



August 15, 2006

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**Visit our web site**

[www.mccpta.net](http://www.mccpta.net)

**Greetings!**

*The start of the school year approaches; heralded by the arrival of bus routes, supply lists, and plenty of dates to put on your calendars. PTAs should also be gearing up for the start of school. Open houses, welcome back picnics, and back to school nights are great opportunities to recruit PTA members and volunteers. The National PTA has begun a two year drive to increase PTA membership and MCCPTA has been given the goal of increasing its membership by almost 9,000 members this year. Growing your membership rolls is always a good thing for locals as it increases your base of supporters, helps your financial picture, and strengthens your voice. Our Membership Chair is working to bring you supporting materials for your membership drives.*

Maryland PTA has mailed out packets of membership cards to local schools. Make sure your membership chair receives the cards and the treasurer receives the bill from the state. This payment, due November 1, will cover state and national dues (total of \$3.25 per member). MCCPTA will bill you in October for its portion of your dues which was increased to \$1.00 this year.

If you haven't received your red office depot box (mailed to schools) you should soon, these were mailed out in waves so some of you may still be waiting for it. This box contains a membership handbook from National PTA and handbooks on programs and money matters. Make sure to pass these materials along to the appropriate people and to look through this kit to see what else you can use for your local PTA. MCCPTA handbooks were ponied to schools in June; these handbooks are also available on our website.

All PTAs should also have received a folder from the Interagency Coordinating Board (ICB). This explains how to reserve space in your schools for PTA functions and contains a fee schedule. The deadline for priority use was August 15; if you haven't reserved your school for your PTA meetings and events, do so right away.

My previous letter contained a schedule of volunteer coordinator trainings from MCPS. This schedule is being reworked to move some of the trainings earlier in the day and at least one to the evening to be more convenient for parents. When MCPS is finished with the reworked schedule, I will send it out via the President's listserv—please forward it to your volunteer coordinator.

If you haven't sent in your blue book information sheet or filled this out online at our web site, please do so right away. The blue book is the MCCPTA directory which will contain contact information for all local PTAs and MCCPTA Board members. PTA presidents, delegates, and other interested PTA members should sign up for our list serves. All presidents are added to our Presidents list to receive announcements. Bulletin is an announcement only list which sends out notices of MCCPTA, MCPS, and community events. All MCCPTA meetings will be announced through Bulletin. If you want to chat about issues, ask questions, and read what people are thinking then you should sign up for Delegates too. MCCPTA\_Board is for Board of Directors members, they will be entered automatically as their contact info is received by the office. All information on how to sign up for Bulletin and Delegates is on our web site.

We are planning a PTA training conference on Saturday, October 7 from 9:00am to

1:45pm at Carver (BOE). We will have 21 different sessions which are listed later in this mailing. Whether you are a total neophyte or an old hand there will be something for you. I urge all PTA presidents to encourage their executive board and other interested PTA members to attend, and to get their vice presidents to attend one of the president's training sessions. A packet of information and complete schedule will arrive via the pony before Labor Day.

The MCCPTA officers have now visited all six areas of the county and met many of you. We heard many concerns big and small and we are now working to direct these concerns to the appropriate committees and to keep these issues before us as we enter this new school year. Thank you to everyone who took the time to come out and meet with us.

MCPS has updated some Grading and Reporting Guidelines which are available on the MCPS web site at <http://www.mcps.k12.md.us/info/grading/> See the Grading and Reporting committee update for more information on grading and reporting. MCPS will give a major update to the BOE on September 14, 2006, which will include the release of 8 reports. These reports contain the results of surveys and focus groups with students, staff, and parents over the 05-06 school year.

MCCPTA has been participating in the MCPS HSA Communications Workgroup which has been meeting over the summer to rewrite HSA Informational Guide for parents. It is the goal to have this translated in several different languages and handed out by Back to School Night. A one page reference guide has also been created noting graduation requirements and HSA requirements. This workgroup will continue to meet in the fall to discuss further how to get the word out regarding HSA's to parents and students.

Cluster coordinators should be setting up their meeting schedule for the 06-07 school year. Presidents or their representatives should attend the cluster meetings to make contacts with other PTAs in your cluster and to have the opportunity to trade notes and discuss issues of concern. Area vice presidents and cluster coordinators should be meeting with their Community Superintendents and Directors to discuss the upcoming year and to give them the schedule of cluster meetings. With all the turn over in personnel in these positions, there must be plenty to discuss!

