



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 2022 | BULLETIN

President's Letter

WELCOME to the 2022-23 school year! We're excited about the upcoming year for many reasons.

First, we hope we're finally moving past the pandemic and that schools and PTA units will be operating in a more normal way this year. Many units were negatively affected over the past couple of years. Please know that PTA Council will continue to be a link to training, resources, services, and advocacy.

District Transportation - PTA Council is closely linked to the BCPS Office of Family and Community Engagement through board member Sue Hahn, who facilitated a virtual meeting on July 14th between Deputy Superintendent Dr. Yarbrough, Chief of Staff Ms. Charley-Greene, PTA presidents, and PTA Council to discuss transportation issues. Thanks to all presidents or delegates who attended. The session was extremely well-received, and participants indicated an interest in having monthly meetings to cover different subjects. This is a big step forward in increased communications and engagement between the school system and PTAs.

Equity - Thanks to Sue Hahn's encouragement, we applied for a National PTA grant with an equity focus. Even if we don't win, we'll still carry out facets of the proposed plan.

Events - We've been busy attending some big events. On 7/27 Family-School and Community Partnerships Committee Chair Ramona Basilio and I attended the BCPS Partnership Fair and on 8/2 we attended the BCPS Community Schools Symposium. Southeast Area VP Will Feuer, who serves on the BCPS Community Schools Steering Committee, was also there. Both were amazing events and we turned out to be quite popular at both. PTAs are a big part of Family Engagement, so many principals and Community School Facilitators reached out during and after the events to talk about starting, restarting, or growing PTAs at their schools. PTA Council has advocated for years for the community school model, which offers a strategic, partnership-based, holistic approach to serving students and their families by having some schools become community hubs.

Free State PTA Convention - The 7/28-31 Free State PTA Convention had great participation from Baltimore County PTA leaders and Council board members. Since past Council President Jayne Lee (current VP for Leadership) serves as FSTPA's Secretary and on several committees, she was an integral part of making the event a success. I learned so much; FSPTA and Council will share resources.

Workshops & General Meeting - Our annual Fall Workshops and General Meeting will be held on *Thursday, September 29th at 7pm 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 6 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 or any of our officers listed on the website for ANY HELP YOU NEED!

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



Leaders' To-Do List

SEPTEMBER

- ▶ Conduct general membership meeting, adopt 2022-23 PTA budget
- ▶ Sell memberships at dues level(s) decided upon by your board
- ▶ PTA Council dues due 10/1; invoice (\$5/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, 9/29, 7pm at Loch Raven High School cafeteria
- ▶ 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 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. 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. 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. 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!

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>

Council Dues

Dues are only \$5 per unit again this year, as voted upon by the PTA Council Board of Directors, which recognized the continuing issues created by COVID-19.

We can't completely waive dues because of a stipulation in our bylaws (dues were 50¢/member based on last year's membership numbers).

Council dues are separate from Free State PTA and National PTA dues. Invoices for Council dues are in the Back-to-School Package sent to units via BCPS interoffice mail.

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. Members enjoy many benefits:

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

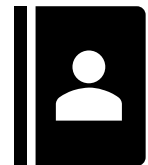
Start Your PTA Year Off Right; Get Your Kit!

[Local Leader Kit | National PTA](#)

BCPS Parent University

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

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



Membership

We strongly recommend that your unit use MemberHub, which allows you to sell memberships online (MemberHub has found that this increases membership by about 34%), 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 MemberHub, contact Free State PTA Membership at membership@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 until Free State PTA can do so. Use 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 MemberHub):

<http://www.bcptacouncil.org/resources/membership/>

Visit the National PTA website for Membership Campaign info:

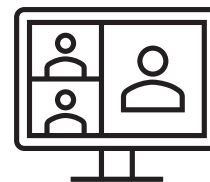
[Membership Resources - Run Your PTA | National PTA](#)

Free State PTA Update

Free State PTA is strong and hard at work! This was clear at the first Annual FSPTA Convention which was held virtually July 28 to 31. The workshops were informative and engaging. All 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 included:

- 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!



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!).

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 (adapted from Free State PTA Convention training materials)

- 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 6/30/22; meet after 7/1/22 once June bank statement has been received and reconciled
 - ✓ Copy sent to Free State PTA (jlee@fspta.org) by 10/30/22

- ✓ 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

2022-23 PTA COUNCIL CALENDAR

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

- September 29, 2022: Fall Workshops and General Meeting, 7pm Loch Raven High School cafeteria
- 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



Fall Workshops & General Meeting

MARK YOUR CALENDARS!

Thursday, September 29, 2022 at 7pm

Loch Raven High School's Cafeteria

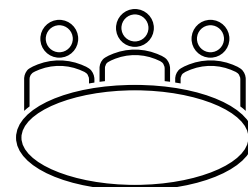
Training sessions to run your unit successfully - all are welcome to participate!

Watch for an invitation and details via email!

Board of Directors' Meetings

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

- 2022: September 1, October 6, November 3, December 1
- 2023: January 5, February 2, March 2, April 13, May 4, June 1





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 "*Show Your Voice!*".

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. Here are a few dates to start you off:

- National Arts in Education Week, September 11 - 17, 2022
- National Arts and Humanities Month, November 2022

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

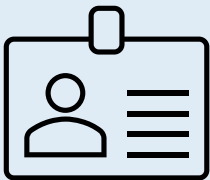
Hope Metzler

reflections@bcptacouncil.org.

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

Share with Free State PTA by emailing Secretary Jayne Lee, jlee@fspta.org

PTA Council Leadership Contacts

- ❖ President: Leslie Weber, president@bcptacouncil.org
- ❖ VP for Leadership: Jayne Lee, baltimorecountyppta@gmail.com
- ❖ Area VP Central Area: Christina Pumphrey, avpcanc@bcptacouncil.org
- ❖ 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: Christina Pumphrey, awards@bcptacouncil.org
- ❖ Communications (Social Media, Publicity): 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 (previously Diversity & Inclusion): Vacant
- ❖ Nominating Committee: Vacant
- ❖ Reflections: Hope Metzler, reflections@bcptacouncil.org

Representatives

- ❖ BCPS: Sue Hahn, shahn2@bcps.org and Charlie Herndon, cherndon@bcps.org
- ❖ TABCO: Marcie Cooke, mcooke@mseanea.org
- ❖ BCSC: TBA

Contact us!



PTA Council of Baltimore County, President Leslie Weber, c/o Seneca Elementary School

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www.bcptacouncil.org