



Mansfield ISD Council of PTAs 2024-2025 Training Calendar



DATE	EVENT	Target Group	LOCATION	TIME
August				
Aug 31 2024	Reminder if you are new to your position, complete your position specific BASICS training		https://www.txpta.org/courses	
September				
Sep 09 2024	Basic knowledge your Executive Board role	PTA President, Secretary, Treasurer, Parliamentarian, Membership, Historian, Programs, Arts in Education	Great Room	8:00 PM - 8:30 PM
Sep 17 2024	PTAs & Principals developing a good relationship is key	PTA Presidents, PTA Officers, and PTA Members	Zoom	7:00 PM - 8:00 PM
Sep 23 2024	General Financials: The top 10 things you need to know	All PTA Members	Zoom	7:00 PM - 8:00 PM
Sep 26 2024	I'm the Principal, what is my role in PTA?	All MISD Principals	TBD	TBD
October				
Oct 07 2024	Basic Boardmanship (required by Texas PTA)	First time board members, anyone new to their position or same position as last year but at a different PTA	RL Anderson	7:00 PM - 9:00 PM
Oct 15 2024	TXPTA What Items are Taxable and Do I Need a Sales Tax Permit? <small>(Treasurers look for e-mail from TXPTA Treasurer)</small>	PTA Treasurers	Virtual	12:00 PM - 1:00 PM
Oct 15 2024	The Do's and Don'ts of the use of a PTA Debit Card	All PTA Executive Board and PTA Members	Zoom	7:00 PM - 7:30 PM
Oct 15 2024	What is Parliamentarian Procedure?	PTA Parliamentarians, PTA Presidents	Zoom	7:30 PM - 8:00 PM
Oct 29 2024	How to conduct an efficient PTA meeting	PTA Presidents, PTA Parliamentarians, all are welcome	Zoom	7:00 PM - 8:00 PM
November				
Nov 11 2024	Conflict Resolution & Team Building	All PTA Executive Board and PTA Members	Great Room	8:00 PM - 8:30 PM
Nov 12 2024	Lunch & Learn with Dr. Cantu	All are welcome	MISD Center	11:30 AM - 12:30 PM
Nov 19 2024	Navigating the MyPTEZ and Electronic Financial Systems	PTA Treasurers, all are welcome	Zoom	7:00 PM - 8:00 PM
December				
	Have a great Winter Break!			
January				
Jan TBD	TXPTA Completing the Sales Tax Return <small>(Treasurers look for e-mail from TXPTA Treasurer)</small>	PTA Treasurers	Virtual	12:00 PM - 1:00 PM
Jul 07 2024	Sales Tax Training, what goes on the return	PTA Treasurers, all are welcome	Zoom	7:00 PM - 7:30 PM
Jan 13 2025	How to update your PTA's Bylaws & Standing Rules	PTA Parliamentarians, PTA Secretaries, all are welcome	RL Anderson	7:00 PM - 8:00 PM
February				
Feb 03 2025	Learn the ins and outs of Nominations & Elections	PTA Parliamentarians, all are welcome	Great Room	7:00 PM - 8:00 PM
Feb 05 2025	Lunch & Learn with Dr. Cantu	All are welcome	Great Room	11:30 AM - 12:30 PM
Feb 18 2025	Money Handling Procedures - PTA Best Practices	All PTA Executive Board and PTA Members	Zoom	7:00 PM - 8:00 PM
March				
Mar 03 2025	Let's get our Budgets in order	PTA Presidents, PTA Treasurers, all are welcome	RL Anderson	7:00 PM - 8:00 PM
Mar 11 2025	How to keep parents engaged, share your success stories	All PTA Executive Board and PTA Members	Zoom	7:00 PM - 7:30 PM
Mar 11 2025	Tips on Coordinating your volunteers	All PTA Executive Board and PTA Members	Zoom	7:30 PM - 8:00 PM
April				
Apr 07 2025	Preparing for Year-End close out and Form 990 prep	PTA Presidents, PTA Treasurers, PTA Secretaries and anyone serving on the Financial Reconciliation Committee	Great Room	8:00 PM - 9:00 PM
Apr 15 2025	What happens after elections for the incoming PTA Board	All newly elected or appointment PTA board members	Zoom	7:00 PM - 8:00 PM
May				
May 08 2025	Basics Boardmanship (for brand new PTA leaders)	First time board members, anyone new to their position or same position as last year but at a different PTA	MISD Center	8:45 AM - 9:45 AM
May 08 2025	Financial Reconciliation Committee Spotlights Training	PTA Treasurers and the Financial Reconciliation Committee	MISD Center	9:45 AM - 10:30 AM
June				
Jun 24 2025	MISD School Board Regular Meeting		MISD Center	7:00 PM
July				
Jul 18-20, 2025	Texas PTA LAUNCH https://www.txpta.org/launch <small>(Registration opens in late May)</small>	Incoming PTA Executive Board & PTA Members	Hilton Anatole	Fri 11:30 AM to Sun 2 PM
July				
Jul 26 2025	Financial Reconciliation Party	Financial Reconciliation Committee	RL Anderson	9:00 AM - 12:00 PM

Great Room - MISD Admin Bldg
605 E Broad Street
Mansfield, TX 76063

RL Anderson Training Bldg
1016 Magnolia Street
Mansfield, TX 76063

MISD Center for Performing Arts
1110 W Debbie Lane
Mansfield, TX 76063

Hilton Anatole
2201 N Stemmons Freeway
Dallas, TX 75207

Training reminders and Zoom links will be posted on the Mansfield ISD Council Facebook page and the Communications MISD Group Me page
https://groupme.com/join_group/59830499/W1GA1b7d