At our first delegates assembly on September 26, we will have brief reports from many of our committee chairs to let you know what work they do for MCCPTA followed by a committee fair. We have one resolution on Health Technicians to introduce, the text follows on a later page. Our second DA of the fall will include a

Candidates Forum for the Board of Election candidates. This is on October 24 at 7:30pm. As the election season heats up this fall, please remember that while you can participate in the electoral process as private citizens, you may not do so in your official capacity as PTA leaders. More information on election guidelines is available at our web site.

The Board of Education will tentatively approve a revised Middle School Policy this fall and the Board's policy committee will be discussing whether to craft a new policy on the role and format of Public Testimony. MCCPTA will undoubtedly have comments on both of these actions—stay tuned. Many local PTAs may not realize that the Board of Education frequently places more weight on the quantity of comments received than on the quality of the comments on their policy revisions. For that reason, we urge local PTAs to write to the Board of Education even when MCCPTA is writing on behalf of all its members. A large part of a PTA's role is advocacy, so weigh in when your delegates bring issues to your PTA.

All principals received a memo from Mr. Larry Bowers, COO of MCPS, this July reminding them of Health Department guidelines regarding food preparation. It asks that schools planning pot lucks or such have parents bring ingredients to school to have them prepared under the direction of cafeteria personnel. It remains to be seen how strictly principals will enforce this, but I wanted you to be aware of this directive. The memo also states that after school bake sales are not affected by this and that schools can serve hotdogs without cafeteria personnel. A further point was to ask principals to ask their staff to avoid using candy as a classroom reward. If your parents have concerns with teachers giving out treats, you can remind the school that this message also came from the top.

I would like to urge all PTA leaders to think hard about how they can reach out to all segments of their parent communities. Do you have bilingual parents who can be listed as resources for non-English speaking parents? Do you have a parent who can translate flyers and newsletters into a second language? Are you aware that personal contact crosses barriers that emails and letters can't? Make sure your meetings start with welcome and introductions so that new people don't sit there thinking that everyone knows everyone else except them.

I hope all of you enjoy these last few weeks of vacation.

*Jane*

# **MCCPTA Training**

*Saturday, October 7, 2006*

*9:00am—1:45pm*

*Carver Educational Services Center  
850 Hungerford Drive, Rockville*

- 9:00-9:30**      **Registration, coffee and light breakfast**
- 9:30-10:45**      **Session One, select from: Delegates, New Presidents, Secretary, Treasurer, Membership, Emerging Leaders, Cluster Coordinators/AVP**
- 11:00-12:15**      **Session Two, select from: Cultural Arts, School Improvement Plans (SIP), Advocacy, Outreach, Effective Meetings, Newsletter, Facilities/CIP**
- 12:30-1:45**      **Session Three, select from: Test Data/AYP, ES fundraising, HS presidents, MS presidents/issues, Bylaws, Reflections, Volunteer Programs**

**Session Three includes a boxed lunch**

***Put this on your calendar today!***

## **Grading and Reporting (update 8/2/2006)**

*Elementary Schools:* This fall the 17 schools which piloted the grades 1 & 2 electronic report card, along with two of the four new ES, will continue with the grades 1 & 2 electronic report card and also use the grade 3 tools being developed (grade 3 is not electronic yet.) The grade 3 tools have not yet been given to the 19 schools, but will be provided before the start of the 06-07 school year. Tools refers to the content standards schools will use to evaluate student achievement. These 19 schools will field test the electronic grade 3 report card in 07-08.

All other ES, in grades 1 & 2, will be using standards based tools to generate a traditional report card in 06-07. This means that they will be using all the documents and standards based categories that the pilot schools used last year, but not in an electronic format. This is to get them ready for full implementation of the electronic grades 1 & 2 report card in 07-08. ES will use Pinnacle in 07-08 in grades 1 & 2.

In 08-09, all ES *might* implement the full grade 3 electronic report card. MCPS is uncertain whether the grade 3 report card will be fully ready at that time, specifically whether there will be enough time to incorporate everything they will learn during the 07-08 field test by fall 2008. MCPS still does not know if grade 3 will continue with an A, B, C grading system or switch to a different code.

*Secondary Schools:* attached is a list of secondary schools which will be using Pinnacle and Edline in 06-07. Edline has been renamed "OARS" which stands for Online Achievement Reporting System. Principals decided whether to implement Pinnacle this year or wait until 07-08. If a school is implementing Pinnacle and OARS, then their teachers should get training before school begins. The office of Professional Development has conducted core training for these schools (core means building administrators, staff development teachers, reading specialists, and literacy coaches.) These staff will conduct in school training for teachers. Staff in the remaining schools will attend training before fall 2007. The pinnacle software has been customized to automatically include features of the MCPS grading system, such as the procedures to be followed on rounding up grades, not allowing homework for practice to be counted as more than 10% of a grade, and the 50% floor on attempted work.

