

Capistrano Unified Council of PTSA's



PTA Unit Secretary Information Packet

**UNIT SECRETARY WORKSHOP PACKET
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Of PTSA's*

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Capistrano Council of PTSA's

PTA Unit Secretary Information

The job of secretary is one of the most exciting positions on any board. The secretary is the recording officer of the PTA and custodian of all PTA records, except those specifically assigned to others, such as financial records. The secretary serves as an invaluable aide to the president and the organization. In addition to the position of secretary, a corresponding secretary and financial secretary are common positions in PTA/PTSA. The duties of these secretaries are outlined in the bylaws.

SECRETARY:

- Records all organization actions.
- Custodian of ALL official records except those assigned to others.
- Assists president to insure continuity of agenda items.
- Reviews and signs all warrants upon approval for payment.

SKILLS NEEDED:

Prompt Arrive early, be ready to record when the meeting starts.

Accurate Exact wording of motions, correct names and titles, use of the dictionary (or spell check) and proofread material.

Knowledge of PTA Policy and Procedure

Understand PTA general policies including the Financial Procedures

Knowledge of Parliamentary Procedure

RECORDS

The secretary has a file of ready references. Have with you at all times:

- Copies of previous minutes (two years).
- Copies of agendas.
- The PTA unit bylaws and standing rules (secretary keeps the official copy). Enter all amendments to the bylaws in the official copy, which should be kept in the Secretary's Book, plus changes to the Standing Rules. The amendments should also be entered into the minutes.
- Current membership list (including dates the members joined and any additions during the year).
- List of officers and committees.
- Copies of current reports.
- Paper for ballot voting or prepared ballots
- File of correspondence received and responses (if there is no corresponding secretary).
- Motion blanks
- Small notebook (to write down separate information the president might need after the meeting).
- File to hold copies of motions, reports, materials distributed to the group.
- Equipment box, which includes pens, pencils, paper clips, stapler, post-its, tape, scissors and anything you might need during the meeting.

REFERENCE MATERIALS

- The National PTA - Annual Resources for PTAs **
- California State PTA - Worksheets for Local PTA Officers and Chairmen - Secretary *
- California State PTA - PTA Leadership Handbook *
- California State PTA - PTA Financial Procedures Made Easier *
- California State PTA - The abc's of Parliamentary Procedure *
- Unit By Laws
- Robert's Rules of Order Newly Revised
- Dictionary

* May be ordered using the California State PTA Catalog of Materials

** Updated annually and sent to the Unit Presidents

DUTIES

Prior to the Meeting

- Prepare a list of the following for the President:
 - Unfinished Business
 - Items to be acted upon
- Notify members of the Meeting

During the Meeting

- Assist in determining if a quorum is present.
- Call the meeting to order in the absence of the President and Vice Presidents, unless the bylaws specify otherwise.
- Read the minutes of the previous meeting for approval or they may be approved by a committee of three or more (*This committee should be appointed by the President and noted in the Minutes. They must all be present at the meeting*). If committee approved, the minutes still must be presented at Association meetings.
- Read correspondence, if there is no Corresponding Secretary. Only pertinent parts are read unless there is a request for reading the complete text. All correspondence may be circulated for everyone to read.
- Make a report from the Executive Board to the Association keeping the members informed (*you do not read the entire Minutes of those meetings*).
- Present recommendations from the Executive Board to the Association.
- Count a raising vote, when requested by the President.
- Be prepared with paper ballots in case there is a call for a ballot vote. Make a motion to destroy the ballots after the count.

Recording the Minutes (what to include)

Keep an accurate record of each meeting and include the following in the Minutes:

- Name of the Association
- Type of meeting (*Association, Executive Board, Special*)
- Date, time and place of meeting
- Name and title of presiding officer
- Disposition of minutes of the previous meeting (*approved as read/printed or corrected*). A motion is NOT needed for approval.
- Treasurer's Report as given (Treasurer's reports do not need a motion just note, "*The Treasurer's report will be filed for audit as presented/corrected*").
- Record of bills approved for payment (A motion must be made to "*pay the following bills*").
- Ratification of checks written. (A motion must be made to "*ratify checks number ___ to ___*").
- All programs and events to be covered by insurance must be approved at an Association meeting and entered into the minutes.
- Any upcoming event or program that needs funded before the next meeting needs a motion to "*release up to the budgeted amount. . .*"
- Record of each motion voted upon (unless withdrawn) and the name of member who made the motion (*name of individual that seconded the motion need not be recorded*) and whether carried or lost
- Copy of any resolution adopted
- Copy of any formal reports presented (*e.g. Audit Report, Nominating Committee Report, etc.*)
- Record of results of any election and votes cast
- Brief notation of program - topic, names of participants, method of presentation
- Time of adjournment
- Title and signature of secretary

