



The BEACON

Brought to you by the Anne Arundel County Council of PTA's, Inc.

Volume 12, Issue 1

September/October 2010

Letter from the President



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Dear Members,

So another year is off and running. Running is a common theme in my days of being your new Council President. Over the Summer I attended some great workshops at the Maryland PTA Summer Leadership Conference. I was glad to see many new and old faces from Anne Arundel County. I look forward to seeing even more faces at our Networking Breakfast on October 2nd at Pasadena ES, and the upcoming MD PTA State Convention on November 12th and 13th. Keep your eyes open for information on both of these.

In this issue you will find information regarding 990's, Reflections, and Parent Involvement Conference info from the Office of School and Family Partnerships. You will also find PTA Grant information and deadlines, and a timeline for keeping your local unit in good standing year round.

Just like your Council PTA, the Beacon is a resource and as such should be shared with anyone who is curious. Your Council is available to help with your questions, training needs, audits and advice. Please take advantage of us. We have many cumulative years of experience on our Board.

Maryland PTA also offers onsite/in school professional development opportunities for your PTA to meet the operational training needs of your volunteers. You can request veteran trainer's visit your PTA. Maryland PTA will work with you online to assist in the development of your PTA programs, help increase your membership to assist in implementing those programs and increase parent involvement. For a full schedule of training opportunities or to schedule a training program visit www.mdpta.org or contact the office at 1-800-707-7972 or officeadministrator@mdpta.org.

Many exciting and sometimes challenging days are ahead, PTA is still the strongest Child Advocacy organization on the planet, we need you, the children need us, and we all need each other. Answers, Concerns, Help, are all just a click, or a call away aaccpta@comcast.net, 410-562-6506, or the President directly at president@aaccpta.org

Sincerely,

Ray Leone

President
AACCPA Inc.

PTA CHECKLIST:

A timeline to keep your local unit In Good Standing

JUNE

- Prepare treasurer books for yearly Financial Review (audit).
- Prepare year-end Treasurer Financial Statement (In Money Matters)*.
- Send your *newly* elected officer's Information to **Anne Arundel County Council of PTAs (AACC-PTA)** and **Maryland PTA (MD-PTA)**.

JULY/AUGUST

- Create a budget.
- Bylaws: update and submit to MD-PTA – every three years even if there are no changes.
- Review Incorporation status (www.dat.state.md.us->business data search).
- Conduct financial review (audit)* for the fiscal year ending June 30. This is to be done yearly. Submit a copy of the Review to AACC-PTA and MD-PTA.

SEPTEMBER

- Submit Council Dues to AACC-PTA (\$85 for 2010-2011 school year). Due no later than Nov. 1.
- Submit monthly Membership Dues to MD-PTA.

OCTOBER

- Payment for Insurance and Bonding due to BB&T Insurance Services of California (see May for Invoicing detail).
- Submit monthly Membership dues to MD-PTA.

NOVEMBER

- Federal Tax Form 990s are due Nov. 15th (if your fiscal year ended June 30). File annually, *regardless of income*. Keep a copy. Failure to file can result in a \$10,000 fine.
- Submit copy of the tax form 990 to MD-PTA. Failure to do so can result in revocation of unit charter and non-profit status.
- Council Dues deadline is Nov. 1.

DECEMBER

- Submit monthly Membership dues to MD-PTA.

JANUARY

- Submit monthly Membership dues to MD-PTA.

FEBRUARY

- Check the mail for the Maryland Personal Property Tax Form from the Department of Assessments and Taxation. This form is due April 15th. It covers the calendar year, not the fiscal year.*
- Submit monthly Membership dues to MD-PTA.

MARCH

- Return unused PTA Membership cards to MD-PTA by March 31st.
- Reconcile payments to Maryland PTA with unused cards. *NOTE: Your unit will be charged for unaccounted-for membership cards.*

APRIL

- Maryland State Personal Property Tax Form (and any payments) are due April 15th. Failure to do so can result in revocation of unit charter and non-profit status. *Every unit must submit this form. Keep a copy for your records.*

MAY

- BB&T Insurance Services will send an invoice for Insurance and Bonding. Make the check payable to BB&T Insurance Services of California, Inc.
- Each unit must hold elections to select officers per your local unit Bylaws.