The guidelines on reteach/reassessment and homework are to be re-released to all secondary schools based on the final refinements which came out of the One Text committee. MCPS has also put together a document called the "Look Fors". This is a list of items that parents and others should observe in their child's school if the school is properly following procedures. The Office of School Performance (OSP) will make these "look fors" part of their regular monitoring process.

MCPS will be working on developing an interim regulation for the grading and reporting policy in the fall. To date it has been guided by something called the operational framework. One text has been disbanded, but GRIT (Grading and Reporting Implementation Team) continues.

**Schools Implementing Edline/Pinnacle  
August 2006**

|    | <b>High<br/>Schools</b> | <b>Middle<br/>Schools</b>   |
|----|-------------------------|-----------------------------|
| 1  | Seneca Valley           | Argyle                      |
| 2  | Clarksburg              | Robert Frost                |
| 3  | Wheaton                 | Roberto Clemente            |
| 4  | Gaithersburg            | Kingsview                   |
| 5  | Damascus                | Shady Grove                 |
| 6  | Einstein                | Martin Luther King Jr.      |
| 7  | Watkins Mill            | William H. Farquhar         |
| 8  | Walter Johnson          | North Bethesda              |
| 9  | Wootton                 | Thomas W. Pyle              |
| 10 | Quince Orchard          | Cabin John                  |
| 11 | Northwood               | White Oak                   |
| 12 | Bethesda-Chevy Chase    | Silver Spring International |
| 13 | Rockville               | Forest Oak                  |
| 14 | Northwest               | Julius West                 |
| 15 | Poolesville             | Sligo                       |
| 16 | Hubert Blake            | A Mario Loiederman          |
| 17 | Robert F. Kennedy       | Herbert Hoover              |
| 18 | Richard Montgomery      | Rosa Parks                  |
| 19 | Col. Zadok Magruder     | Neelsville                  |
| 20 | Paint Branch            | Parkland                    |
| 21 | Winston Churchill       | Montgomery Village          |
| 22 | Sherwood                | Benjamin Banneker           |
| 23 |                         | Briggs Chaney               |
| 24 |                         | Francis Scott Key           |
| 25 |                         | Takoma Park                 |
| 26 |                         | Gaithersburg                |
| 27 | RICA                    |                             |
| 28 | Mark Twain              |                             |

## MCPS Wellness Policy Update

Wellness: Physical and Nutritional Health (JPG, JPG-RA) is a new policy and regulation for the 2006-2007 school year. The policy brings together the nutrition, health, and physical education curriculum as well as the school meal program to create a school environment that promotes physical and nutritional health by teaching and modeling healthy behavior that fosters academic success. MCPS will encourage student to take responsibility for their own health, to adopt healthy eating habits, and to incorporate physical activity into their daily lives by providing opportunities and instruction that support a healthy lifestyle. The approved policy and regulation are both available on the MCPS website. Included in the regulation are very specific nutritional standards for foods and beverages sold to students during the instructional day.

Here are some of the FAQs on the school meal program.

### School Meals – What Everyone Wants to Know

What guidelines are used to create the menus? How are decisions made about what type of food is offered? Menu planning is a delicate balance incorporating many different factors. In addition to requirements established by the United States Department of agriculture (USDA), MCPS Division of Food and Nutrition services (DFNS) personnel take into account issues such as food safety, cost of menu items, seasonality, ease of preparation and storage and, of course, student preferences. Also, USDA “donates” a variety of foods each year that must be incorporated into menu offerings.

MCPS works with food vendors to provide foods that not only taste good, but are low in fat (i.e. low fat cheese on pizza, hot dogs made from turkey). With the large population of children with varying tastes and cultures, DFNS staff work to balance introducing new foods and providing the tried and true foods that children love to eat – pizza, healthy hot dogs, hamburgers, corn, potatoes, and green beans. New offerings are tried in test areas with students and, if popular, are introduced to the full student population. Sometimes a food may test well but not be successful in the larger market. Sometimes a menu item is successful for a while and then its popularity declines. DFNS personnel monitor all these variables and modify the menu items based on their evaluation of those changing condition.

Menus are also planned on a rotating schedule during the school year so the different menu items are offered for a specified period of time and then replaced with new offerings. Product rotation allows not only for more efficient planning, ordering and preparation of meals but also allows for a greater variety of items that can be offered throughout the year.

#### ***What a la carte offerings are available at my child’s school?***

The availability of a la carte varies among schools, but is generally more readily available at middle and high schools than elementary schools. A la carte items range from items on the planned menu to snacks and beverages. Snack-type items must meet specific guidelines approved by the Board of Education. Items in vending machines at the middle and high school level must also meet the MCPS guidelines.