Additions to the Minutes

- You will need to adopt the audit two times per year, refer to your bylaws for specifics. You **DO** need to note that "*the Association has adopted the audit.*" Then paste the audit in your bound book after that month's minutes.
- You **DO** need to note that "*the Association has approved the programs as presented/corrected.*" Then paste the programs listed in your bound book after the minutes.
- You **DO** need to note that "*the Association has approved the following contracts. . .*" Then list the contracts that are needed for the programs that will take place before the next Association meeting.
- You **DO** need to note that "*the Association has approved the budget as presented/corrected.*" Then paste the budget in your bound book after the minutes.
- You **DO** need to note that "*the Association has approved the release of up to the budgeted amounts for the following programs. . .*" The list all programs that take place until the next association meeting since approval of the budget does not mean automatic release of the funds.
- To release all PTA/PTSA liability for gifts to the schools, you do need to note that the "*donation/gift to Your School Name was accepted by the board at its _____ meeting.*"

After the Meeting

- Transcribe minutes as soon as possible after the meeting.
- Send an advance copy to the president as soon as you have completed the minutes.
- Distribute the Minutes to the Review Committee (if utilized) for their input and approval.
- Minutes may be handwritten in the Secretary's Minute Book or they may be typed and the pages securely glued into the Secretary's Minute Book.
- Include copies of the Attendance Sheet and any formal reports presented at the meeting with the Minutes. These should be included in the permanent records in the Secretary Minute Book.

Financial responsibilities

- The secretary signs, with the President, warrants for disbursement of funds after the association votes to pay a bill. This should be done immediately following approval.
- Record all expenditures in the Minutes (along with the Treasurers report). Insure that any changes to the approved Association Budget are recorded. These changes must be voted upon and approved by the Association. The Unit Auditor will look for these approvals during the semi annual audit.
- Provide a copy of the Minutes to the Unit Auditor.

General information concerning the Minutes

- Minutes may be handwritten directly into the Secretary Book, or typed and glued into the book.
- Pages should be numbered in consecutive order.
- **NEVER** use a loose-leaf notebook as the pages can be lost or modified.
- Minutes for all meetings (executive board, executive committee and association) are to be kept in the same Secretary's Minute Book.
- Minutes are BRIEF, yet contain all important information needed to check past proceedings.
- **RECORD WHAT IS DONE, NOT WHAT IS SAID.**
- Record in the order the business happened (even if the Agenda is in a different order).
- Minutes may be recorded in paragraph form or by department/subject headings.
- Write the minutes immediately following the meeting.
- Leave a wide margin in the book, just in case there is a need for corrections.
- Those giving reports should provide the secretary with a copy to ensure the important facts are entered into the minutes.
- Reports of great importance are entered in their entirety for future reference, and a formal motion should be made requesting a report's inclusion into the minutes.
- Write the word **APPROVED** and the date of approval at the bottom of the minutes of each meeting.

Corrections to the Minutes

- Corrections to the minutes are made immediately following the reading or, if distributed and not read aloud, during the time devoted on the agenda to this matter.
- Whenever an error is pointed out, it is so noted in the minutes of the current meeting.
- Corrections are made in the Secretary's Minute Book by circling the incorrect words with the correction written in the margin.
- NEVER erase or strike out words when correcting!
- Dating and initialing corrections is optional. This MUST happen however if a correction is made at some time after the meeting at which the minutes of the previous meeting are presented.
- Corrections to the minutes may be made, after their approval - even years later - by means of a motion to Amend Something Previously Adopted, which requires a two-thirds vote, or a majority vote with prior notice.
- Only the group which created the minutes can correct them!

