

Baltimore County Council



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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>

SEPTEMBER 2023 | BULLETIN

President's Letter

WELCOME to the 2023-24 school year!

Events: We've been busy attending some big events. On 7/27, our Family, School and Community Partnerships Committee Chair Ramona Basilio attended the BCPS Partnership Fair to network with other community partners. On 8/19, Ramona and I hosted a PTA Council table at BCPSFest, another awesome event! We shared information about PTA and encouraged people to join their local units or get involved at the Council level.

Monthly Meetings with Superintendent Dr. Rogers (Yarbrough) & Chief of Staff Ms. Charley-Greene: We're excited that PTA Council and unit Presidents (or their one designate) will continue to have monthly roundtables to hear BCPS presentations and take part in open-forum conversations about school-system issues. We hope to start these meetings in October. Invitations will be sent via email to Presidents.

Free State PTA Convention: July's Free State PTA Convention had great participation from Baltimore County PTA leaders and Council board members!

Workshops & General Meeting: Our annual Fall Training Workshops and General Meeting will be held on *Thursday, September 28th at 7pm (doors open at 6:30pm) at Loch Raven High School*. Watch for an invitation and program information soon. Our website, www.bcptacouncil.org, has many of the powerpoints from our past trainings, but attending this event will give you the ability to network, ask questions, and give feedback on what you want YOUR Council to help you with.

Reflections - Our Reflections program promises to be exceptional. For more information, see page 5 of this bulletin or contact Chair Hope Metzler at reflections@bcptacouncil.org.

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, other officers, and committee chairs listed on the website for ANY HELP YOU NEED!

Sincerely,

President Leslie Weber, president@bcptacouncil.org 410-227-7631

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Leaders' To-Do List SEPTEMBER

- ▶ Conduct general membership meeting, adopt 2023-24 PTA budget
- ▶ Sell memberships at dues level(s) decided upon by your board
- ▶ PTA Council dues due 10/1; invoice (\$15/unit) in Back-to-School Package
- ▶ Send officer contact info to Free State PTA and PTA Council

OCTOBER

- ▶ Attend PTA Council Fall Workshops and General Meeting, 9/28, 7pm at Loch Raven High School cafeteria (doors open at 6:30pm)
- ▶ Send copy of your unit's annual financial review to Free State PTA (due 10/30)
- ▶ Pay Free State PTA and National PTA membership dues monthly; first payment due October 1
- ▶ Begin work on Reflections

Visit our Resources Section to access our yearly planning list to remind you of key dates and tasks.

Standards Of Affiliation (SoA)

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

- ✓ **BYLAWS:** Bylaws need to be reviewed at least every 3 years and submitted to FSPTA for approval. If you 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 soa@fspta.org. Refer to the Free State PTA Financial Guide 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 6/30/23. 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 soa@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 ANNUAL REPORT:** All local PTAs must be incorporated in Maryland. To maintain your incorporation status, a Personal Property Annual Report must be filed by April 15 each year if your PTA owns any property or not. Send a copy to FSPTA at soa@fspta.org. Check your status at: 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!

FSPTA strongly encourages units to submit SoA documents via GiveBacks (formerly MemberHub)!

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>

Start Your PTA Year Off Right; Get Your Kit!

 Available from www.pta.org:

[Local Leader Kit](#) | [National PTA](#)

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

BCPS Parent University

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

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

HAS YOUR UNIT FILED (ONE-TIME FILING!) THE CONSENT FORM TO TEMPORARILY BE COVERED BY DELAWARE PTA'S GROUP EXEMPTION?

Due to an IRS moratorium, Free State PTA can't currently use a group exemption, so to retain your non-profit status, you must TEMPORARILY be covered by Delaware PTA's group exemption. You'll still be a MD corporation, file all MD tax forms, and have no obligations to DE. Your day-to-day operations won't change.

