



The BEACON

Brought to you by the Anne Arundel County Council of PTA's, Inc.
Volume 13, Issue 3

February/March 2011

Letter from the President



PTA[®]
everychild.one voice.[®]

Dear Members,

So as I write this, it is 64 degrees outside and spring is teasing us just a little. February is moving right along. With it, we need to be gearing up our Nomination committees. Take a quick peek at those all important Bylaws. Make sure you are looking forward now to replace folks that have terms expiring or filling vacancies. Inside you will find a sheet to help you do just that! Keep your eye on the Mailbox too. You should start receiving your Maryland State Personal Property Returns. Make sure you jump right on those and return them back to the State. They are a very important part of staying compliant.

Coming up in March is our annual Founders Day Dinner and Awards Celebration. This year's theme is "Honoring the Past, Celebrating the Present, and Investing in the Future". Deadlines are fast approaching. February 26th is the cutoff for nominating a Principal and/or Teacher of the Year candidate, as well as nominations for Outstanding Volunteer. We were able to keep the costs down again this year to just \$30.00. Tickets are going fast. If you need forms, please do not hesitate to email us at aaccpta@comcast.net. This year we will also be awarding two Scholarships. Applications for the scholarships are due by February 25th.

For those of you following the Anne Arundel County Public Schools, the Capital and Operating budget process is now well out the gate and making its first full turn. It has been approved by the Board of Education and forwarded to the County Executive. Mr. Leopold will present it along with the rest of the County Budget to the County Council around the middle of April. The County Executive does not hold hearing where testimony can be given. We encourage you, however, to call, email, or mail him and let him know your feelings. The County Council will have hearings in May. We will be sending out Hearing dates and times as we get them.

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, and/or Help are all just a click away at aaccpta@comcast.net or president@aaccpta.org. Your Council is available to help with your questions, training needs, free audits, and advice. Please take advantage of us. We have many cumulative years of experience on our Board, as well as trained trainers. You can always call me directly at 410-562-6506.

The Beacon is a resource. Please, please share it with anyone who is curious.

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 (AACCP-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 AACCP-PTA and MD-PTA.

SEPTEMBER

- Submit Council Dues to AACCP-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.

* 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.

AACCP-PTA offers new officer training each May. See aaccppta.org for date and location.

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

**Anne Arundel
County Council
of PTAs:**

610 Lodontown Road
Edgewater, MD 21037
410.562.6506
annearundel@mdpta.org
www.aacppta.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

- Ability to keep confidential information
- Understanding of PTA Mission, Purposes, and plans
- Understanding of how to build skill sets by position

Election of Nominating Committee:

- The Nominating Committee is elected, as described in Article VI Section 3 of your bylaws. The bylaws state the number of people to be elected to the Nominating Committee. It is always an uneven number.
- Elect the Nominating Committee at least **two** months prior to the election meeting according to the manner described in your unit's bylaws (general membership or board of directors).
- After the committee is elected, the committee will elect their chair.
- When selecting a chair, consider their demonstration of:
 1. Ability to facilitate and resolve difficult discussions
 2. Fairness and objectivity through role modeling
 3. Ability to hold information in confidence
 4. Non bias behavior within their role at the PTA
 5. Integrity and ethical behavior
- The chair, with input from other committee members, sets the first meeting date, time, and place. Hold the first meeting early enough to allow for a second and third meeting, if necessary.

Conducting Nominating Committee meetings:

- Conduct the meeting only if a majority of the committee is present. All committee members should be present at the meeting, if possible.
- Allow sufficient time to interview, study and discuss candidates.
- Matters discussed by the Nominating Committee are **strictly confidential**. No names should be revealed until they are released according to established procedures.
- Committee members themselves may be nominated for office. They should be excused from the room while their nomination is being considered and may return to vote.
- Committee meetings are open only to committee members. Discussions must be open and honest, and above all, confidential. Should confidentiality be breached, it is the chair's responsibility to counsel the member. If the chair breaches confidentiality, it is each member's responsibility to bring it to the attention of the President.
- In contacting potential nominees, the nominating committee chairman (or other designated committee member) should:

Nominating Committees continued...

- Give a clear indication of the responsibilities of the office and how much time may be involved.
- Include any expectation of officer representation at leadership training workshops, council/state PTA meetings and/or the annual convention.
- Never try to talk a reluctant individual into accepting a nomination.
- Never try to 'fill the board' just to have names in place. A vacancy at the time of the election may be filled by a nomination from the floor or later by the newly elected executive board.

First meeting:

- Determine a target date for completion. (Consider upcoming communications, e.g. newsletter, meetings, programs, etc.)
- Develop a "candidate search list" and determine how contacts will be made. Potential nominees should include PTA members who represent the social and ethnic makeup of the school and parent community. (After the election, it is helpful to pass on a list of those individuals who are interested in a committee to the incoming president.)
- Refer to the unit's bylaws for copies of the job duties for each elected position.
- Set the next meeting date before adjourning.