**Capistrano Unified Council PTSA
November 5, 2007**

Location
Time, Place
Presiding
Officer

Minutes

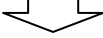
Discussion
Only

Action Only

Agenda Items	Discussion	Action or Recommendation
Call to order		President Barb Shangraw called the meeting to order at 9:15 a.m. at the CUSD District Office. Mary St. Onge led the pledge.
Attendance	<i>Attachment A- Attendance sheets</i>	Disposition of Minutes Treasurers Report
<u>Consent Calendar Items:</u> Minutes Treasurer's Report	<i>Attachments B – Minutes Attachment C- Treasurer's Report</i>	Lisa Scharmann moved to accept the consent calendar as presented. (Approve Minutes, Approve Treasurer's Report) Motion carried
Ratify Checks- Lisa Scharmann		Bills for Payment
Workers Compensation Forms- Lisa Scharmann	Reminder taxes are due November 15th, or file for extension, Insurance is due next meeting.	Lisa Scharmann moved to ratify checks #1571-1584 in the amount of \$52,597.59 Motion carried
Workers Compensation Forms- Lisa Scharmann	Reminder taxes are due November 15th, or file for extension, Insurance is due next meeting.	Workers Compensation Forms were completed by Presidents and turned in to Treasurer, Lisa Scharmann.
President's Report- Barb Shangraw	Went over all of the forms in mailboxes. Went over protocol for speaking at School Board Meetings.	Presidents Report Committee Report
Parliamentarian – Kim Bick Nominating Committee	“Ask Kim” Discussion of how to handle <i>New Business</i> on Agenda. Kim read the Council by-laws section on electing members of the nominating committee.	Nominating Committee Elected: Kara Ahmann Diane Buss Julie Redmond Margie Tinsley Kelly Wolford Val Meyer Gretchen Scott Alternates- Kathy Westling Mary St. Onge Donna Schwarm

		Kim Bick moved to elect the above listed members to the nominating committee. Motion carried
Committee Reports		
Directory –Kathy Fischer	Directories are in, pocket size directories are included.	
Reflections – Michele Langham, Mary St. Onge, Trish McCauley	308 entries submitted. November 14 th is the Reflections Reception at San Juan Hills High School	
Principal/President Workshop- Fran Sdao	The date of the workshop is December 10 th registration at 8:00am, presentation starts at 8:30am, Council meeting begins at 11:00.	
Legislation – Kim Anderson, and Donna Schwarm	Discussion of Legislative Agenda <i>Attachment D – Legislative Agenda</i> CUCPTSA Legislative team going to Sacramento on December 2nd.	Kim Anderson moved to accept the 2007-2008 CUCPTSA Legislative Agenda, Motion carried
Historian- Teri O’Brien	Presidents were encouraged to send photos or fliers of unit events for CUCPTSA Historian Book.	
Membership – Julie Redmond	Over 31,000 members to date, 3 units still outstanding with dues, final date for remittance is November 15 th .	
Convention – Julie Redmond	Discussion of Council event at convention will look into hosting a luncheon.	
Special Education- Juli Warnick, Chris Browning	Special Education presentation on Wednesday November 7 th	
CUSD Foundation – Kim Anderson	Net profit from “Keys to the Future” event was \$56,000, with \$19,500 going directly back to schools, Golf tournament today.	
School District Report – Bev DeNicola	CUSD received a Golden <i>Bell Award</i> for district.	
New Business		
Old Business		

Next scheduled meeting time

Announcements	The next CUCPTSA Meeting will be Monday December 10,2007 @ 11:00 am in the CUSD Offices. The principal / president workshop will start promptly at 8:30am prior to the regular meeting.	<div data-bbox="1019 176 1219 296" style="border: 1px solid black; padding: 5px; display: inline-block;"> Adjournment Time </div> 
Adjournment		The meeting was adjourned at 10:20 a.m.

Respectfully Submitted,

Cindy Putman
Recording Secretary

**Title and
Signature**

_____ Approved as Read

_____ Approved as Corrected

Location
Time
Type of Meeting
Presiding Officer

Minutes (EXAMPLE) Capistrano Council of PTSAs February 9, 2000

Name of Association
Date of Meeting

President Linda Krieger called the meeting of the CUCPTSA Executive Board to order at 9:06 a.m. in the CUSD Board Room. Laurie Adams, Wood Canyon Elementary, led the Pledge of Allegiance.

Minutes

The Minutes of the January 13 meeting were reviewed and guest speaker, Dr. Frank Lieberman's name was corrected. The Minutes were approved as corrected and filed for audit.