Anne Arundel County Council of PTAs:

610 Londontown Road
Edgewater, MD 21037
410.562.6506
annearundel@mdpta.org
www.aaccpta.org

Maryland PTA:

5 Central Avenue
Glen Burnie, MD 21061
410.760.6221
800.707.797
410.760.6344 fax
office@mdpta.org
www.mdpta.org

* indicates areas where the Anne Arundel County Council can provide hands-on assistance.

MDPTA offers regional training for new and returning officers and committee chairs.

AACC-PTA offers new officer training each May. See aaccpta.org for date and location.

MD-PTA offers free regional trainings throughout the state, check the website: www.mdpta.org for dates and locations.



AACCPTA will waive one lucky locals Council Fee's for the 2010-2011 School Year *\$85.00

On October 2nd at 9am, we will be having our annual Networking Breakfast at Pasadena Elementary School. AACCPTA would like to ask each PTA planning on attending to bring with them to the breakfast some ideas for discussion....perhaps it's a question that keeps coming up at your monthly meetings? Or maybe an issue that your community feels could use some attention? Is there an idea that you feel Anne Arundel County Public Schools should be aware of? Is there a change you would like to see with the curriculum in place in your school? Does your school community feel passionately about a program or a policy that is in place?

Often the best ideas for change and improvement come from the trenches...and we ALL are involved right at the heartbeat of public education, in our schools, with our children and families, as participants. We have come up with what we hope will be a great motivation for you to participate in this gathering of ideas... each school that brings at least TWO ideas, suggestions or questions to the Networking Breakfast will have their PTA's name placed in a raffle to have their Council fee for the 2010-2011 school year waived. That is a savings of \$85. Please RSVP to aaccpta@comcast.net, so that we will know how many folks to provide breakfast for.

Good Luck!

Council Contact Information

610 Londontown Rd.
Edgewater, MD 21037
Web site www.aaccpta.org
email; aaccpta@comcast.net
410-562-6506 council phone

Officers:

President: Ray Leone
president@aaccpta.org
410-320-4681
rayleonepta@comcast.net

Vice President: Pamela Bukowski
vicepresident@aaccpta.org

Treasurer: Beverley Madden
treasurer@aaccpta.org

VP Legislation: Elizabeth Leight

Secretary: Dawn Jung

secretary@aaccpta.org

Chairs:

Health and Safety: Regina Cornelius

safety@aaccpta.org

Reflections: Pam Barnes

Reflections@aaccpta.org

Bylaws: Pat Ketterer

bylaws@aaccpta.org

Legislation Chair: Richard Giroux

Parental Involvement: Joanna Bradshaw

CRASC Representatives: Cassie Marino

Payton LaRocque

Is your local a Unit in Good Standing?

(Refer to Article IV of your local bylaws)

Can you report the following?

Current Bylaws - Bylaws have been reviewed and/or amended and submitted to MDPTA for approval within the last three years. The bylaws template is available on line at www.mdpta.org.

- **Payment of Membership Dues** - Maryland PTA (state) = \$1.50 per PTA member and National PTA (national) = \$1.75 per PTA member - Membership cards are sent by MDPTA in sheets of 10. Dues (\$3.25 per member-total) are remitted to the MDPTA office on a monthly basis; state forwards national portion. Individuals can/should be encouraged to join at any time. PTA's must pay for each card or return unused cards to MDPTA office.

- **Maintain membership of at least 25 members** - Only members of a local PTA who have paid dues for the current year may participate in the business of that PTA.

Current incorporation in the State of Maryland - Contact MD PTA for incorporation status or check online at www.dat.state.md.us; click on Business Data Search, then Business Entity Information and follow search instructions.

- **Submit name and address of PTA President and Officers** to the MDPTA office and the AACCPA council email

- **IRS and Taxes** - File the appropriate tax form with the IRS, 4.5 months after end of fiscal year. Form 990N (new effective FY07/08) - if average gross income <\$25,000 over 3 years. Form 990EZ - if average gross income >\$25,000 over 3 years. Form 990 - if average gross income >\$100,000 over 3 years

- **Insurance** - Bonding, liability and directors and officers liability insurance are required. In order to meet the requirements for bonding insurance, a financial audit must be completed at the close of each fiscal year and/or upon a change of Treasurer

Being a unit in good standing allows your local unit to be eligible for membership awards, Reflections Participation, credential cards for National PTA Convention and Maryland State Convention and/or participate in the business of the organization.