Second meeting:

- If needed, conduct interviews. Ask the same questions of all candidates per position. For example, ask all treasurer candidates the same questions. These questions can be different or the same as the questions you ask of the secretary candidates but ask all secretary candidates the same questions.
- If a complete slate of officers has been selected, complete a Nominating Committee Report, listing all nominees and positions. Date, sign and present one copy to the PTA Board as soon as possible. Retain another copy to read at the election meeting.
- If the slate is not complete, give a Status Report ONLY to the Board, and continue the process until the slate is complete.

When the slate is complete:

- The Nominating Committee prepares and presents a report for the PTA board meeting and the general meeting, listing nominees for each office.
- When all nominees are selected and notification is given to the Board, post one copy of the Nominating Committee Report in the school office, or another visible location, at least 10 days prior to the election meeting or according to bylaws.

Dissolution of Nominating Committee:

A Nominating Committee, unlike other special committees that are automatically discharged when their report is made, has not completed its work until balloting for nominees has begun. If a nominee withdraws before the balloting begins, the Nominating Committee shall present another nominee.

“Common” Nominating Committee Mistakes:

- Forgetting to elect the Nominating Committee at least two months before the election month.
- Failing to provide advance notification to the general membership about when the Nominating Committee will be elected.
- Failing to apprise all members of their eligibility to potentially serve as an officer or on the Nominating Committee.
- Selecting members for officers without first determining what skills and qualifications they have for the position.
- Not actively recruiting new members for leadership positions.
- Assuming that only members who have children in the public school are the best candidates for leadership roles.

As always if you have questions or need help contact us at aaccpta@comcast.net we are here to help!

Want to learn more?

At a time when PTA budgets are tight and schedules are even tighter, e-learning is a solution for members looking to expand their skills cost-effectively and without the need to travel. This e-learning initiative is a step toward achieving PTA’s goal of making all members informed advocates by 2020.

Choose from the following courses, and look for new courses to be added throughout the year. Each course takes 30 minutes to an hour to complete and can be revisited repeatedly for more practice.

- PTA Basics
- Grant Writing
- Conflict Management
- Planning Your New PTA Year
- Parliamentary Procedure
- Running a Successful PTA Program
- Effective Advocacy for Your Child
- Writing and Proposing PTA Resolutions

Log onto www.pta.org/e-learning. You will need the user name and password on the back of your membership card.

Is your school a “Parent Involvement School of Excellence”?

The **Parent Involvement Schools of Excellence Certification** program provides schools with tools to assess and enhance their commitment to parent involvement based on PTA's National Standards for Parent/Family Involvement Programs. After completing the assessment process and submitting an application, schools that meet the parent involvement standards and provide supporting documentation become certified as Parent Involvement Schools of Excellence. Others can use the assessment process to develop a blueprint for improving the parent involvement practices and policies in their schools.

Your PTA can start the process now to see if you are indeed a school with a wide variety of Parent Involvement. Visit the National PTA Website www.pta.org click on the local leaders tab and then programs, scroll down to Parent Involvement Schools of Excellence Certification to learn how to register your school online and access the assessment tools.

Tired of the same old Fundraiser?

We are putting together a list of Fundraisers that work for our May/June end of year Beacon.

Got something that worked?...was lots of fun?...green? Tell us about it at aaccpta@comcast.net (put fundraiser in the subject line).

Health & Wellness Resources WWW.AAHEALTH.ORG

PTA leaders are encouraged to visit www.aahealth.org and click on Parent School Health Guide to access a wealth of information targeted towards making positive changes to increase wellness for students, staff and everyone in the school community. There are printable resources that can be shared at meetings and in newsletters on topics such as Healthy Fundraising Choices, Alternatives to using Food as a Reward at School, and the complete "Tasting Guide" for holding a color based fruit and vegetable tasting event for students. There are additional links on topics of interest for parents including immunization guides, calendars for vision and hearing screenings, an overview of the school health program, and many useful health and safety tips. You'll be surprised at how much information is available on one, convenient website.

FOOD 4 THOUGHT

Do you have a question or suggestion about the food that is served at your child's school? Jodi Risse, Supervisor for Food and Nutrition for Anne Arundel County Public Schools, welcomes your questions and suggestions. Each month, she hosts a show on AACPS TV called "Food 4 Thought" where viewers are given the opportunity to learn more about the work that goes on behind the scenes developing healthy, nutritious and delicious food choices for students. To help make it easier to ask a question or share a concern, AACPS has added a new email option for parents to use: food4thought@aacps.org Ms. Risse will answer a sampling of your questions at the close of each program, and hopes to help everyone in the community learn more about the high quality, nutritionally sound offerings that are available for breakfast and lunch served daily at your child's school. If your

child regularly buys lunch, you are probably already familiar with the myriad of choices on the menu. If you don't know much about what is being served, take a moment to read through the menu planner that comes home in your child's backpack and you'll be surprised to learn what interesting changes are happening on the lunch line! AACPS is dedicated to helping students enjoy eating a variety of healthy food options that can fuel their day for learning and fun!