While most units took care of this in 2022 and 2023, some may not have. Please check your records to see if you filed the form. If you're not sure, Free State PTA (info@fspta.org) can check for you. This form is only filed once, not annually. Once the IRS lifts its moratorium, your unit will be covered by Free State PTA's group exemption.

PRESIDENTS must complete, sign & email to FSPTA (info@fspta.org) the FORM found here:

<https://bcptacouncil.org/delaware-pta-consent-form/>

If you need a Letter of Determination (to prove your non-profit status), contact info@fspta.org.

Council Dues: \$15 per unit

Dues are \$15 per unit this year, as voted upon by the PTA Council Board of Directors.

We can't completely waive dues because of a stipulation in our bylaws. We normally calculate dues using the formula: last year's total membership number x .50/member. Due to the lingering effects of Covid-19, which set many units back, we opted again this year to charge one set unit fee.

Council dues are separate from Free State PTA and National PTA dues. **Invoices for Council dues are in the Back-to-School Package.**

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)

National: Free State PTA is chartered under National PTA (www.pta.org)

PTA members are members of their local units, Free State PTA, and National PTA because they pay dues to all.



Membership

We recommend that your unit use GiveBacks (formerly MemberHub), which allows you to sell memberships online, communicate with members, create a directory, sell merchandise, create a newsletter, AND have members print their own membership cards.

If you want to get started with GiveBacks, contact Free State PTA Membership at info@fspta.org.

Member dues for each unit are decided upon at a board meeting. Different levels can be set (for example, \$10/member; \$6/staff member (to encourage the home-school partnership); and \$25/business membership). Just remember when setting your dues that:

- National PTA dues are \$2.25/member
- Free State PTA dues are \$2.00/member

Each unit remits dues monthly in the amount of \$4.25/member to National PTA and Free State PTA. Use GiveBacks or the form found here to pay dues:

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

Visit the Membership Section of the PTA Council website for info, tips, and sample easy-to-fill-out membership form (if not using GiveBacks/MemberHub): <http://www.bcptacouncil.org/resources/membership/>

Visit the National PTA website (pta.org) for Membership Campaign info:

[Membership Resources - Run Your PTA | National PTA](#)

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

BOARD BASICS: Things To Keep In Mind

Your unit is a recognized corporation in Maryland and a recognized 501(c)3 charitable organization (non-profit) in the eyes of the IRS; abide by non-profit, IRS, and Maryland requirements.

You run a business, the main goal of which is advocating for children and youth; you fundraise to achieve goals you set.

3:1 rule: 3 non-fundraising activities (educational or enrichment programs) for every 1 fundraiser; try to serve as many students as you can with your programs and be inclusive as you can.

As a non-profit, remain non-partisan or you risk losing your tax-exempt status (don't endorse political candidates!). Also, don't get involved in school system personnel issues.

Be a good steward of your unit's funds; expenditures should not be for personal gain, but for the good of the organization.

When you advocate, don't counter National PTA, Free State PTA, or PTA Council positions. If you're not sure, ask.

BE VISIBLE to your community; make sure your PTA is on your school's website with current contact and membership information.

Transition Checklist

- Financial Review
 - ✓ Review Committee should have been created at last Board of Directors meeting of year; 3 people (usually PTA members) who did not have check-signing authority during fiscal year under review should take part
 - ✓ Fiscal year-end was 6/30/23; meet after 7/1/23 once June bank statement has been received and reconciled
 - ✓ Copy sent to Free State PTA (soa@fspta.org) by 10/31/23
 - ✓ Present review to your general membership
- Liability, Directors & Officers Insurance Through AIM:
 - ✓ Coverage period July 1 to June 30
- Procedure Books
 - ✓ Every Officer and Chair should maintain written records of duties, practices, and efforts for reference and to pass to their successor
- Accounts, Passwords, Combinations, Keys & Codes
 - ✓ Email Accounts, social media/online tools
- Finances
 - ✓ Bank Accounts
 - ✓ Turn over checkbook and all Treasurer materials
 - ✓ Go to bank together and change signers (may need election meeting minutes to prove identities of officers)
 - ✓ Cash box and night deposit bag and keys
 - ✓ IRS e-file information



