

# SESSION SYNOPSIS

All units and councils **MUST** register <http://rcoe.k12oms.org/1097-38041>

**Please note:** Some class descriptions ask the registrant to read a section(s) of the California State PTA *Toolkit* prior to attending the class. We strongly encourage you to do this as we believe it will help prepare you for the information you will receive in the class. The *Toolkit* may be accessed through the California State PTA web site at [www.capta.org](http://www.capta.org).

**Per 23<sup>rd</sup> District Bylaws**, all unit/council presidents and financial officers must receive financial training annually. Presidents may attend a financial or a president's workshop to fulfill their financial training requirement; however it is advised that they attend the president's workshop for all the essentials of their position – including financial procedures.

**E-mail addresses** are listed for some presenters. If you would like to send a question to the presenter prior to the class, please use the email address listed and put "Workshop Question" in the subject line on the email message.

## Friday, August 13, 2010

### GENERAL SESSIONS

6:00 PM – 9:00 PM

All sessions and presenters are subject to change

#### **F100 Unit Presidents**

In this workshop you will learn everything you need to know about being a Unit PTA president and more. Information presented will detail presidential responsibilities in the areas of leadership skills, financial and parliamentary procedures, bylaws, and conflict management, as well as an overview of the CSPTA *Toolkit*. Please review Section 10 (pgs. 359-361) of the *Toolkit* prior to attendance. (This class will satisfy the president's annual financial training as required by 23<sup>rd</sup> District PTA.)

**Presenters:** Tammie Blackmore, President, 23<sup>rd</sup> District PTA ([tamcrop@yahoo.com](mailto:tamcrop@yahoo.com));  
Jo Loss, President, California State PTA ([president@capta.org](mailto:president@capta.org))

#### **F200 General Financial Training**

This workshop is for any board member who needs training in the basics of PTA financial procedures. Information presented includes fiduciary responsibilities of board members, general policies and procedures, cash handling, and requesting funds. Please review Section 5 (pgs. 167-201) and Section 9 (pgs. 291-298) of the *Toolkit* prior to attendance.

**Presenter:** Janis Russo, Treasurer, 23<sup>rd</sup> District PTA ([jkwired220@aol.com](mailto:jkwired220@aol.com))

#### **F300 Reflections -- (Repeats in Workshop 212)**

Reflections is the National PTA fine arts program available to K-12 students. Learn how to organize and implement a successful Reflections program. Please review Section 5 (pgs. 258) of the *Toolkit* prior to attendance.

**Presenter:** Tigger Porter, Reflections Chairperson, 23<sup>rd</sup> District PTA ([d23reflections@aol.com](mailto:d23reflections@aol.com))

#### **F400 Membership**

Members are vital to all PTAs. Learn about membership procedures, enrollment campaigns, and awards. Please review Section 3 (pgs. 65-77) and Section 10 (pgs. 399-402) of the *Toolkit* prior to attendance.

**Presenter:** LaDonna Jempson, Membership Director, 23<sup>rd</sup> District PTA ([jempsonfam@msn.com](mailto:jempsonfam@msn.com))

# Saturday, August 14, 2010

**23<sup>rd</sup> District PTA Welcome and Workshop Instructions held in the Theater from 8:30 AM- 9:00 AM. All registrants should attend.**

## SESSION 1

**9:10 AM – 10:10 AM**

**All sessions and presenters are subject to change**

### **101 Unit Presidents-- (Continues in 201)**

In this workshop you will learn everything you need to know about being a Unit PTA president and more. Information presented will detail presidential responsibilities in the areas of leadership skills, financial and parliamentary procedures, bylaws, and conflict management, as well as an overview of the CSPTA *Toolkit*. Please review Section 10 (pgs. 359-361) of the *Toolkit* prior to attendance. (This class will satisfy the president's annual financial training as required by 23<sup>rd</sup> District PTA.)

