



IMPORTANT CONTACT INFORMATION

Skyline 606 Lomas Santa Fe, SB, CA 92075 8)794-3600
Principal: Lisa Denham ldenham@sbsd.k12.ca.us
Secretary: Kathy Myer kmyer@sbsd.k12.ca.us
PTA President: Ray Spencer ray.spencer@alcatel-lucent.com

Solana Vista 780 Santa Victoria, SB, CA 92075 8)794-3700
Principal: Lisa Platt lplatt@sbsd.k12.ca.us
Secretary: Jill Lamb jlamb@sbsd.k12.ca.us
PTA President: Laura Fleming lkfleming@roadrunner.com

WEBSITE

www.solanabeachpta.org or www.solanabeachpta.com

Please include an approved SBPTA logo and website address on all PTA flyers.
The communications page is password protected. This page contains logos, letterhead, budget, bylaws and minutes from meetings.

User id: **pta** pass-code: **1sbpta**

Webmaster: Sharon Costello 8)792-2349 sharonc_costello@yahoo.com

Please submit all items to be posted on the website through the PTA President.

WIKI

Address: http://www.sbsd.k12.ca.us/groups/sb_pta/

Password: **use your student's Classroom username and password**

- Photos: Anyone can upload photos from PTA events to this site.
- Volunteer Needs: Use this site to create a volunteer sign up sheet.
- Videos: Parent Ed Videos can be uploaded to share.
- Other: Student Newspapers, Press Releases
- Blog: Share your ideas; ask for input from others on the blog.

Anyone can add pages to the Wiki or upload photos to share.

PTA Flyers

Jocelyn Seamans: 8)259-6658 or Solana@roadrunner.com

Marketing Opportunities at each school include:

Website: Great place to post flyers and forms.

Weekly Electronic Wed Envelope: Items must be approved by the PTA President and Principal prior to posting.

Banners/Flyers posted around school – pre-approve with PTA President.

Kiosk: contact the School Secretary at each school for availability.

Principal “All Call”: contact your PTA president to coordinate.

PTA e-mail list: Contact Kristy Nardini, PTA Secretary, knardini@roadrunner.com

PTA Volunteer Coordinators:

Skyline: Melissa Fischel fordfattoria@roadrunner.com

SV: Jayne Tuma-Yee jayne_tuma@yahoo.com

Bulletin Boards around school: Contact School Secretary

Assemblies: Contact Principal.

Announcement over the PA: Contact Principal.

Curbside Promotion: Get approval from Principal.

Translation:

All correspondence/flyers to be translated should have prior approval from the PTA president and principal.

Submit to the PTA President for Translation.

Please make sure items are not translated at both schools.

Budget:

Beginning of the school year: Review the budget for your committee and plan to stay within your budgeted amount.

If you need more than the budgeted line item, please present your request and explanation at an Executive Board meeting for approval. Contact your PTA President for help.

End of the School year: Fill out the budget Review form to provide feedback on budgeting needs for the next year.

Reimbursements for expenses of Budgeted items: Reimbursement forms are available on our website in the communications section. Please submit the form and a copy of your receipts to the treasurer. Deadline for reimbursements is June 30th (the end of our fiscal year).

\$\$ Collection Procedures:

Do Not Hold onto Cash and Checks.

Please put all collected money in the PTA envelope in the school safe.

Please note the amount, income line item (spirit wear, membership, walk a thon) and your name and #.

E-mail the Financial Secretary, Tanya Alden tanyaalden@gmail.com so she can pick up the money and make a timely deposit.

PTA Meetings: Executive Board vs. Association Meetings:

Executive Board Meetings are held **once a month** as directed by our SBPTA Bylaws. (A copy of our Bylaws is available on the website in our communications section)

Committee Chairs report recommendations from their committees and seek approval from the Executive Board.

Association Meetings are held **4 times a year**. These meetings are open to all PTA members to vote on recommendations by the Executive Board.