

**Baltimore County Council**

**PTA<sup>®</sup>**

*everychild.one voice.<sup>®</sup>*

**PTA Council of Baltimore County, Inc. | Established 1950**

<https://www.bcptacouncil.org> Free State PTA: <https://www.fspta.org> National PTA: <https://www.pta.org>

**NOVEMBER 2022 | BULLETIN**

## **President's Letter**

Thanks to all who attended our first in-person event for some time, our **Fall Workshops and General Meeting** held on September 29! Turnout was much greater than expected (a good thing), but it made the Loch Raven High School's cafeteria a bit too loud (a bad thing). Next year, we'll reserve break-out spaces! Still, we know a lot of unit leaders were able to network and learn a lot from our trainings.

Even though attendance was great, we know many leaders could not attend. Please mark your calendars for November 15 at 7:00pm for a **Virtual President/Treasurer Training**.

We can share **training resources**, including Free State PTA training materials. See this bulletin for more on available presentations. Sue Hahn from the BCPS Office of Family and Community Engagement (she represents BCPS on our board) presented at our meeting on Parent University resources. Find them here:  
[https://cos.bcps.org/departments/communications/family\\_and\\_community\\_engagement/parent\\_university](https://cos.bcps.org/departments/communications/family_and_community_engagement/parent_university)

Thanks to the Presidents who attended our **October and November BCPS Leadership-PTA Meetings**! We recently sent notes for the October meeting and will send notes for the November meeting. Leaders asked questions on a wide range of topics and heard from BCPS leaders about them. We were thrilled that Dr. Williams could take part in the October meeting. The next session is on Thursday, December 1<sup>st</sup> from 6:15 to 7:15pm. Watch for an email invitation.

PTA Council has been busy starting and restarting new units at schools all around the county. It's wonderful to see engaged parents, staff, and community members come together to make something great happen at their schools!

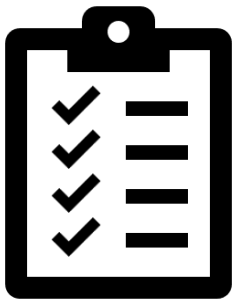
**A note at election time:** remember that non-profits cannot endorse candidates. We all must operate in a non-partisan manner.

Thank you for all you do to help "make every child's potential a reality by engaging and empowering families and communities to advocate for all children."

Feel free to contact me or any of our board members for ANY HELP YOU NEED!

**Every child. One voice.**

President Leslie Weber, [president@bcptacouncil.org](mailto:president@bcptacouncil.org), 410-227-7631



## Leaders' To-Do List

### NOVEMBER

► November 15: IRS 990 filing and Virtual President/Treasurer Training

► November 13-19: American Education Week

### DECEMBER

► December 31: Maryland Charitable Solicitations Act filing due

Visit our [Resources Section](#) to access our yearly planning list to remind you of key dates and tasks.

## Standards Of Continuing Affiliation

In addition to paying member dues and providing officer contact information to Free State PTA (FSPTA), you must complete the following:

- ✓ **BYLAWS:** Bylaws need to be reviewed at least every 3 years and submitted to FSPTA for approval. All units should have submitted bylaws to FSPTA by 6/1/22. If you still need to do this, use the template here: <https://www.fspta.org/bylaws>
- ✓ **FINANCIAL REVIEW (AUDIT):** All PTAs must conduct an annual financial review (due 10/30) and email a copy to FSPTA at [jlee@fspta.org](mailto:jlee@fspta.org). Refer to "Cash Encounters" in the Finances section of our website for a sample report.
- ✓ **INSURANCE:** Every PTA unit in Maryland must have insurance coverage through AIM. Enrollment forms were emailed to all PTAs. Coverage ended 6/30/22. See the PTA Council website's Finances/Insurance section for details.
- ✓ **IRS 990:** Every PTA must file annually by 11/15. If annual gross income was \$50,000 or less, you can submit the 990 e-postcard. Provide a copy of the 990 filing to FSPTA at [jlee@fspta.org](mailto:jlee@fspta.org). More details here: <https://www.irs.gov/charities-and-nonprofits>
- ✓ **MARYLAND CHARITABLE SOLICITATIONS ACT UPDATE:** As a charitable organization soliciting in Maryland, your unit must file documents with the Office of the Secretary of State. Registration is required prior to the commencement of solicitations (for new units) and an annual update is required. <https://sos.maryland.gov/Charity/Pages/Registering-Charity.aspx>
- ✓ **INCORPORATION/MARYLAND PERSONAL PROPERTY TAX RETURN:** All local PTAs must be incorporated in Maryland. To maintain your incorporation status, a Personal Property Tax Return must be filed by April 15 each year if your PTA owns any property or not. Send a copy to FSPTA at [jlee@fspta.org](mailto:jlee@fspta.org). Check your status at: [www.dat.state.md.us](http://www.dat.state.md.us). If your unit is not incorporated or the incorporation needs to be revived, contact FSPTA.

