

Summer Leadership Conference 2018

Workshop Descriptions

Session One 9:15 am – 10:45am

101. PTA President – Successful from the Start ~ Part 1

In this two-part workshop, we will discuss the responsibilities of a PTA president. Learn how to conduct a meeting, the importance of working with administrators and how to build a successful team. Plan to attend both sessions.

102. How to Conduct the Audit

Learn how to conduct the audit, what to look for and why it's important. Learn how to share the audit report with members.

103. PTA Advocacy

This workshop will provide information on PTA advocacy efforts at the local, state and national levels. Learn effective advocacy skills and hear from a California State PTA board member regarding pending legislation.

104. Individualized Education Plans – IEP

What is an IEP - Individualized Education Plan? How does your child qualify? What is the process and how do you establish an effective IEP that meets your child's needs? Time allotted for round table Q & A for individuals with more specific questions.

105. Youth Mental Health Awareness

Sometimes, first aid isn't a bandage, CPR, the Heimlich maneuver, or the call to 911. Sometimes, YOU are the first aid! A young person you know could be experiencing a mental health challenge or crisis. You can help them. You are more likely to encounter someone — friend, family member, student, neighbor, or member of the community — in an emotional or mental crisis than someone having a heart attack. Youth Mental Health First Aid is a program that teaches a 5-step action plan to offer initial help to young people showing signs of a mental illness or in a crisis, and connect them with the appropriate professional, peer, social, or self-help care. This workshop highlights this program and how YOU can be the first aider.

106. Membership Essentials

This workshop will give you tools to organize and conduct a successful yearlong membership campaign for your PTA.

107. Presidente de la PTA en Espanol

Discutiremos las responsabilidades del president PTA. Aprende a conducir una reunion. La importancia de trabajar con las administradores y como construir un equipo exitoso.

108. Motions Make the Meeting

Learn meeting basics here and join us for some practice motions to hone your skills. The rules are simple and consistent, and will make meetings more efficient, relaxed, and timely. This is an active learning session for all PTA leaders.

Session Two 11:00am – 12:30pm

201. PTA President – Successful from the Start ~ Part 2

See Workshop 101 for description. Plan to attend both sessions.

202. Creating A Budget for Your PTA

We will go through the process of putting together the budget for your PTA – from the appointment of the budget committee to the presentation of the budget to your members at an association meeting. The presentation will include planning, formatting and how to amend the adopted budget.

203. How to Create a Volunteer Art Program

This workshop will show you how to organize an art program run by volunteers. The curriculum is based on California Department of Education Standards for Visual Arts.

204. Cultural Awareness for Parent Engagement

As we strive to engage parents in their children's educational experience, we need to be aware of and understand different cultures and use appropriate terminology. Learn how to communicate appropriately with those who come from a different culture and speak a different language.

205. Creating and Managing E – newsletters

Does your organization want to send out an electronic newsletter with a professional look and feel, such as those you receive from Ninth District PTA or State PTA? It's not as hard as you think, and, in fact, it can be easier than sending out a simple e-mail blast. Learn how to use services such as Mail Chimp and Constant Contact to send out e-newsletters, manage subscribers, and coordinate e-mail blasts with social media announcements.

206. Social Media

Learn basic social media skills to promote your PTA programs and communicate with your school community. You'll learn how social media – Facebook and Twitter – can benefit your PTA as well as an overview of the Do's and Don'ts for social media.

207. STEM: It's More Than Science

Looking to learn more about how to encourage your children to explore the world of STEM? Join us in this hands on workshop to help foster the natural curiosity in your child(ren). From engineering to computer science, help your child build critical thinking skills, develop their creativity, and innovate while they actively participate in their own

learning. Learn more about what you can do at home to help prepare your child for STEM learning and the STEM workforce.

Session 2A 11:00am – 11:45am

2A1. Secretary

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 and correct the minutes.

2A2. Elementos esenciales de la Junta de la PTA en Espanol

Traiga todas sus preguntas de PTA a esta clase. Aprende como otros PTA tienen gran éxito.

Session 2B 11:45am – 12:30pm

2B1. Radical Hospitality

Radical Hospitality is putting extraordinary effort into welcoming people into your PTA. The workshop will look at welcoming practices. What can we do to change our current practices to be more inclusive to all? What goals can we set for our PTA next year?