**Presenter:** Jo Loss, President, California State PTA ([president@capta.org](mailto:president@capta.org)) Tammie Blackmore, President, 23<sup>rd</sup> District PTA ([tamcrop@yahoo.com](mailto:tamcrop@yahoo.com))

**\*2 hour workshop—Do NOT make any other choices for Session 2**

### **102 & 202 Financial Training for Treasurers and Financial Secretaries, Part I & II**

Financial procedures are an integral part of a successful PTA unit. This class will provide a detailed explanation of procedures, information, and skills necessary for unit treasurers and financial secretaries. Information on which tax forms to file and when, proper handling of funds, and signs of mismanagement will also be covered in this workshop. This session is **required** for treasurers. Please review Section 5 (pgs. 167-201) and Section 9 (pgs. 291-298) of the *Toolkit* prior to attendance.

**Presenter:** Janis Russo, Treasurer, 23<sup>rd</sup> District PTA ([jkwired220@aol.com](mailto:jkwired220@aol.com))

**\*2 hour workshop—Do NOT make any other choices for Session 2**

### **103 Bylaws --- (Repeats in Workshop 303)**

This workshop will be an in-depth look at bylaws, covering important articles, sections, and wording. Steps to amend, review, and revise bylaws will be covered. Please review Section 2 (pgs. 30-34, 46-50) and Section 10 (pgs. 407-408) of the *Toolkit* and your unit and/or council bylaws prior to attendance.

**Presenter:** Janet Rose, Parliamentarian, 23<sup>rd</sup> District PTA ([scout1079@earthlink.net](mailto:scout1079@earthlink.net))

### **104 Membership**

Members are vital to all PTAs. Learn about membership procedures, enrollment campaigns, and awards. Please review Section 3 (pgs. 65-77) and Section 10 (pgs. 399-402) of the *Toolkit* prior to attendance.

**Presenter:** La Donna Jempson, Membership Director, 23<sup>rd</sup> District PTA ([jempsonfam@msn.com](mailto:jempsonfam@msn.com))

### **105 General Financial Training (Continues in 205)**

This workshop is for any board member who needs training in the basics of PTA financial procedures. Information presented includes fiduciary responsibilities of board members, general policies and procedures, cash handling, and requesting funds.

**Presenter:** Bennee Hetzner, Vice President, 23<sup>rd</sup> District PTA ([hetzners4@aol.com](mailto:hetzners4@aol.com))

**\*2 hour session—Do NOT make any other choices for Session 2**

### **106 Auditor – (Repeats in Workshop 206)**

Financial procedures are an integral part of a successful PTA unit and council. In this session auditors will learn the INS and OUTS of doing a complete audit. Catching procedural errors early will prevent financial problems that can ruin a strong PTA. Please review Section 5 (pgs. 178-181) and Section 10 (pgs. 367-368) of the *Toolkit* prior to attendance.

**Presenter:** Debbie Sirotnak, Auditor, 23<sup>rd</sup> District PTA ([debrasirotnak@gmail.com](mailto:debrasirotnak@gmail.com))

### **107 Secretary—(Repeats in Workshop 207)**

The minutes are a vital legal document of your unit and council. Learn how to write minutes that are concise, detailed and appropriate and what records a secretary is required to keep. Please review Section 10 (pgs. 363-364) of the *Toolkit* prior to attendance. (This class will satisfy the secretary's annual financial training as required by 23<sup>rd</sup> District PTA.)

**Presenter:** Lauri Byers, President, Riverside Council PTA ([lauri@orangecrest.com](mailto:lauri@orangecrest.com))

### **108 PTA and the Arts**

The arts are one part of a comprehensive curriculum for all students. This workshop will provide the essential knowledge about the California arts frameworks and standards, the strategies that the California State PTA is developing, and information about programs that promote the arts.