*For all shared documents, be sure to keep copies for yourself!*

## PTA INSURANCE

Unit presidents should have received invoices from AIM via email.

Free State PTA offers low-cost insurance (\$226/year) to local units. Your package has not changed. Your payment to AIM was due on July 1. If you need help, contact 1-800-876-4044 or Pamela Brizendine at pbrizendine@aim-companies.com

<https://aim-companies.com>

## BCPS PARENT UNIVERSITY

A go-to hub for family resources! Please share this link with your members!

<http://www.bcps.org/parentu>

## PARENT UNIVERSITY FACETIME NEWSLETTER HOME EDITION

A great resource for your families!

<https://www.smore.com/u/parentuniversity>

## MEMBERSHIP DUES

**Your first dues payment to Free State PTA was due on October 1st.**

Invoices should be paid to Free State PTA monthly.

Info on how to pay dues is here:

<https://www.fspta.org/membership>

## COUNCIL DUES

Invoices were mailed to all units in September and were due on October 1. Please send in your unit's dues (\$5 total amount due) as soon as possible.

Mail payment (check) to:

PTA Council Treasurer John Ryan  
3014 Sixth Ave.  
Baltimore, MD 21234

If you have questions, email

[treasurer@bcptacouncil.org](mailto:treasurer@bcptacouncil.org)

## VIRTUAL PRESIDENT/TREASURER TRAINING FROM PTA COUNCIL – November 15, 2022, 7pm

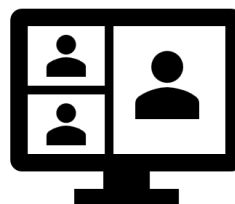
While it was great to see so many people at our fall meeting and officer training in September, we know many couldn't make it because it's such busy time of year. As such, we're pleased to be able to offer the President and Treasurer trainings virtually at 7pm on November 15, 2022.

The link to join is:

<https://us02web.zoom.us/j/6152738395>

Meeting ID: 615 273 8395

Join by phone: 301-715-8592



## PTA: WHO'S WHO?

School: Local PTA units are independent non-profits with state and federal requirements.

County: PTA Council is an all-volunteer support and training organization with no legal standing over units. Units pay Council Dues to be supported and represented by the Council, which does no fundraising. We represent local units as a stakeholder group at Board of Education meetings, on the School Board Nominating Commission, and on BCPS and County focus and work groups.

State: Units are chartered under Free State PTA ([www.fspta.org](http://www.fspta.org))

National: Free State PTA is chartered under National PTA ([www.pta.org](http://www.pta.org))

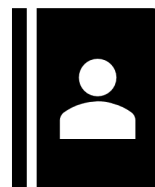
PTA members are members of their local units, Free State PTA, and National PTA because they pay dues to all. Members enjoy many benefits:

[Member Benefits - About PTA | National PTA](#)

## NEW! PTA COUNCIL MEMBERHUB SUPPORT

**Dawn Johnston, Reisterstown Elementary PTA President**, has graciously volunteered to join our Extension (Field Service) Committee as a MemberHub support person. She's attended many MemberHub training sessions and knows a lot about the program and what it offers units, including the "Givebacks" feature, which saves members money AND gives money back to units. If you need help or have MemberHub questions, email her [reisterstownelementarypta@gmail.com](mailto:reisterstownelementarypta@gmail.com).

Additionally, **Emily Soontornsaratool, Villa Cresta Elementary PTA Secretary**, has also graciously volunteered to help units with the MemberHub website creation feature. Contact her at [villacrestaPTAsecretary@gmail.com](mailto:villacrestaPTAsecretary@gmail.com) for support.



## BCPS PARTNERSHIP SPOTLIGHT NEWSLETTER: LOOKING FOR SUCCESSFUL PTA-COMMUNITY PARTNERSHIPS

PTA Council was featured in the first and second issues published in September and October! We'd like to know if your PTA unit has established successful community partnerships! Pictures would be greatly appreciated.

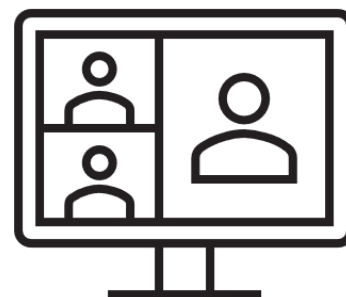
Please reach out to our Family, School, and Community Partnerships (FSCP) Committee Chair Ramona Basilio ([familyschool@bcptacouncil.org](mailto:familyschool@bcptacouncil.org)) to let her know about the partnerships you've created.



