

# 2018

## Suffolk - By- The- Sea Workshops

### Session "A" ~ 9:00AM -10:15AM

- 1. Parliamentary Procedure - Use of Motions and General Consent:** Learn how to state/write and record motions, who makes them and when a second is needed. Discussion of when general consent can be used instead of a formal motion. Bring your questions and your bylaws for Q & A, if time allows.  
*Presented by Susan Lipman, Parliamentarian, Suffolk Region PTA.*
- 2. President to President Chat:** So now that you are President, what happens next? This interactive session will focus on your role as a leader in your PTA. Basics such as good communication, utilizing your resources, and bylaws will be discussed. It will also include building partnerships within your membership and with the greater education community.  
*Presented by Joan Wabnik, Suffolk Region Director*
- 3. Google Docs:** Learn the ins and outs of google docs. How to share, create, insert pictures and create documents.  
*Presented by Lisa Rawlinson, Suffolk Region PTA*
- 4. Bylaws EZ and Procedures:** Bylaws are the bookends that hold your unit together---from your leadership positions to your membership dues to your voting rights. Without this structure in place, you cannot function as a whole. Join us for an overview of the Bylaws process, including the EZ Bylaws template as well as how changes can be made without reinventing the bylaws process altogether! Procedures can help your unit or council run more effectively and efficiently. This workshop will help units and councils begin the process of developing procedures and help in updating existing bylaws.  
*Presented by Jackie Wilson, Suffolk Region & NYSPTA*
- 5. PTA Resolution 101:** Come and learn to advocate and gain insight into Resolution writing. Resolution is a statement on an issue, concern or problem that can establish a PTA position. Is there an issue that you would like to see the PTA take action? This workshop will guide you through the process.  
*Presented by Dana Platin, NYSPTA*
- 6. How to Get Your Unit Back on Track:** Do you sometimes feel that your unit just can't move forward or is stuck in place? Are you having trouble finding Officers and Chairs? This workshop will go over the reasons why your PTA may be struggling and give you concrete ideas and how to utilize and assist you in putting together a plan to get your unit back on track.  
*Presented by Lori Fontana, Suffolk Region & NYSPTA*
- 7. SEPTA Board Members and What's Next?** This workshop will discuss the effective transitioning for new SEPTA Board Members. Supportive transition skills surrounding communication, mentoring, and resource support. A SEPTA 101 boot camp on How and why we do what we do. How SEPTA is set up and functions.  
*Presented by Geri Coleman-Odom, Suffolk Region PTA*

## Session “B” ~ 10:30 AM -12:00 PM

- 8. Treasurer’s Best Practices:** This workshop offers a review of the correct procedures for treasurer reports and fundraising. Learn what it means to be tax-exempt, how to protect your PTA tax-exempt status and the list of PTA rules and guidelines for a tax-exempt organization. A review of procedures for filing the IRS 990 EZ and 990N (e-postcard) which is an IRS requirement for all PTAs. This is a workshop for all.  
*Presented by Sherry McKittrick, Suffolk Region PTA*
- 9. Family Engagement What it is or isn’t:** Learn about what is Family Engagement, how to develop a plan, learn about successful best practices you can put into action. Understand how to lead, influence and shape your child’s education through parent/community involvement in your school.  
*Presented by Karen Wedding-Viola, Suffolk Region PTA.*
- 10. MemberHub Basics:** Learn how to use the online MemberHub system. MemberHub offers NYSPTA units a free communication program which enables access for separate online payments, sign-up apps, email communication tools, to share files and photos in a secure environment, organize your unit calendar, an easy login and individual password control, and much more. All PTA units **must use** this system as the current unit portal will sunset.  
*Presented by Joan Wabnik & Lisa Rawlinson, Suffolk Region Director & Suffolk Region PTA.*
- 11. Exploring the NYS PTA Resource Guide:** Are you new or returning? Do you have a lot of questions on what you can and cannot do? Let us help you find the information you need to have a smooth and successful year. Bring your questions?  
*Presented by Lori Fontana, Suffolk Region & NYSPTA.*
- 12. Nominations and Elections:** Serving on a nominating committee is an honor and a privilege. The nominating committee is the PTA’s most responsible and sensitive deliberating body. This workshop will walk you through electing the nominating committee right up to the election process. This workshop is for all PTA members.  
*Presented by Jackie Wilson, Suffolk Region & NYSPTA*
- 13. Marketing your PTA and Yourself:** Does marketing resources play an active role within your unit? Gain knowledge of marketing strategies and tools to assist in the enhancement of a unit’s success. In addition, the presentation will include a discussion on the expansion of one’s personal skill growth (So what’s next for you?). Come and gain tips about goal setting, recognition, promotional skills, the role of social media, and so much more.  
*Presented by Mary Sotomayor, NYSPTA*
- 14. Creating a Budget and How to do an Audit:** This hands-on workshop will walk you through the steps of creating a budget for your PTA unit. We will also cover the proper procedures for a monthly audit, as well as how to do the year-end audit. Please bring a copy of a past budget to work with and build on.  
*Presented by Denise DeMatteo, Suffolk Region PTA.*

## ***LUNCH 12:15 PM-1:00PM***

### **Session “C” ~ 1:15 PM- 2:30 PM**

**15. Apple of My Eye:** This workshop teaches participants practical/specific skills, and techniques needed to protect children from sexual abuse and abduction. Parents can obtain skills that they can teach children on how to protect themselves. Detection and reporting allegations of sexual abuse and interventions are also discussed. The workshop covers 10 parent prevention tips, 11 Red Flags, 27 Tricks abusers use to access children and adults.