**Presenters:** Nancy Schmidt, Arts Liaison, California State PTA ([nancy.schmidt@me.com](mailto:nancy.schmidt@me.com));  
Linda Jenkins, Arts Liaison, Riverside Council PTA ([tnljenkins@sbcglobal.net](mailto:tnljenkins@sbcglobal.net))

### **109 True Colors (Continues in 210)**

Would you like your officers to have more self-confidence, respect for one another and work as a connected team? This hands-on, interactive, energizing seminar will guide participants through the True Colors foundational experience. Understanding the similarities and differences of all people leads to developing improved communication skills, greater appreciation of the uniqueness of self and others and more meaningful relationships. *Limited to the first 40 registrants.*

**Presenter:** Cindy Holmes, True Colors Sales and Marketing Director ([caholmes523@aol.com](mailto:caholmes523@aol.com))

**\*2 hour session—Do NOT make any other choices for Session 2**

### **110 The PTA Difference**

Find out about important California State PTA programs and priorities that help support your local PTAs and make sure that our collective voices are heard on behalf of all children in Sacramento. You'll also have an opportunity to share input and ideas with State PTA leaders.

**Presenter:** Paul Richman, Executive Director, California State PTA

### **111 Reflections -- (Repeats in Workshop 212)**

Reflections is the National PTA fine arts program available to K-12 students. Learn how to organize and implement a successful Reflections program. Please review Section 5 (pgs. 258) of the *Toolkit* prior to attendance.

**Presenter:** Tigger Porter, Reflections Chairperson, 23<sup>rd</sup> District PTA ([d23reflections@aol.com](mailto:d23reflections@aol.com))

### **112 School Boards, Superintendents, and the PTA: A Collaborative Partnership**

Partnership, teamwork, and cooperation are the building blocks of successful education leadership. This presentation will provide you with information, resources, and ideas on how working together creates a quality public education. Please review Section 1.3.4 (pg. 17), Section 2.3.7 (pg. 37) and Forms Section (pgs. 321-327) of the *Toolkit* prior to attendance.

**Presenter:** Jo Loss, President, California State PTA ([president@capta.org](mailto:president@capta.org))

### **113 Council Presidents and Officers (Continues in 214)**

The council is an integral part of the PTA organization. Councils have specific duties and responsibilities that enable their units to be successful. This workshop will provide information on administrative, financial, and leadership practices for incoming council presidents and officers. Please review Section 1.2.3 (pg. 11) of the *Toolkit* prior to attendance.

**Presenter:** Barbara Ledterman, Vice President for Leadership, CAPTA ([leadership@capta.org](mailto:leadership@capta.org))

**\*2 hour session—Do NOT make any other choices for Session 2**

### **114 Internet Safety (Repeats in Workshop 305)**

This presentation provides an overview of today's media landscape. The presenter discusses 21st century skills, virtual worlds, social networking sites, commercialism, cyber bullying and sexual predators. You will receive expert guidance on how to be responsible Internet users.

**Presenter:** Captain John Alvarez, Corona Police Department

### **115 Parent Involvement Action Plan (Continues in 215)**

Empower your parents to make a difference in student achievement. You will walk away with a template to develop your own successful Parent Involvement Action Plan.

**Presenter:** Angel Van Horn, Riverside County Office of Education ([avanhorn@rcoe.us](mailto:avanhorn@rcoe.us))

### **116 Newsletters – Fast, Fun and Painless**

Create fast, fun and painless newsletters. Newsletters can be easy and fun to create. Enjoy yourself while informing your parents, friends and community. It is just about knowing these simple strategies.

**Presenter:** Kay Rookhuyzen, Dateline Editor, 23<sup>rd</sup> District PTA ([specialkay42@sbcglobal.net](mailto:specialkay42@sbcglobal.net))

## **SESSION 2 10:15 AM – 11:15 AM**

### **201 Unit Presidents**

Continuation of Workshop 101

### **203 Parliamentary Procedures**

This workshop will detail what is contained in your bylaws, how and when to do a bylaws review, and how to answer difficult questions with your bylaws. Learn the basics of parliamentary procedure to help your meetings run smoothly. This workshop is for Parliamentarians and other interested officers. Please review Section 2 (pgs. 30-34, 46-50) and Section 10 (pgs. 407-408) of the *Toolkit* and your unit and/or council bylaws prior to attendance.

