth District PTA

102. General Financial

We will cover all Financial Aspects of a PTA; including the Budget Process, Money Handling, Banking, Financial Reports, Insurance, Tax Filings and more.

Facilitators: Donna Broussard – Treasurer, Fourth District PTA
Ellen Gravitt – Financial Secretary, Fourth District PTA

103. Español – He sido elegido presidente, y ¿Ahora qué?

Usted ha sido elegido, y no sabe que tiene que hacer. Este taller le dará las herramientas necesarias para tomar las riendas de su cargo con confianza. Sea la primera vez que es presidente o regresa por un segundo periodo. En esta sesión aprenderá liderazgo, a resolver problemas y mucho más. Traiga la copia de sus estatutos. Este taller es un requisito indispensable para el presidente electo de la unidad.

Facilitador: Diana Flores – 1er Vice Presidente de Liderazgo, Cuarto Distrito PTA

104. Español – Finanzas generales

Cubriremos todos los aspectos financieros de PTA. Incluyendo el proceso presupuestario, procedimientos del dinero en efectivo, reportes financieros, seguro de PTA, declaraciones tributarias y mucho más.

Facilitador: María Alejandra Barboza – Miembro del Comité de Capacitación y Apoyo, Cuarto Distrito PTA

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SESSION B – 9:00am – 10:30am

105. Secretary – It's in the Minutes

Learn the job responsibilities of being secretary, including how to prepare minutes that are correct, concise and complete, what should be "for the record" and what to leave out. Learn how to approve, correct and file the master copy of the minutes. Plan to review a brief meeting example and prepare sample minutes.

Facilitator: Cheri Jones – Secretary, Fourth District PTA

106. Español - Membresía de PTA – Durante todo el año escolar

Aprenderá como hacer una campaña de membresía exitosa durante todo el año escolar.

Instructora: Vanessa Hatch - Comité de Capacitación y Apoyo, Cuarto Distrito PTA

107. Parliamentary Procedure and Your PTA Meeting

Learn how parliamentary procedure can make your PTA meeting more effective. We will practice making motions and amending motions. Join us for this audience participation workshop.

Facilitator: Christy Ballard – Parliamentarian, Fourth District PTA

108. PTA Membership – Throughout the Year

Watch your PTA membership grow! Learn what it takes to have a successful yearlong campaign.

Facilitator: Candi Kern – 7th Vice President Membership, Fourth District PTA

109. The PTA Historian

Learn how to capture at PTA meetings and events volunteer hours during the school year. Including how to assemble and preserve record of activities and achievements of your PTA. How to complete and submit the PTA Unit-Annual Historian Report to council/district PTA.

Facilitator: Lisa Boler – Historian, Fourth District PTA

110. The PTA Audit

All PTA board members have a fiduciary responsibility to protect the assets of their PTA. An audit is a great tool in keeping your PTA finances safe - it helps determine the accuracy of the books and records of the financial officers. Learn how to conduct an audit; what to look for, and how to get help if you need it.

Facilitator: Jill Money – Auditor, Fourth District PTA

111. PTA Reflections

Learn how to promote this National PTA arts program. Come learn how to get teachers, parents and students excited about the program and participating. Reflections categories include music composition, dance, video, literature, photography and art. Be an Artist!

Facilitator: David Lee – Chairman Reflections, Fourth District PTA

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SESSION C – 10:30am – 12:00pm

112. Advocacy Overview

This workshop will describe PTA advocacy efforts at the local, state and national level. We will discuss significant legislation and give participants an opportunity to see how they can make a difference in their own community.

Facilitator: Kathleen Fay – 3rd Vice President Advocacy, Fourth District PTA

113. Updating your Bylaws

Bring a copy of your bylaws. Learn how to update your bylaws through E-Bylaws while following the review process.

Facilitator: Christy Ballard – Parliamentarian, Fourth District PTA

114. PTA Newsletter

Learn how to create a PTA newsletter—on line or in print (or both). Learn how to make sure your newsletters are an effective way to communicate to your audience.

Facilitator: Gisela Meier – Editor of Advocacy Communicator, Fourth District PTA

115. Arts Education -What you can do to increase, improve and integrate art education at your school.

Art education has the ability to improve students' grades, increase their desire to go to school, and expand their understanding of others. Learn how to make a definite change at YOUR school.

Facilitator: Donna Artukovic- Cultural Arts Chair, Fourth District PTA

116. Effective Presentation

PTA leaders and volunteers often have opportunities to speak in public. Whatever your level of public speaking, learn how to make your message and presentation more effective. Learn some practical tips and back-pocket tricks to always be ready to speak effectively.