*Presented by Melissa Ferrante, The Crime Victims Center Parents for Megan’s Law.*

**16. New York Education 2018:** Let’s take a look at what to expect in this coming school year: how classrooms *and learning is changing*, what the Education Department and Regents are planning, and what you might expect to hear from school leaders.

*Presented by Catherine M. Romano, Suffolk Region & NYSPTA*

**17. NYS PTA Insurance and Risk Management:** Interactive session highlighting the NYS PTA Insurance and Risk Management Program. A comprehensive review of insurance coverages provided for units and an in- depth discussion on risk management.

*Presented by Laura Paehr, Suffolk Region PTA*

**18. Secretaries:** What really is expected of you as a secretary? How much needs to be in your minutes? Learn how to be an effective and efficient member of the board. This workshop will cover the duties and responsibilities of both the recording and corresponding secretary positions.

*Presented by Karen Steigert, & Lisa Rawlinson, Suffolk Region PTA*

**19. How to Run an Effective Meeting:**

The basics of running a meeting from start to finish will be discussed, including effective use of your time. Included will be some basic parliamentary rules and effective strategies for dealing with difficult situations.

*Presented by Joan Wabnik, Suffolk Region Director*

**20. Legislative Advocacy:** So you want to understand and get involved in the legislative advocacy process for one or all governmental legislative levels (local, state or federal)?

This workshop will walk you through the process which will enable your unit and yourself to become more aware and engaged in legislative activity that impacts the education process, as well as, all other aspects of your daily life.

*Presented by Gerry Bringmann, Suffolk Region PTA*

**21. Special Education (SEPTA) Round Table:** This is an interactive discussion and the sharing of ideas, concerns, strategies, and networking tools for parents. Come participate in brainstorming with other SEPTA members on effective communication techniques, how to increase parent engagement, what works for your membership, what resources are available and much more.

*Presented by Geri Coleman-Odom & Debbie Lubben, Suffolk Region PTA*

## Session “D” ~ 2:45 PM-4:00 PM

- 22. School Boards 101 and More:** This discussion of the work of school boards trustees will provide you with clearer explanations of their role, their limits, and their influence on your children’s education. Bring your questions and we will try to answer them. Learn how you too might become a board trustee or how you can work better with your school board.  
*Presented by Catherine M. Romano, Suffolk Region & NYSPTA*
- 23. Drug Prevention Strategies and Resources:** Learn the risk factors that are facing our youth and communities. What are the resources available for prevention through rehabilitation and beyond? Is there a role for PTA and community to play in minimizing these risk factors?  
*Presented by Julia Floyd-Ventura, Director of Mental Health & Military Services Phoenix House.*
- 24. Suffolk Region Advocacy Roundtable:** Meet the Suffolk Region Advocacy team who will provide highlights surrounding the topics of Education, Environment, Family Engagement, Health and Wellness, Legislation, and Special Education. Bring your questions for a fun interactive workshop.  
*Presented by, Suffolk Region Advocacy Team.*
- 25. PARP/Arts in Education:** Learn all you need to know to help organize a successful Pick a Reading Partner (PARP) Program. Discussion will include: forming a committee, picking a theme, encouraging student and parent participation and applying for Suffolk Region’s PARP Award. You should come to this workshop if you have never PARPed before or if you have experience and are willing to share with others.  
*Presented by Debbie Grayer & Denise DeMatteo, Suffolk Region PTA*
- 26. PTA Leadership and Finance Roundtable:** This roundtable will provide vital information for Presidents and Treasurers so that your unit/council can run smoothly. It is important that Presidents and Treasurers work together to ensure that the unit functions properly.  
*Presented by Joan Wabnik & Sherry McKittrick, Suffolk Region Director & Suffolk Region PTA*
- 27. Building Bridges – The Importance of Communication:** Communication is key in building engagement. This workshop will provide strategic ideas for “building your brand” and discuss the types of communication tools to help units and councils reach and engage their various audiences. We will discuss Suffolk Region’s experience building our own communication strategy, confess our hits and misses and touch on how we’re revamping the roles and responsibilities of the Corresponding Secretary.  
*Presented by Lisa Rawlinson, Suffolk Region PTA*