*****Reminders*****

1. If you have not done so please remit Council Dues of \$85.00 to AACCPA. Please contact me (treasurer@aaccpta.org) if you are in need of the invoice. Due 11/1
2. Please be sure you have paid your Insurance Premium, by 10/1 (Look for your BB&T invoice, call the MDPTA office if you cannot locate it)
3. 990's are due to the IRS by 11/15 for last year if your fiscal year ended June 31!
4. Be on the Lookout for the **2010 Personal Property Tax Forms**. They should be arriving soon! They can also be accessed on line at www.dat.state.md.us under Business 2010 Personal Property Forms. The due date for this APRIL 15, 2011 and is based on the income for **Jan 2010 to Dec 2010**. The Forms Booklet from MDPTA has an example on how to fill this out. If you have questions please contact me at treasurer@aaccpta.org

Please remember to send copies of Tax Documents to MD PTA Office for inclusion in your office files

Maryland PTA is responsible to keep track of all the locals under its 501c3



410-562-6506 • aaccpta@comcast.net • www.aaccpta.org

September 13, 2010

Dear PTA President,

Anne Arundel County Council of PTAs provides assistance and mentoring for every local PTA/PTSA in Anne Arundel County. This includes but is not limited to: leadership training, auditing services to locals, council awards to local units and members, facilitating grants to area high schools for 'After Prom' activities, and awarding scholarships to graduating seniors.

We partner with the Anne Arundel County Public Schools (AACPS) Office of School and Family Partnerships for parent conferences and represent local PTA units on numerous committees for AACPS (High School Task Force and Middle School Task Force, School Health Advisory Council, Wellness Committee, Superintendent's Parent Involvement Advisory Committee). We are your voice at Anne Arundel County Council hearings and we represent Anne Arundel County PTAs on the Board of Directors for Maryland PTA. However, to do all that we do we must depend on the dues from our local PTAs. **This is our only means of funding.** The cost of supplies, postage, phone and internet access rise constantly, and your dues help to defray these costs.

The purpose of this letter is to inform you that Council Dues have increased. Over the next two years, council dues will be incrementally increased to \$100.00. **Effective July 1, 2010 for the 2010-2011 school year council dues are \$85.00, and effective July 1, 2011 for the 2011-2012 school year council dues will be \$100.00.**

Please include this increase in your 2010-2011 budget planning. If you have any questions, please feel free to contact me at the email listed below

Thank you

Respectfully,

Beverley Madden

AACPTA's Inc., Treasurer

Treasurer@aaccpta.org

every child. one voice

Making every child's potential a reality

Anne Arundel County Council of PTAs, Beverley Madden, Treasurer
Treasurer@aaccpta.org

Not on Big Tent Yet?

Send your Email address to aaccpta@comcast.net with **BIG TENT** in the Subject line and we will send you an invite...it's FREE

October Calendar

- 1st Interims sent home
- 2nd 9am Networking Breakfast Pasadena ES
- 6th 10am Board of Education Meeting
- 15th School Closed Professional Development Day
- 20th 7pm Board of Education Meeting
- 29th 2hr early dismissal End of 1st Marking Period
- 31st Halloween

November Calendar

- 1st Start of Second Marking Period
- 2nd Schools Closed Election Day (Get out and Vote)
- 3rd 10am Board Of Education Meeting
- 5th Middle Schools Closed National Middle School Conference
- 7th Daylight Savings... Fall Back!
- 12th and 13th Maryland State PTA Convention
- 13th Parental Involvement Conference@ AACC w/ Office of School and Family Partnerships
- 16th Report Cards come home
- 17th Board of Education Meeting
- 18th National Parental Involvement Day
- 22nd and 23rd Parent Teacher Conferences
- 25th Thanksgiving
- 22nd through the 26th Schools Closed Thanksgiving Break

SAVE THE DATES!



General Membership Meetings

- October 2nd 9am-11am Networking Breakfast @ Pasadena ES
- January 5th 7pm Board of Education Riva Rd

Special Events

- November 13th 8:30am-2pm Parent Involvement Conference @ AACC
- November 12th-14th Maryland State PTA Convention Linthicum MD
- March 25th Founder's Day Dinner @ Michael's 8th Avenue

This space is reserved for your great ideas!
Do you have something that has worked great at your school and want to share it?
Send it to the council at aaccpta@comcast.net and we'll share it here...