2023-24 PTA COUNCIL CALENDAR

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

- September 28, 2023: Fall Training Workshops and General Meeting, 7pm Loch Raven High School cafeteria (doors open at 6:30pm)
- January 25, 2024: Meeting/Program, 7pm
- March 17, 2024: Reflections Ceremony
- March 21, 2024: Meeting/Program, 7pm
- April 25, 2024: Meeting, Awards, 7pm
- June 10, 2024: Officer Training, 7pm



Fall Workshops & General Meeting

Thursday, September 28, 2023 at 7pm

(doors open at 6:30pm)

Loch Raven High School's Cafeteria

Light refreshments will be served

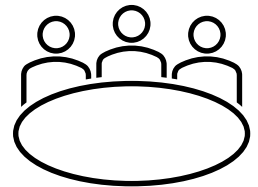
Training sessions to run your unit successfully - all are welcome to participate!

Watch for an invitation and details via email!

Board of Directors' Virtual Meetings

First Thursday of the month @ 7pm (if interested in attending, please request a link):

- 2023: September 7, October 5, November 2, December 14
- 2024: January 4, February 1, March 7, April 4, May 2, June 6



A Message from PTA Council's Reflections Chair

Greetings everyone! I am looking forward to helping you run this year's Reflections Theme Search & Art in Education Contest for your PTA/PTSA. This year's theme is "I am Hopeful Because..."

Is this your first year holding Reflections? No worries! I have you covered. Your Reflections Chair/Committee will receive training & a binder of all documents they need from the kick-off to the celebration. I also offer a pre-made Google Site that your chair can adapt to suit their needs.

Email me to join the Reflections training (TBA), to let me know you are participating, or to ask any questions. Talk to you soon,

Hope Metzler

reflections@bcptacouncil.org.

PTA COUNCIL & FREE STATE PTA

NEED OFFICER CONTACT INFORMATION FOR:

President, VP(s), Secretary(ies), and Treasurer

Unit (School) Name ~ Position ~ Name ~ Email ~ Home or School Address ~ Phone

Share with PTA Council by emailing directory@bcptacouncil.org

or use PTA Council's Google form: <https://forms.gle/ZGjpYwaks2mzVVjj6>

Share with Free State PTA by emailing soa@fspta.org

Sharing your Officer Contact Information is a Free State PTA Standards of Affiliation requirement.

PTA Council Leadership Contacts

Officers:

President: Leslie Weber, president@bcptacouncil.org

VP for Leadership: Jayne Lee, baltimorecountyppta@gmail.com

Area VP Northwest Area: Ryan Coleman, avpnwnc@bcptacouncil.org

Area VP Southeast Area: Will Feuer, avpsenc@bcptacouncil.org

Secretary: Andra Broadwater, secretary@bcptacouncil.org

Treasurer: John Ryan, treasurer@bcptacouncil.org



Committees:

Advocacy & Legislation: Beth Jarrett, legislation@bcptacouncil.org

Awards, Recognition & Scholarships: Open

Communications: Hope Metzler, communications@bcptacouncil.org

Curriculum & Instruction: Carrie Horwitz Lang, curriculum@bcptacouncil.org

Exceptional Students Subcommittee: Jason Dowell, exceptional@bcptacouncil.org

Extension: Emory Young, extension@bcptacouncil.org

Family, School & Community Partnerships: Ramona Basilio, familyschool@bcptacouncil.org

Health & Safety: Andra Broadwater, health@bcptacouncil.org

Justice, Equity, Diversity & Inclusion: Tyrone Bullock, Jr., diversity@bcptacouncil.org

Nominating Committee: Vacant

Reflections: Hope Metzler, reflections@bcptacouncil.org

Representatives:

Baltimore County Student Councils: Toyosi Dada

Baltimore County Public Schools: Sue Hahn, shahn2@bcps.org

Teachers' Association of Baltimore County: Kelly Olds