## FREE STATE PTA UPDATE

All materials and trainings should be posted on the FSPTA website soon. If you'd like a presentation before then, please reach out and we can send a pdf to you. Subjects include:

- Advocacy
- AIM Insurance
- Board Basics
- Cyberbullying, Social Media, and Hate Bias in Schools
- Family Engagement



- Financial Literacy
- IEP
- Membership and MemberHub
- Parliamentary Procedures
- President, Treasurer, and Secretary Trainings (3 separate trainings)
- Reflections

In general, watch for updates to the FSPTA website — more resources are coming!

## IMPORTANT FINANCE-RELATED INFORMATION

**Your federal tax forms are due by November 15th.** If your gross receipts are under \$50,000, you're eligible to e-file the 990N, known as the e-postcard. For most units, the 990-EZ can be filed (for those with gross receipts under \$200,000). For those with gross income over \$200,000 and below \$500,000, the IRS Form 990 is necessary. Anyone eligible to use the 990-N or 990-EZ can choose to file Form 990. Here's a link to IRS FAQs:

<https://www.irs.gov/charities-non-profits/annual-electronic-notice-form-990-n-for-small-organizations-faqs-when-to-file> For help, contact our Treasurer, John Ryan at [treasurer@bcptacouncil.org](mailto:treasurer@bcptacouncil.org)

**Your Maryland Charitable Solicitations Act Annual Update is due by December 31st.** The form is mailed with a signed copy of your 990 or 990-EZ or Form COF-85 if you used the 990-N. Information is available here: <https://sos.maryland.gov/Charity/Pages/Registering-Charity.aspx>. Contact John Ryan for assistance.

### IRS Form 990-N Update: New Sign-in Process

Beginning August 2022, smaller charities that are eligible and choose to file Form 990-N, Electronic Notice for Tax-Exempt Organizations (e-Postcard), must sign into the IRS modernized authentication platform using either their active IRS username or create an account with ID.me, the current IRS credential service provider.

When accessing the Form 990-N submission page, Form 990-N filers have three options:

1. **Sign in with their active IRS username:** Users with an active IRS username have the option to access the Form 990-N submission page using their existing IRS credentials or they can choose to create a new account with ID.me.
2. **Sign in with their existing ID.me account:** Users that have an ID.me account to access other IRS online services or from a state or federal agency can sign in using their existing ID.me account.
3. **Create a new ID.me account:** Users that don't have an active IRS username credential must register and sign in with ID.me.

ID.me account creation requires an email address and multifactor authentication. Form 990-N filers who have an existing IRS username and register for an ID.me account must use the same email address.

For Form 990-N filing instructions, see [Publication 5248, Form 990-N Electronic Filing System User Guide](#) (PDF).

The filing process has not changed for organizations that file [Form 990](#), Return of Organization Exempt from Income Tax, or [Form 990-EZ](#), Short Form Return of Organization Exempt From Income Tax.

## Free Online Training for Small to Mid-Sized Section 501(c)(3) Charities

The IRS provides interactive online training to help officers, board members and volunteers maintain your organization's Section 501(c)(3) tax-exempt status - including a course on filing Form 990-series annual returns. [The Virtual Small to Mid-Sized Tax-Exempt Workshop](#) at [StayExempt.irs.gov](https://stayexempt.irs.gov) is an important resource for all charities, old and new.

**Your unit's financial review of its 2021-22** books was due on October 30. Please send copies of the review and final financial statement to Free State PTA.

Scan documents and email to [jlee@fspta.org](mailto:jlee@fspta.org)

For advice on conducting a review, contact our treasurer, John Ryan. Details are also here:

<https://bcptacouncil.org/audits/>

## 2022-23 PTA COUNCIL CALENDAR

### GENERAL MEETINGS AND SPECIAL EVENTS

(virtual or in-person, to be decided based on BCPS policy and health conditions)

- January 26, 2023: Meeting/Program, 7pm
- March 19, 2023: Reflections, 2pm
- March 30, 2023: Meeting/Program, 7pm
- April 27, 2023: Meeting, Awards, 7pm
- June 12, 2023: Officer Training, 7pm

### BOARD OF EDUCATION FORUM

On October 26, PTA Council and the Area Education Advisory Councils (AEAC) co-sponsored a virtual Board of Education Candidates forum.

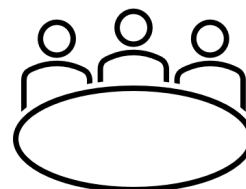
The timing was perfect – the day before early voting began – to hear candidates' opinions on a wide variety of issues, including behavior and discipline policies, academic performance, transportation and facilities issues, and BOE/Administration interactions. Attendees heard from 7 of 8 candidates running in Councilmanic districts with 2 candidates vying for a BOE seat (Districts 1, 2, 3, and 4; only one candidate is on the ballot in Districts 5, 6, and 7).