Disposition of Minutes

Treasurer's Report:

- Karen Baker presented the **Treasurer's Report**

Balance on Hand, 01/13/00	\$ 9,825.59
Receipts	375.28
Disbursements	<u>625.20</u>
Balance on Hand, 02/09/00	\$ 9,575.67

Treasurers Report

The Treasurer's Report was filed for audit.

- Karen Baker presented the following **bills for payment:**

\$ 50.00	4 th District PTA	Council Founders Day Expense
334.00	4 th District PTA	Council Convention Expense
32.49	Mary Leal	January Meeting Hospitality
23.10	Wendy Levin	Legislation Education supplies
776.00	Las Flores Elem. PTA	Convention Overpayment Refund
56.00	4 th District PTA	Administrators Dinner

Bills for Payment (may be a separate report)
Motion, second and result

Karen made a **motion** to approve these payments. The motion was seconded and carried.

Founders Day:

Historian Valerie Skaare explained her committee's Founders Day display and thanked Nancy Leindecker for her help. She reminded unit presidents that Founders Day is February 17. She introduced Sheila Benecke who provided a history of CUSD schools and their involvement in PTA. In 1998, under the Council leadership of Shelia Henness, *all* CUSD schools had joined and become an active part of PTA. Julie Pancoe announced that as of this meeting, CUCPTSA membership is 24,186!

Special Presentation

Nominating Committee:

Shelia Henness, Nominating Committee Chairman, thanked the members of the Nominating Committee including Karen Baker, Sheri Saladow, Ellen Gaddie, Amy Goodman, PG Wilder, Carol Barge, Anne Thacher and April Moran. She then nominated the following slate of officers for 2000-2001:

President	Amy Goodman
1 st Vice President, Convention	Cindy Putnam
2 nd Vice President, Membership	Julie Pancoe
3 rd Vice President, Programs	Sharon Philippe
Recording Secretary	Kathy Westling
Treasurer	Valerie Skaare
Auditor	Nancy Leindecker
Historian	Trudy Podobas

Special Report (Nominating Committee, Auditor Report, etc.)
Separate copy given to Secretary for Secretary Book

The election of officers will be conducted at the Council Meeting in March.

School District Report:

- Julie Jennings announced that the Teacher of the Year Banquet would be on Thursday, March 30 at the Dana Point Marriott. PTAs are encouraged to sponsor their Teacher of the Year and guest, PTA President, and Principal. The cost is \$27 each.
- Jackie Price gave an update on the Bond activity. The Orange County Board of Supervisors has approved the issuance of the bond. The District is awaiting their ratings to put the first series (\$17M) on the market. Projects have been identified and the Oversight Committee continues to hold monthly meetings.
- On February 28 a public hearing regarding changes to the High School Graduation requirements will be held. District representatives have been working with the high schools to define the proposal. Parent meetings at Las Flores (2/15), Shorecliffs (2/22) and Marco Forster (2/23) will be held prior to the Public Hearing. More information will also be sent home in the Parent Newsliner.
- The District has completed actions to recalculate the API scores and is awaiting direction from the State Department of Education to forward the data to Harcourt Brace for recalculation and publication of the results.
- South Coast Magazine has volunteered to give space at no cost in their publication regarding CUSD activities.

School Board Report:

Highlights of Special Reports

School Board Report:

- Crystal Kochendorfer reported that the District Boundary Report would be given at the 2/14 Board meeting. Also, Sheila Benecke will introduce a resolution by CUSD in favor of Measure F. Crystal announced that a meeting would be held tonight by ETRPA at Ole Hansen School regarding information about the proposed airport and its potential effect on San Clemente.
- Crystal attended the National School Board Association Annual Conference in Washington DC and met with local representatives Christopher Cox and Ron Packard. Both representatives indicated their support of government funding of the full 40% for Special Education and increased flexibility for school boards regarding Special Ed discipline. Also discussed was funding for California's Title I students.
- Crystal introduced Superintendent James Fleming to discuss additional budget issues faced by the Board. Dr. Fleming explained the availability of State funds and the specific uses required which may require budget cuts in the coming year. He defined four possible cuts that require long-term plans, which will be presented to the Board. These include reductions in District Administration, the Principals Retreat, reductions in district buildings leases and elimination of year round schedules at district school sites.
- Margaret LaRoe, Deputy Superintendent of Schools, explained the District evaluations of making Capistrano a Charter District. A bill has been proposed and has the backing of Representatives Bill Morrow and Patricia Bates that would allow the creation of a Charter District for CUSD. This petition has been submitted to the State Department of Education. The issue will be further reviewed at the next Parent Council Meeting.

