



Fifteenth District PTA

Leadership Training

learn, share and have fun !

- When: Saturday, May 30, 2009 8:30 a.m. – 1:30 p.m.
- Where: Oak Valley Elementary School
595 Second Street Buellton
- Keynote Speaker: California State PTA President Pam Brady
- State PTA Presenters: Leading workshops are the following:
Kathy Steinberg, Leadership Services Commissioner
Mary Lou Gillis, Communications Commissioner
Trish Luna, Bylaws Reader
- Cost: \$15.00 per person – *Note: This is an important training and is a valid PTA expense. We strongly encourage participation.*

Pam Brady will speak about the benefits of being PTA leaders in our communities. Experienced State leaders will happily answer questions and address your concerns on any PTA topic. We will have morning refreshments, workshops, lunch, handouts and so much more! Please come and join us. It's a great opportunity to learn more about PTA and meet others with similar interests and goals.

Directions to Oak Valley Elementary School: From the north or south Santa Barbara County, take Highway 101 to Buellton. Exit Highway 246, go west on Highway 246 to Calor Drive and turn right. Next, turn left on Second Street. Oak Valley School is on the right side of the street.

Please fill out the attached form – **Due May 26, 2009**
Pre-registration guarantees lunch and handouts.

If you have any questions, please do not hesitate to call Jesslyn Deleissegues at 736-3349 or e-mail at delfam@verizon.net.

Hope to see a great turn out!

**Please fully complete this form and return no later than May 26, 2009 to:
Jesslyn Deleissegues, 1217 East Oak Avenue, Lompoc, CA 93436**

Make checks payable to: Fifteenth District PTA and mail with a copy of this form. If you have more than three people attending, please feel free to make copies of this form.

PTA/PTSA Unit Name _____ **Council Name** _____

Contact Person _____ **Contact Phone #** _____

1.) Registrants Name: _____ **Phone:** _____

Home Address: _____ **City:** _____

E-mail Address: _____ **PTA Position:** _____

1st Class: _____ **2nd Class:** _____ **3rd Class:** _____

Lunch preference: Turkey Sandwich Ham Sandwich Veggie Sandwich

2.) Registrants Name: _____ **Phone:** _____

Home Address: _____ **City:** _____

E-mail Address: _____ **PTA Position:** _____

1st class: _____ **2nd Class:** _____ **3rd Class:** _____

Lunch preference: Turkey Sandwich Ham Sandwich Veggie Sandwich

3.) Registrants Name: _____ **Phone:** _____

Home Address: _____ **City:** _____

E-mail Address: _____ **PTA Position:** _____

1st Class: _____ **2nd Class:** _____ **3rd Class:** _____

Lunch preference: Turkey Sandwich Ham Sandwich Veggie Sandwich

Classes Offered

First Classes 10:00 – 10:55

101/201 – President and Leadership – The first step (2 hr class)

Lead by Kathy Steinberg (State PTA) & Paula Perotte, District President

- What do I do now that I'm president?
- What it takes to build a great board and lead with strong leadership skills.
- How to run an effective meeting.
- How to set goals and achieve them.
- How to encourage, motivate and have fun.
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Who should take this class: Presidents and anyone interested in learning leadership skills.

102/202 - Treasurer and Auditor (2 hr class)

Lead by Annette Taylor, District Treasurer & Valerie Fvette, District Auditor

- Banking, check registers and reconciliations
- Ledgers, what they are and what they are not. Computer generated and by hand.
- Treasurer's Report – "how to"
- What you need to keep, what you don't
- How to get ready for an audit, and audit procedures
- Why you want a good secretary on your board – what needs to be recorded.
- How to interact with fund-raising.

Who should take this class: Treasurers, financial secretaries and auditors of all PTAs and anyone interested in learning about the finance end of PTA.

103 – Secretary (1 hr class)

Lead by: Mary Lou Gillis (State PTA)

- Responsibilities of the secretary.
- Understanding the necessity of minutes
- How to take great minutes.
- What belongs in the minutes.
- What is a motion, how should it be handled and recorded?
- Question & Answers

Who should take this class: Secretaries, recording secretaries and anyone interested in learning about how minutes affect your PTA.

104 – Membership (1 hr class)

Lead by Norene Nims, District Legislation VP & Cathi Russell, Membership Chairman

- Round table discussion on effective membership drives
- Building a membership team
- Recording and reporting on membership
- Rewards and awards

Who should take this class: Vice President in charge of membership, membership committee members and anyone interested in building their PTA's membership.

105 – Parliamentarian (1 hr class)

Lead by Trish Luna (State PTA)

- Learn what the job entails
- Nominations and elections explained
- Effective meeting management

Who should take this class: Parliamentarians and anyone interested in the nuts and bolts of procedures.

106 – Communications / World Wide Web Applications (1 hr class)

Lead by Deanna Liberotti, District Web-Master

- Communicating with your parents, your board, your school, and everyone else
- How to create an effective web page
- Newsletters and flyers
- Open forum on written, oral and web-based communications.

Who should take this class: Anyone who would like to improve communications.

Second Classes 11:00 – 12:00

201 - President & Leadership – The first step (2 hr class continues)

202 - Treasurer and Auditor (2 hr class continues)

203 – Secretary (1 hr class)

Lead by: Mary Lou Gillis (State PTA)

- Responsibilities of the secretary.
- Understanding the necessity of minutes
- How to take great minutes.
- What belongs in the minutes.
- What is a motion, how should it be handled and recorded?
- Question & Answers

Who should take this class: Secretaries, recording secretaries and anyone interested in learning about how minutes affect your PTA.

204 – Programs – A Step by Step Approach (1 hr class)

Lead by: Carol Fox, District Leadership Committee

- How to go about holding a program
- How to budget for your programs
- How to effectively manage a program; getting volunteers, coordinating and promoting your event.
- Round table discussion on best programs (*Send out a request for people to bring their best program information with them to share with others.*)

Who should take this class: Vice president of programs, committee members helping with programs and anyone interested in learning more about how to set up a program.

205 – Bylaws

Lead by Trish Luna (State PTA)

- What bylaws are
- How the rules work
- How to update your bylaws

Who should take this class: Parliamentarians, secretaries and anyone interested in the bylaws.

206 – Reflections

Lead by Roma Temkin, District Programs VP

- How to put together a Reflections campaign
- How to get teacher and volunteer “buy-in” for your Reflections program

Who should take this class: Reflections chairman, or anyone interested in helping with Reflections.

Third Classes 12:35 – 1:30

301 – Sharing What Works

Lead by Carol Fox, District Leadership Committee

- Group discussion and networking on fundraising and programs, what works, what does not.

Who should take this class: Anyone who would like to have network time, and share innovative, creative ideas.

302 – Budgets

Lead by Annette Taylor, District Treasurer & Valerie Fvette, District Auditor

- How to create a budget
- A living budget and how it works

Who should take this class: Budgets scare you? This is the class for you.

303 – Communications / World Wide Web Applications (1 hr class)

Lead by Deanna Liberotti, District Web-Master

- Communicating with your parents, your board, your school, and everyone else
- How to create an effective web page
- Newsletters and flyers
- Open forum to cover what interests you

Who should take this class: Anyone who would like communications. Open forum to cover written, oral and web based communications.

304 – Help From The Top

Lead by State leaders: Kathy Steinberg, Leadership Services; Mary Lou Gillis, Communications; Trish Luna, Bylaws Reader

- Bring your questions on any PTA topics.
- Open forum, write your questions on index cards, or ask directly

Who should take this class: Anyone with PTA questions.