Thanks to **PTA Council Advocacy and Legislation Committee Chair Beth Jarrett** and **AEAC Coordinator Donna Sibley** for organizing this successful and informative event!

### BOARD OF DIRECTORS' MEETINGS

First Thursday of the Month @ 7pm (virtual meetings until further notice; if interested in attending, please request a link):

- 2022: December 1
- 2023: January 5, February 2, March 2, April 13, May 4, June 1





## A Message from PTA Council's Partner, The Baltimore County Health Department

According to the 2018 Maryland Youth Risk Behavior Survey (YRBS), 18.4% of Baltimore County high school 9th graders reported ever using cannabis in their lifetime. More than twice as many Baltimore County 12<sup>th</sup> graders reported lifetime cannabis use ( 44.4%). Compared to their peers statewide, Baltimore County high school students reported similar rates of lifetime cannabis use across all grades.

For more information or assistance, please contact Rhondalyn Gross at the Baltimore County Department of Health: 410-887-0567, [rgross@baltimorecountymd.gov](mailto:rgross@baltimorecountymd.gov).

**Take the lead and talk to your children about living marijuana-free.**



## OFFICER CONTACT INFO NEEDED

for President/VP(s)/Treasurer/Secretary

PTA Council and Free State PTA both need:

Unit (School) Name

Position

Name

Email address

Home address

Phone number

Share with PTA Council by emailing [directory@bcptacouncil.org](mailto:directory@bcptacouncil.org)

Or use this form: <https://forms.gle/uvtvdL1fVukpbdyY6>

Share with Free State PTA by emailing Secretary Jayne Lee, [jlee@fspta.org](mailto:jlee@fspta.org)

## PTA COUNCIL LEADERSHIP CONTACTS

- ❖ President: Leslie Weber, [president@bcptacouncil.org](mailto:president@bcptacouncil.org)
- ❖ VP for Leadership: Jayne Lee, [baltimorecountyppta@gmail.com](mailto:baltimorecountyppta@gmail.com)
- ❖ Area VP Central Area: Christina Pumphrey, [avpcanc@bcptacouncil.org](mailto:avpcanc@bcptacouncil.org)
- ❖ Area VP Northwest Area: Ryan Coleman, [avpnwnc@bcptacouncil.org](mailto:avpnwnc@bcptacouncil.org)
- ❖ Area VP Southeast Area: Will Feuer, [avpsenc@bcptacouncil.org](mailto:avpsenc@bcptacouncil.org)
- ❖ Secretary: Andra Broadwater, [secretary@bcptacouncil.org](mailto:secretary@bcptacouncil.org)
- ❖ Treasurer: John Ryan, [treasurer@bcptacouncil.org](mailto:treasurer@bcptacouncil.org)



### Committees

- ❖ Advocacy & Legislation: Beth Jarrett, [legislation@bcptacouncil.org](mailto:legislation@bcptacouncil.org)
- ❖ Awards, Recognition & Scholarships: Christina Pumphrey, [awards@bcptacouncil.org](mailto:awards@bcptacouncil.org)
- ❖ Communications (Social Media, Publicity): Hope Metzler, [communications@bcptacouncil.org](mailto:communications@bcptacouncil.org)
- ❖ Curriculum & Instruction: Carrie Horwitz Lang, [curriculum@bcptacouncil.org](mailto:curriculum@bcptacouncil.org)
  - o Exceptional Students Subcommittee: Jason Dowell, [exceptional@bcptacouncil.org](mailto:exceptional@bcptacouncil.org)
- ❖ Extension: Emory Young, [extension@bcptacouncil.org](mailto:extension@bcptacouncil.org)
- ❖ Family-School & Community Partnerships: Ramona Basilio, [familyschool@bcptacouncil.org](mailto:familyschool@bcptacouncil.org)
- ❖ Health & Safety: Andra Broadwater, [health@bcptacouncil.org](mailto:health@bcptacouncil.org)
- ❖ Justice, Equity, Diversity & Inclusion (previously Diversity & Inclusion): Vacant
- ❖ Nominating Committee: Vacant
- ❖ Reflections: Hope Metzler, [reflections@bcptacouncil.org](mailto:reflections@bcptacouncil.org)

### Representatives

- ❖ BCPS: Sue Hahn, [shahn2@bcps.org](mailto:shahn2@bcps.org) and Charlie Herndon, [cherndon@bcps.org](mailto:cherndon@bcps.org)
- ❖ BCSC: TBA
- ❖ TABCO: Kelly Olds, [kolds@mseanea.org](mailto:kolds@mseanea.org)

*Contact us!*



PTA Council of Baltimore County, President Leslie Weber, c/o Seneca Elementary School  
545 Carrollwood Rd., Middle River, MD 21220

[www.bcptacouncil.org](http://www.bcptacouncil.org)