Facilitator: Shanin Zimmer- 5th Vice President of Communications, Fourth District PTA

117. School Smarts – The Parent Engagement Program

Learn how to create meaningful and diverse parent involvement. Learn how to bring parents from all backgrounds together in support of their common interest: helping their children and schools succeed.

Facilitator: Hector Buñuelos – Committee Member for School Smarts, California State PTA

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SESSION D – 1:00pm – 3:00pm

201. Conflict Management

Learn how to handle conflict resolutions and how to mediate for a successful outcome for the health of your unit and/or council and much more.

Facilitators: Beverly Berryman – President, Fourth District PTA
Daniel Pietenpol – Executive Vice President, Fourth District PTA

202. Financial Table Talks

This is the time to have your PTA financial questions answered. You can get clarification on information from the general financial workshop, get information pertaining to your individual unit or just come listen in on the discussion with other unit leaders. All PTA members are welcome to have your PTA financial questions answered.

Facilitators: Donna Broussard – Treasurer, Fourth District PTA
Ellen Gravitt – Financial Secretary, Fourth District PTA

203. Social Media & PTA

Learn basic social media skills to promote your PTA programs and communicate with your school community. You'll learn how social media can benefit your PTA and how to set up and use Facebook and Twitter for your PTA.

Facilitators: Shanin Zimmer- 5th Vice President Communications, Fourth District PTA

204. Dyslexics Rock!

Get ready to "rock" at this incredibly informative and entertaining workshop while learning about dyslexia and how it effects school-aged dyslexic children. Ms. Donovan takes her audience through an engaging and enlightening journey on the truth and realities of dyslexia – Replacing ignorance of dyslexia with understanding and knowledge, and empowering dyslexic kids with our help.

Facilitator: Lorraine Donovan, author of a *new book* on "dyslexia" called "A Child's Touchstone", Dyslexia Guidance for "less than perfect" Parents, Teachers and Pediatricians

205. PTAEZ

Join us to get an overview of how PTAEZ can benefit your PTA. This workshop will be led by a fellow parent leader that has been using the program for several years. You will see how to enter transactions, view and print reports and have questions answered about the PTAEZ web based funds management system.

Facilitator: Robyne Wood – Treasurer of Agnes Smith Elementary School PTA

206. Fundraising and PTA Programs

What is the difference between PTA fundraising and PTA programs? Find out about fundraising essentials that will help you provide more resources for your school community. Learn how to present and promote effective PTA programs.

Facilitator: Michele Langham-2nd Vice President Programs, Fourth District PTA

SPRING WORKSHOP DESCRIPTION

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SESSION D – 1:00pm – 3:00pm (continued)

207. LCAP – Local Control Accountability Plan

This is your opportunity to be heard and to help shape the vision of your children's education. You will gain a basic understanding of how funds are distributed in schools (LCFF), and how districts are held accountable for funds (LCAP) but most importantly why you must be included in the process.

Facilitator: Patty Scripser- Chairman of LCFF/LCAP Taskforce for California State PTA

208. Building your Middle School & High School PTSA

Hear from a panel of local PTSA student leaders and how their membership increased as they share the many ways you can revitalize and bring back to life your PTSA.

Facilitator: Candi Kern – 7th Vice President Membership, Fourth District PTA

HISPANIC LEADERSHIP SUMMIT – 1:00pm – 2:45pm

The classes in this section will be presented in Spanish.

Family Engagement

Learn how to engage families to build an inclusive community by using PTA's National Standards for Family-School Partnerships.

Facilitator: Hector Buñuelos – Family Engagement Committee Member, California State PTA

Compromiso Familiar

Aprenda como puede involucrar a más familias de su comunidad escolar al crear un ambiente que da la bienvenida a todos.

Facilitador: Héctor Buñuelos – Miembro del Comité del Compromiso Familiar, PTA de California.

College & Career Readiness

Learn the required college courses, factors influencing admissions, the purpose of exam scores and what you should know about SAT and ACT. Find out what the admissions timelines are, where to look for financial aid opportunities.

Facilitador: TBD

Preparación Universitaria y Carrera Profesional

Aprenda los cursos universitarios requeridos, factores que influyen el ingreso a la universidad, el propósito de las calificaciones y lo que debe saber acerca de los exámenes de admisión SAT y ACT. Averigüe la cronología para ingresar a las universidades y los recursos para solicitar asistencia financiera.

Facilitador: TBD