**Presenter:** Janet Rose, Parliamentarian, 23<sup>rd</sup> District PTA, ([scout1079@earthlink.net](mailto:scout1079@earthlink.net))

### **204 Marketing Your PTA**

No one can tell your story but you. Learn the skills needed to tell your story to parents, staff members, and the community. Topics covered will include how to write news releases, what to do if the media calls, and how to sharpen your communication skills. Please review Section 6 of the *Toolkit* prior to attendance.

**Presenter:** Linda Mayo, Vice President for Communications, California State PTA ([communications@capta.org](mailto:communications@capta.org))

### **205 General Financial Training**

Continuation of Workshop 105

### **206 Auditor – (Repeat of Workshop 106)**

Financial procedures are an integral part of a successful PTA unit and council. In this session auditors will learn the INS and OUTS of doing a complete audit. Catching procedural errors early will prevent financial problems that can ruin a strong PTA. Please review Section 5 (pgs. 178-181) and Section 10 (pgs. 367-368) of the *Toolkit* prior to attendance.

**Presenter:** Debbie Sirotnak, Auditor, 23<sup>rd</sup> District PTA ([debrasirotnak@gmail.com](mailto:debrasirotnak@gmail.com))

### **207 Secretary—(Repeat of Workshop 107)**

The minutes are a vital legal document of your unit and council. Learn how to write minutes that are concise, detailed, and appropriate and what records a secretary is required to keep. Please review Section 10 (pgs. 363-364) of the *Toolkit* prior to attendance. (This class will satisfy the secretary's annual financial training as required by 23<sup>rd</sup> District PTA.)

**Presenter:** Lauri Byers, President, Riverside Council PTA ([lauri@orangecrest.com](mailto:lauri@orangecrest.com))

### **208 Managing Your Most Valuable Asset – Time (Repeats in Workshop 308)**

As advancing technology provides more and more tools and gadgets to increase our ability to communicate, our most valuable asset—time—can easily become depleted and our stress levels expanded from information overload. Many people are finding that modern technology is changing their lives—and often, not for the better. In this workshop, Kenn Young, Riverside County Superintendent of Schools will offer some valuable insights that can help keep a healthy balance in our lives.

**Presenter:** Kenn Young, Riverside County Superintendent of Schools

**209 Conflict Management – (Repeats in Workshop 307)**

Unresolved conflict within a PTA is the primary roadblock to success. Learn the necessary steps you need to resolve conflict and how to create a more positive atmosphere within the organization. Please review Section 2 (pgs. 47-48) of the *Toolkit* prior to attendance.

**Presenter:** Kathy Steinberg, Leadership Commission, California State PTA ([ksteinberg@capta.org](mailto:ksteinberg@capta.org))

**210 True Colors**

Continuation of Workshop 110

**211 Healthy Eating Made Easy**

Learn the basics of Nutrition 101 through the whole diet approach (all food groups). Become familiar with the Action and Eating Made Easier Program.

**Presenter:** Candice Sainz, Territory Manager, Dairy Council of CA ([csaiens@dairycouncilofca.org](mailto:csaiens@dairycouncilofca.org))

**212 Reflections -- (Repeat of Workshop 112)**

Reflections is the National PTA fine arts program available to K-12 students. Learn how to organize and implement a successful Reflections Program. Please review Section 5 (pgs. 258) of the *Toolkit* prior to attendance.

**Presenter:** Tigger Porter, Reflections Chairperson, 23<sup>rd</sup> District PTA ([d23reflections@aol.com](mailto:d23reflections@aol.com))

**213 Council Presidents and Officers**

Continuation of Workshop 114

**214 PTA and the California Budget**

Current and on-going cuts to education funding sometimes leave us with more questions than answers. Learn about restricted versus un-restricted funds and what districts are doing in response to budget cuts. Have all your budget questions answered! Find out more about the lawsuit, Robles/Wong vs. the State of California.