2B2. Education Roundup

Join us for this engaging and informative workshop where you will learn about the changes our schools and students are facing. How have the decisions by policymakers affected the classroom? Learn about the powerful tools available to parents to make a difference and be heard.

Session 3A 12:45pm – 1:30pm

3A1. PTAEZ

PTAEZ is a great online accounting system to help you manage your PTA finances. Come learn how the system can make your job easier at a very low yearly cost. We will show you the basics of the accounting system, how to use the Online Store, Membership Management, Officer Contact, Bulk Mailer and much more. This is meant for PTAs interested in the program, not experienced users.

3A2. Supporting and Engaging LGBTQIA Students and Families

Committed to speaking up for every child, PTA is dedicated to advocating for the education, health, safety and well-being of LGBTQIA youth. Learn about some of the great things that are happening around the county to support some of our most at-risk community members.

Session 3B 1:30pm – 2:15pm

3B1. Historian & Honorary Service Awards

Learn the Historian’s role – it is lots more fun than you would think. This workshop will also include information on the Honorary Service Award program.

3B2. ED100

You want to make schools better. But it is complicated, right? And changing fast. In this workshop, you will learn about ED100.org. This free and powerful tool, developed by education experts, will help you get the facts and understand the issues, one lesson at a time so that you can make a difference. Learn how to explore the education system in easy to understand language with ED100.

Session Three 12:45pm – 2:15pm

301. Financial Officer Training – Part 1

We will review all the responsibilities of the financial officers over the course of an entire financial year. We will discuss the procedures, including tax filings and forms. Sample reports will also be provided. Look over these online PTA finance resources and bring your questions: Capta.org/pta-leaders/run-your-pta/finance/ and downloads.capta.org/toolkit/print/Finance.pdf. Plan to attend both sessions.

302. Council Leaders Training – Part 1

Council leaders play an integral role in the success of unit PTAs. This workshop will provide crucial information on your role and responsibilities as a council officer, and explore the council/district PTA relationship.

303. Updating Bylaws – Simple and Easy – Part 1

Learn when and how bylaws should be reviewed and updated. This session is helpful for all PTA board members, but aimed primarily at the parliamentarian. Plan to attend both sessions.

304. Conflict Management

Does your PTA board ever have problematic disagreements? This workshop will help you develop some positive strategies on how to recognize, manage and resolve these challenges to a successful PTA year.

305. Organizing a Successful Reflections Program

Come join us! Learn how to help your students explore the 2018-2019 theme: “Heroes Around Me,” through visual art, photography, music composition, literature, film production, and dance choreography. Learn about the National PTA Reflections Program and how to make it happen at your school.

306. Marijuana and the Adolescent Brain

Most teens say their parents are the leading influence on their decisions about drinking and drug use and that fewer teens today believe marijuana use is harmful. Joe Eberstein, one of the leading experts on the affects of marijuana on the adolescent brain, will share insights.

307. Electronic Membership

Learn more about how to power up your membership drive using Electronic Membership.

Session Four 2:30pm – 4:00pm

401. Financial Officer Training – Part 2

See Workshop 301 for description. Plan to attend both sessions.

402. Council Leaders Training – Part 2

See Workshop 302 for description. Plan to attend both sessions.

403. Updating Bylaws – Simple and Easy – Part 2

See Workshop 303 for description. Plan to attend both sessions.

404. Powerful Presentations

PTA leaders are often called on to speak. Learn how to make the most of these opportunities—be sure your presentations are powerful, impactful and enjoyable. Learn a few tips to tackle fear of public speaking and some back-pocket tricks to make sure you are always ready to give a great presentation.

405. Getting Organized? Helpful Tips To Get You Started

Getting organized is a life-long process and involves organizing Time, Paper, Space, and Electronics. Take home some exercises to: help you analyze what's working and what's not. Identify your management preferences and energy cycles. Learn some rules for delegating. Find out what road blocks are to organizing and how to overcome them. Hear some tips to get you organized in your volunteer and personal life and some room by room examples to streamline your life with "show and tell" items.

406. School Safety

School safety is a major concern of students and parents alike. This class will provide parent leaders with valuable information about efforts to provide our students with a safe school environment to support student learning and success.