Message from the AACCPA's' 2010-2011 Reflections Chair

Welcome back for another exciting year of Reflections! We are looking forward to participation from more students and more schools as Reflections continues to grow in Anne Arundel County. For those schools new to the program, don't be afraid to start small and grow as interest grows. A few participants in the first year yields more and more with each successive year. This year's theme is "Together We Can . . ." If your local Reflections chairs have not already reviewed Maryland PTA's 2010-2011 Reflections Book, he or she should do so as there are several updates over previous years. The booklet is available on the Council website and at www.mdpta.org. Please pay close attention to the first three pages of the booklet, as well as the remaining enclosures.

Additionally, please note the following:

1. Council deadline: Officially Monday, January 3, 2011.

However, it has been the custom of this council to allow local units the entire week following the holiday break to remit entries to the Board of Education, 2644 Riva Road, Annapolis. As such, locals may drop their entries off at the Board of Education (Office of School and Family Partnerships – Teresa Tudor) up until noon on Friday, January 7, 2011. Entries must be bundled or otherwise packaged together with school name clearly visible on the outside. Please ensure student entry forms and consent forms accompany artwork. Please submit Local PTA Participation Form and Entrants Form (spreadsheet) electronically to reflections@aaccpta.org.

2. Council judging will take place on Tuesday, January 18, 2011, at the Annapolis branch of the Anne Arundel County Public Library on West Street. All visual arts, photography, and literary entries will be judged on that date throughout the day. Dance choreography, film production, and musical composition will be judged separately.
3. Please ensure that packaging and format are correct before forwarding qualified entries to Council for further judging. Please do not forward entries that do not conform to the stated rules and guidelines. Ensure all visual arts and photography entries are mounted on stiff backing.
4. Local units may forward up to four entries per art form and age category. Please forward only those entries that you consider competitive at the next level of judging.
5. Please ensure that student names are not visible on front of artwork.
6. Official student entry forms must be complete and accurate. Student entries must be accompanied by official student entry form and requisite number of consent forms as applicable.
7. Encourage all students (in lieu of parents) to complete and sign official student entry form. Monitor for legibility and neatness.
8. Be sensitive to and stress the importance of originality. There is no way to enforce originality unless copyright infringements are blatantly obvious.
9. **And please note . . . Local PTAs must meet all Maryland PTA Standards of Affiliation on or before January 1, 2011, in order for your entries to be eligible for judging at the Council level on January 18, 2011. Please contact the Maryland PTA office at 410-760-6221 or officeadministrator@mdpta.org with any questions regarding Standards of Affiliation.**
10. Posters, flyers, logos, general rules, category rules, etc., are available at www.ptareflections.org. However, please be aware that you must use the materials that are specific to Maryland PTA Reflections for the Student Entry Form and the Entrants Forms (spreadsheet).

AACCPA's Inc. OFFICERS

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 president@aaccpta.org
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 vicepresident@aaccpta.org
Dawn Jung Secretary
 secretary@aaccpta.org
Beverly Madden Treasurer
 treasurer@aaccpta.org
Elizabeth Leight VP for Legislation

Phone 410-562-6506
Email aaccpta@comcast.net
Website: www.aaccpta.org
Big Ten Public Page:

www.bigtent.com/groups/aaccptas



PLEASE DELIVER TO:
The Principal
and the PTA President

All items contained in the BEACON are reproducible in your own local newsletter. Please include the following:

“Re-printed with permission from Anne Arundel County Council of PTA’s Inc.”

Also include: Volume #, Issue #, and Date

The Purposes of the PTA

- To promote the welfare of children and youth in home, school, community and place of worship
- To raise the standards of home life
- To secure adequate laws for the care and protection of children and youth
- To bring into closer relation the home, and the school, that parents and teachers may cooperate intelligently in the education of children and youth
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

The Mission of the PTA

- To support and speak on behalf of children and youth in schools, in the community and before Governmental bodies and other organizations that make decisions affecting children
- To assist parents in developing the skills they need to raise and protect their children
- To encourage parent and public involvement in the public schools of this nation