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

*****Reminders*****

1. 990's are due to the IRS by 11/15 for last year if your fiscal year ended June 31!
2. 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
3. Make sure you are staying on Top of Quarterly SALES TAX payments with the State of Maryland
4. Are your Bylaws set up with a fiscal year of July 1 to June 30? If not we need to help you make some changes, please contact us so we can help you make this much needed change!

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

Anne Arundel County Council of PTA's Inc. Statement of Local Services Provided 2010-2011

Local Dues, which average \$7,200.00 per year, and are assessed at a rate of \$85.00 per school are spent on two Training opportunities per year.

1. A Networking Breakfast where locals are encouraged to share ideas and problems in a group setting with Council Oversight to solve typical membership struggles and share parental involvement ideas.

Locals are provided with Standards of Affiliation timelines and Council Contact information as well as information on school system access, typically attended by current and former board members and the superintendent.

2. A Spring Leadership Training and Vendor Fair, 2 rounds of 45 minute Leadership workshops and a General meeting.

Local dues also finance:

- A Reflections Reception in February
- The Founders Day Awards at the Dinner in March, with awards for Outstanding Volunteer (1 per PTA school), Outstanding Principal and Outstanding Teacher (System wide PTA schools only). We also award unit citations based on Standards of Affiliation and other criteria.
- A PTA Legislative Meet and Greet with Local Legislators

AACCPTA also interfaces with the Anne Arundel County Local Management Board and the Anne Arundel County Police Department to facilitate the distribution of After Prom Event grants for all 12 High Schools, PTA and Non PTA. We also partner with the Anne Arundel Teen Summit to help facilitate the parent portion of that event each spring at Annapolis Senior High.

As a council beyond training both locally and at our two scheduled events, we offer free audits and leadership advice on an as needed basis with 4 available auditors, 1 Parental Involvement trainer (TCBI Certified), and occasional help from several past officers. We also represent the PTA on at least 10 different committees or county groups, including the Anne Arundel County Board of Education Nomination Committee, AACPS Parental Involvement Advisory Council (PIAC), Coalition of Safe Communities (CSC) and the Youth Suicide Awareness Committee.

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

February Calendar

- 21st President's Day All schools Closed
- 22nd PTA Reflections Reception at the Board of Education Riva Rd 7pm
- 25th Deadline for PTA Scholarship Applications
- 26th Deadline for Founders Day, Tickets, Nominations for Outstanding Volunteer, Teacher and Principal of the Year

March Calendar

- 4th Interims come home
- 8th-23rd MSA- Maryland School Assessment Administration (Grades 3-8)
- 25th PTA Founders Day Awards and Dinner 6pm (ticketed) Michael's Eighth Ave 6:30pm
- 28th-4/15 MSA Science Test Administration (Grades 5 & 8 only)
- 31st End of Marking Period

April Calendar

- 1st Beginning of the 4th Marking Period
- 7th Parental Involvement Conference Featuring John Hodge, Abundant Life Church

- 4th-8th HSA (Senior Administration)
- 13th Parent Workshops To Go AACCC @ Arundel Mills
- 15th Report Card Distribution
- 18th-25th Easter/Spring Break Schools Closed

(Details on both the 7th and 13th soon from the Office of School and Family Partnerships)

SAVE THE DATES!



General Membership Meetings

May 26th 6p-9p Leadership Training FREE

With a Vendors hall (tired of your Fundraiser Look here)

Special Events

February 22nd Reflections Reception

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...

Anne Arundel County Council of PTA's Awards and Recognition Dinner

“Honoring the Past, Celebrating the Present and Investing in the Future.”
March 25th 2011 6:30-8:30pm

Important things you need to know about: The Founders Day Awards Dinner

- Awards Packets are due by **February 25th**. Everything you need is on the Founders Day tab at aaccpta.org
- To Qualify for Certificates of Merit, or Distinction, or a Plaque of Excellence you must be a “unit in good standing”, and your PTA dues must be up to date.
- Certificates of Appreciation are free up to 10 and \$1.00 for each additional award, PTA dues must be up to date.
- Outstanding Volunteer, you can submit only one name per unit, with a one sheet description of their exemplary contributions, nominees must be present to receive award.
- Make the award extra special and give your Outstanding Volunteer a PTA Lifetime Membership and help the Maryland PTA Scholarship Fund (e-mail rayleonepta@comcast.net for more details)
- Outstanding Principal and Teacher awards are a great way to show that special person you recognize their contribution, all applicants will be informed of their nomination. Nominees are encouraged to attend.
- Cost is just \$30.00 per person.
- We sponsor a Silent Auction with some great items to raise money for our annual Scholarship awards.
- Got something to donate? Contact Beverly Madden at bevann37@yahoo.com

We hope to see you there!

AACCPA's Inc. OFFICERS

Ray Leone President
 president@aacpta.org
Pam Bukowski 1st Vice President
 vicepresident@aacpta.org
Dawn Jung Secretary
 secretary@aacpta.org
Beverly Madden Treasurer
 treasurer@aacpta.org
Elizabeth Leight VP for Legislation

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

www.bigtent.com/groups/aacptas



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