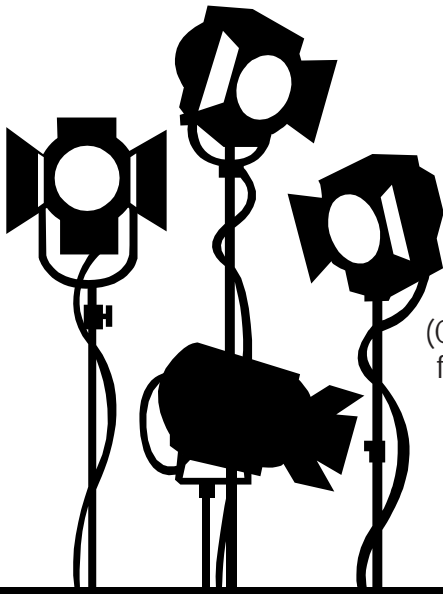


# Spotlight on PTA



**All PTA Members Are Welcome!**  
**Saturday, May 17, 2008**  
**Bayside Middle School**

2025 Kehoe Avenue, San Mateo, CA 94403

(Coming from south on 101, exit east on Kehoe Avenue. From north, exit from 101 at Third Avenue and go east. Turn right at South Norfolk, and then left at Kehoe Avenue. Turn left into school parking lots.)

**8:30 a.m. to 1:30 p.m.**  
**Hosted by 17th District PTA**

Are you wondering what the duties and responsibilities of the position you have just been elected to serve as a PTA Board Member are? You are not alone!

Please join us for our **Spotlight on PTA!**

**Agenda:**

8:30 a.m.	Registration, Networking and Continental Breakfast
9:00 a.m.	General Membership Meeting
9:30-10:40 a.m.	<b>Roundtables Session 1</b>
10:40 - 10:50 a.m.	Break
10:50 a.m.-12 noon	<b>Roundtables Session 2</b>
12 noon - 1:30 p.m.	Lunch and Keynote Speakers, <b>Jo Loss</b> , California State PTA President-Elect and <b>Carol-Ann Koch-Weser</b> , Leadership Commissioner, CA PTA.

**Session 1      9:30 to 10:40 a.m.**

- 1a:** President, Vice President (part 1)
- 1b:** Treasurer, Financial Secretary (part 1)
- 1c:** Secretary
- 1d:** Historian
- 1e:** Auditor
- 1f:** Parliamentarian, Bylaws
- 1g:** Websites "How to Do"

**Session 2      10:50 a.m. to 12 noon**

- 2a:** President, Vice President (part 2)
- 2b:** Treasurer, Financial Secretary (part 2)
- 2c:** Student Involvement
- 2d:** Reflections Program
- 2e:** Legislation and Advocacy
- 2f:** Membership, OMDR
- 2g:** Newsletters "How to Do"

**Please copy this flyer and share with your board members and incoming officers.**

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Please RSVP by Tuesday, May 12, 2008 to Sara Otus-Green by mail to:  
632 Pilgrim Drive, Foster City, CA 94404 or email to [Reflectionslady@aol.com](mailto:Reflectionslady@aol.com)

Name: \_\_\_\_\_ School: \_\_\_\_\_ CA Unit #: \_\_\_\_\_

Phone and or e-mail address: \_\_\_\_\_

**Session 1**      1st choice: \_\_\_\_\_      2nd choice: \_\_\_\_\_

**Session 2**      1st choice: \_\_\_\_\_      2nd choice: \_\_\_\_\_

Do you want training in a topic that is not listed? \_\_\_\_\_

Do you need English/Spanish translation? \_\_\_\_\_

Do you need child care? (There will be a charge for this.) \_\_\_\_\_