Parenting Seminar:

Lori Roszkopf, Marco Forester Middle School, invited Council members and their units to attend a seminar at Marco Forster on March 28 at 6:30 P.M. Dr. James Jones will present "How to Create a Happier, Healthier Family".

Focus Reports:

Due to time constraints, Focus Reports were postponed and will be included in the March Council meeting.

Notation of deviation from the

President's Report:

- Insurance – Linda distributed copies of the PTA Certificate of Insurance for 1/5/00 - 1/5/01, which now includes Bonding Insurance. Units that wish to increase the level of bonding insurance should deal directly with Armstrong/Robitaille Insurance Services.
- Audits – Linda reminded Presidents that unit audit reports are due at the next Council meeting.
- PTA Resolution – Copies of the CUSD Board Resolution declaring February as PTA Month were distributed.
- Reflections – Linda announced that CUCPTSA had 5 Reflections entries forwarded to the State and 6 entries given Awards of Merit.
- Measure F – Linda reminded units that any flyers written for distribution to all units must go through Council approval. Wendy Levin discussed the revised Measure F flyers, which have been approved for distribution concerning the uncoming election. Absentee ballots are available at the elementary school sites and may be obtained by the President and Committee members. Only flyers handed out today may be distributed.

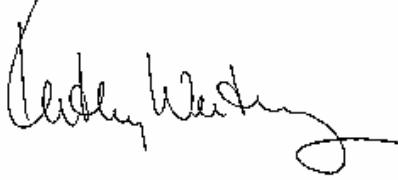
Committee Reports:

- Legislation – Wendy Levin reminded Presidents that the deadline for Sacramento Safari registration is February 12. The next two Legislation meetings are on February 16 and March 16 in the CUSD Board Room.
- Convention - Sharon Philippe reported that the Convention registration was very successful and thanked Presidents for their support. Housing refund requests must be received this week. Sharon needs to know of any non-standard housing requirements (i.e. not arriving on Thursday or departing on Sunday). She does not have input from Oak Grove or San Juan Elementary.

Convention Orientation will be on April 10 at the Placentia-Yorba Linda Education Center on April 10. At least one delegate per unit MUST attend.

The meeting was adjourned at 11:16 AM.

Respectfully submitted,



Kathy Westling, Secretary

←
Adjournment Time
Title and signature of
Secretary

Notation after the adjournment of Guest Performances, speakers or PTA Awards

Secretary Book Contents

Every Month

- ✓ Agenda
- ✓ Attendance Sheet
- ✓ Minutes
- ✓ Treasurers Report
- ✓ Budget Report (if distributed)

September (first meeting) – in addition to the monthly reports listed above

- ✓ List of Board and Committee Chairmen
- ✓ Calendar of Events including PTA meetings
- ✓ Treasurers Report for the end of the previous year
(covers the period from the last PTA meeting of the school year until June 30)
- ✓ Audit Report (from January 1 – June 30 of the previous school year)
- ✓ Financial Report (from the previous year)

February (or as defined in the Unit Bylaws) *

- ✓ Audit Report (from July 1 – December 31)
- ✓ Nominating Committee Report

June

- ✓ Notation of any Honorary Service Awards or other PTA Awards
If presented earlier in the year this should be included in the presentation month.

As Needed

- ✓ By Law Committee Report/Recommendations
- ✓ Special Committee Reports presented for approval at a Board/Association Meeting.
- ✓ Resolutions approved by the Association
- ✓ Special Invitations/Programs related to the PTA

* Unit Bylaws define the submission dates for the Audit Report and the Nominating Committee Report. At most schools, this is in February.

RECORDS RETENTION SCHEDULE

It is very important that certain PTA records be retained. Listed are items that must be reviewed on a periodic basis and kept in a safe place. Develop a records retention policy based on this list.