**Presenter:** Michael H. Fine, Deputy Superintendent of Business and Governmental Relations, Riverside Unified School District ([mfine@rusd.k12.ca.us](mailto:mfine@rusd.k12.ca.us))

**215 Parent Involvement Action Plan (Continues in 312)**

Empower your parents to make a difference in student achievement. You will walk away with a template to develop your own successful Parent Involvement Action Plan.

**Presenter:** Angel Van Horn, Riverside County Office of Education ([avanhorn@rcoe.us](mailto:avanhorn@rcoe.us))

**216 Tour of the Toolkit**

The California State PTA *Toolkit* is the basic resource for all PTA officers and chairmen. In this presentation you will learn about the different sections of the *Toolkit* and the information contained therein, how to best utilize the information, and how to access the *Toolkit* through the CSPTA web site. A great presentation for officers and chairmen that are new to their position. Please review the Introduction Section of the *Toolkit* prior to attendance.

**Presenter:** Kay Rookhuyzen, Leadership Liaison, 23<sup>rd</sup> District PTA ([specialkay42@sbcglobal.net](mailto:specialkay42@sbcglobal.net))

**SESSION 3  
11:20 AM- 12:20 PM**

**301 Advanced Leadership**

Are you an experienced PTA officer who has had training in a multitude of officer positions and are now looking to enhance your leadership skills? This workshop will offer you some insight into what makes a good leader, how to develop leadership skills, and put them into practice. This workshop is recommended for council officers. Please review Sections 1.2.3 and 1.2.4 (pgs. 11-12) and Sections 2.4.3 – 2.4.5 (pgs.47-49) of the *Toolkit* prior to attendance.

**Presenter:** Jo Loss, President, California State PTA ([president@capta.org](mailto:president@capta.org))

### **302 Financial Q & A**

Join the Twenty-third District financial officers for an open question and answer session. Get answers to all of your financial questions.

**Presenters:** Janis Russo, Treasurer, 23<sup>rd</sup> District PTA ([jkwired@220@aol.com](mailto:jkwired@220@aol.com));  
Bennee Hetzner, Vice President, 23<sup>rd</sup> District PTA ([hetzners4@aol.com](mailto:hetzners4@aol.com))

### **303 Bylaws – (Repeat of Workshop 103)**

This workshop will be an in-depth look at bylaws, covering important articles, sections, and wording. Steps to amend, review, and revise bylaws will be covered. Please review Section 2 (pgs. 30-34, 46-50) and Section 10 (pgs. 407-408) of the *Toolkit* and your unit and/or council bylaws prior to attendance.

**Presenter:** Janet Rose, Parliamentarian, 23<sup>rd</sup> District PTA ([scout1079@earthlink.net](mailto:scout1079@earthlink.net))

### **304 Raising Money-Smart Kids**

A child's future financial well-being depends greatly on what he learns about earning, spending and saving as he is growing up. If children start learning about money when they are very young, by the time they reach high school they should be better able to distinguish between wants and needs, use credit wisely, and understand the basics of saving and investing. This workshop is a guide for parents to teach their children financial responsibility at any age and is appropriate for a PTA association meeting.

**Presenter:** Altura Credit Union

### **305 Internet Safety (Repeat of Workshop 114)**

This presentation provides an overview of today's media landscape. The presenter discusses 21st century skills, virtual worlds, social networking sites, commercialism, cyber bullying and sexual predators. You will receive expert guidance on how to be responsible Internet users.

**Presenter:** Captain John Alvarez, Corona Police Department

### **306 Managing Your Most Valuable Asset – Time (Repeat of Workshop 208)**

As advancing technology provides more and more tools and gadgets to increase our ability to communicate, our most valuable asset—time—can easily become depleted and our stress levels expanded from information overload. Many people are finding that modern technology is changing their lives—and often, not for the better. In this valuable workshop, Kenn Young, Riverside County Superintendent of Schools will offer some valuable insights that can help keep a healthy balance in our lives.

**Presenter:** Kenn Young, Riverside County Superintendent of Schools

### **307 Conflict Management – (Repeat of Workshop 209)**

Unresolved conflict within a PTA is the primary roadblock to success. Learn the necessary steps you need to resolve conflict and how to create a more positive atmosphere within the organization. Please review Section 2 (pgs. 47-48) of the *Toolkit* prior to attendance.

**Presenter:** Kathy Steinberg, Leadership Commission, California State PTA ([ksteinberg@capta.org](mailto:ksteinberg@capta.org))

### **308 Emerging Minority Leaders**

PTA strives to be an inclusive organization and to build future leaders with all those who touch children's lives. This workshop will provide strategies, ideas, and opportunities that focus on how to become the future leaders our children need. We will achieve this through open discussion, sharing individual experiences, networking, and handouts.

**Presenters:** Mary Ambra, Advocacy Director, 23<sup>rd</sup> District PTA ([mary.ambra@yahoo.com](mailto:mary.ambra@yahoo.com));  
Margaret Taylor, Education Chairman, 23<sup>rd</sup> District PTA ([mataylor1010@yahoo.com](mailto:mataylor1010@yahoo.com))

### **309 You Can Make A Difference**

Traffic, no crosswalks, child health issues, curriculum concerns, lack of funding – why don't they do something about that? In this workshop, learn how you can solve problems that impact our children. PTA is the world's largest child advocacy organization with over 100 years of problem solving experience. Learn how to be a part of the solution! Please review Section 4 (pgs. 87-164) of the *Toolkit* prior to attendance.

**Presenter:** Kris Thomasian, Legislation Chairman, 23<sup>rd</sup> District PTA ([kthomasian@peoplepc.com](mailto:kthomasian@peoplepc.com))

### **310 Web Sites**

Communication is vital to your organization. This class will include procedures and tips on how to get your message out to parents, staff, and community members through a PTA web site. Please review Section 6 (pgs. 208-209) of the *Toolkit* prior to attendance.

**Presenter:** Hal Byers, Communication Director, 23<sup>rd</sup> District PTA ([hal@orangecrest.com](mailto:hal@orangecrest.com))

### **311 Council Ideas**

The current 23<sup>rd</sup> District Council Presidents have a wealth of information and experience with community programs and events. They will be sharing their insights on working with the community with incoming council presidents and officers.

**Presenters:** 2009-2011 Council Presidents, 23<sup>rd</sup> District PTA

### **312 Parent Involvement Action Plan (Continuation of 215)**

Empower your parents to make a difference in student achievement. You will walk away with a template to develop your own successful Parent Involvement Action Plan.

**Presenter:** Angel Van Horn, Riverside County Office of Education ([avanhorn@rcoe.us](mailto:avanhorn@rcoe.us))

### **313 Tour of the Toolkit**

The California State PTA *Toolkit* is the basic resource for all PTA officers and chairmen. In this presentation you will learn about the different sections of the *Toolkit* and the information contained therein, how to best utilize the information, and how to access the *Toolkit* through the CSPTA web site. A great presentation for officers and chairmen that are new to their position. Please review the Introduction Section of the *Toolkit* prior to attendance.

**Presenter:** Kay Rookhuyzen, Leadership Liaison, 23<sup>rd</sup> District PTA ([specialkay42@sbcglobal.net](mailto:specialkay42@sbcglobal.net))

### **314 “Rethink Your Drink”**

Learn the art of healthy eating! Discover the sugar content in drinks we drink every day. You will understand how to read labels.

**Presenter:** Candice Sainz, Riverside Unified School District ([csainz@dairyCouncilofca.org](mailto:csainz@dairyCouncilofca.org))

## **SESSION 4**

**12:30 PM – 1:30 PM**

All registrants should return to the Gym for a Special Presentation

## **LUNCH**

**Catered**

**1:30 PM**

## **IDEA EXCHANGE**

**1:30 PM – 2:30 PM**

Lunch area

Get your lunch and share ideas with other PTA Members!

## **VENDOR FAIR**

**1:30 PM – 3:30 PM**

Gym

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All units and councils **MUST** register <http://rcoe.k12oms.org/1097-38041>