PERMANENT STORAGE

- .Annual audit reports
- .Articles of Incorporation
- .Canceled checks, for important transactions (e.g., taxes, contracts)
- .Checks should be filed with papers pertaining to the transaction
- .Corporation reports filed with the Secretary of State
- .Legal correspondence
- .Group exemption documents
- .Insurance records:
 - *Accident reports
 - *Claims
 - *Policies
- .Ledgers
- .Minutes of executive board, association and committees (bound)
- .PTA Charter
- .Tax documents:
 - *Exempt status
 - *Group exemption
 - *Letter assigning IRS Employer Identification Number (EIN)
 - *State and federal tax forms, as filed
- .Correspondence with state or federal agencies
- .Trademark registrations

10 YEARS

- .Financial statements (year-end) and budgets
- .Grant award letters of agreement

7 YEARS

- .Payment authorization and expense forms (receipts attached) for payments to vendors or reimbursement to officers
- .Cash receipt records
- .Checks (other than those listed for permanent retention)
- .Expired contracts and leases
- .Insurance incident reports
- .Invoices
- .Purchase orders
- .Sales records

3 YEARS

- .General correspondence
- .Employee records (post-termination)
- .Employment applications

1 YEAR

- .Bank reconciliations
- .Correspondence with vendors if non-contested
- .Duplication deposit slips
- .Current Bylaws, approved by state parliamentarian
- .Standing Rules
- .Certificates of Insurance
- .Inventories of products and materials, updated yearly.

Secretary Secrets – Did You Know That:

- ✓ Treasurer’s reports do not need a motion but you note, **“The Treasurer’s report will be filed for audit as presented/corrected”** (then paste the report in your bound book).
- ✓ Since ALL expenditures (i.e. all checks written) need to be listed in or attached to the minutes so the auditor can verify approval of all expenditures:
 - You **do** need to note a motion to **“pay the following bills”** (bills presented and approved at the meeting and checks not written yet).
 - You **do** need to note a motion to **“ratify checks number ___ to ___ ”** (checks written since the last meeting**).
 - You **do** need to note a motion to **“release up to the budgeted amount...”** (for upcoming programs that need to spend over your bylaw limit until the next meeting).
- ✓ Minutes do not need a motion for approval but you note **“The minutes are accepted as written, read aloud, read by committee, or corrected.”**
- ✓ You do not need to write who seconded the motion but you note **“ ___ moved and it was seconded...”**
- ✓ To release all PTA/PTSA liability for gifts to the school, you **do** need to note that the **“donation/gift to ABC School was accepted by the school board at its ___ meeting.”**
- ✓ At your association meeting:
 - You **do** need to note that **“the association has adopted the audit”** (then paste the audit in your bound book after the minutes).
 - You **do** need to note that **“the association has approved the programs as presented/corrected”** (then paste the programs list in your bound book after the minutes).
 - You **do** need to note that **“the association has approved the following contracts...”** (then list the contracts that are needed for the programs that will take place before the next association meeting).
 - You **do** need to note that **“the association has approved the budget as presented/corrected”** (then paste the budget in your bound book after the minutes).
 - You **do** need to note that **“the association has approved the release of up to the budgeted amounts for the following programs...”** (then list all programs that take place until the next association meeting since approval of the budget does not mean automatic release of the funds).

Reprinted with permission from “The Observer”, Ninth District PTA in *Orange Leaves*, 4th District PTA, December 1999/January 2000

*** that have been approved by the Executive Board and fall within bylaw limitations for approval between association meetings.*

SECRETARY'S MEETING SUPPLIES

The secretary should have at each meeting:

- Agendas
- Minutes from past meetings
- Bylaws
- Standing rules
- List of board members and their contact information
- Membership list
- Paper
- Calendar
- Paper for ballots
- Motion blanks or paper for motions
- Pencils, pens

The secretary can mail or e-mail the minutes of the last meeting to the board members, or have copies for them to read at the meeting. After giving time for the board members to read the minutes, the president should ask if there are any corrections to the minutes. If so, the secretary should record the changes. The president then states that the minutes are approved as corrected. If there are no changes to the minutes, the president should state that the minutes are approved as written. The corrections should be inserted manually; corrected minutes do not need to be re-typed.

Motion Form

Date: _____

Submitted by: _____

Disposition of Motion: _____

Motion Form

Date: _____

Submitted by: _____

Disposition of Motion: _____

A Job Description for the Secretary is available in the California State PTA Toolkit at:

<http://www.capta.org/sections/resources/downloads/toolkit-2007en-10.pdf>

The “Write” Stuff Tri Fold Pamphlet can be ordered FREE at:

<http://www.capta.org/sections/resources/downloads/Toolkit2007-00-ListOfMaterials-en.pdf>