#### ***My child has special dietary needs. How does MCPS provide for them?***

DFNS provides nutrient and allergen information for menus to help parents discuss “best choices” with their children.

Several meatless options are available each week for students who prefer vegetarian-style eating.

#### ***Where can I get more specific information about school meals?***

Menu and a la carte nutritional requirements, specific nutrient and allergen information, and additional information can be found on the DFNS website at [www.mcps.k12.md.us/departments/foodserv/](http://www.mcps.k12.md.us/departments/foodserv/)

# MCCPTA Committee Updates – August 2006

**(Please note: Additional Committee updates are shared electronically on the MCCPTA Bulletin)**

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## **Gifted Child Committee Report: Elizabeth Enders Co -Chair, [eaenders@verizon.net](mailto:eaenders@verizon.net) (other co-chair position currently vacant)**

One goal of our committee is to have a GT Liaison for every school; to work with staff to help improve parent outreach on GT issues, to help advocate for accelerated and enriched instruction at their local schools for all students who have the potential to achieve at a high level, and to share information with other schools to help strengthen local programs. If your school does not have a GT Liaison, we encourage you to have at least one PTA member sign up for our listserv to relay messages (see below for sign-up information).

We are working with the staff of the Office of Accelerated and Enriched Instruction to plan the annual training for GT Liaisons.

In addition, over the past few months we have formed a group to plan an open meeting in the fall on improving the language arts curriculum, continued to recruit more GT liaisons and collect contact information, and continued to provide information and connections on the email list. We have met with AEI staff to discuss issues related to the GT policy and its implementation; the global screening process/identification with the GT label being assigned based on the level of service a student is receiving; efforts to promote consistency in implementation of GT services through improved accountability; the language arts curriculum, and the magnet programs. Our committee has researched best practices in ability grouping, actual practices in local schools, and practices at the Center/Magnet programs that could be used in local school GT programs. Lastly, we have been compiling contact information for MCPS employees with input into the GT program to facilitate communication between stakeholders and MCPS.

To join our listserv, send an email to: [GTLiaisons-subscribe@yahoogroups.com](mailto:GTLiaisons-subscribe@yahoogroups.com), or contact Christy Lyons at [christilyons@verizon.net](mailto:christilyons@verizon.net).

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## **Grading and Reporting: Sharon St.Pierre, Chair, [stpierre619@comcast.net](mailto:stpierre619@comcast.net)**

Please refer to report written by Jane de Winter.

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## **Special Education Committee: Diane Dickson [rvdianedickson@yahoo.com](mailto:rvdianedickson@yahoo.com) (Co-Chair); Jennifer Zaranis [jfr4806@juno.com](mailto:jfr4806@juno.com) (Co-Chair)**

MCCPTA Special Education Committee Update

The Special Education Committee met in June and planned the following program schedule for the upcoming school year:

October 11, 2006 7:00-9:00 PM-MCCPTA Special Education Committee Update from the Office of MCPS Special Education and Associate Superintendent for the Office of Special Education and Student Services. This annual kick-off meeting for PTA Special Education Chairs offers an opportunity to learn about the latest in MCPS Special Education programs and service delivery models. Kickoff with Dr. Carey Wright, Assoc. Superintendent Office of Special Education and Student Services, Ms. Gwendolyn Mason, Director, Department of Special Education Services, Ms. Vickie Strange-Moscoco, Director, Department of Special Education Operations will be on hand to present information and answer questions. Contact Jennifer Zaranis at 301-503-4087 or via email at [jfr4806@juno.com](mailto:jfr4806@juno.com) to register or for more information. Please Note New Location: 850 Hungerford Drive, Rockville, MD 20850 Carver Education Service Center Auditorium

October 25, 2006 7:00-9:00 PM-Training/Orientation for New Special Education Chairpersons-New and returning PTA Special Education Chairpersons meet to learn about and refresh ideas for goals for the new school year. Give input as to the important questions that need to be addressed during this year's workshops. The training is open to ALL interested persons;

information packets are given to PTA Special Education Chairs to take back to their respective schools. Contact Jennifer Zaranis at 301-503-4087 or <<http://us.f500.mail.yahoo.com/ym/Compose?To=jfr4806%40juno.com>> [jfr4806@juno.com](mailto:jfr4806@juno.com) to register or for more information. Please Note New Location: 850 Hungerford Drive, Rockville, MD 20850 Carver Education Service Center Auditorium

November 15, 2006 7:00-9:00 PM- Math Disabilities- Speakers: Daniel B. Berch, PH.D. Director of the Mathematics and Science Cognition and Learning Program, National Institute of Child Health and Development, NIH, Leah Casey Quinn, PhD, Pre-K-12 Mathematics Supervisor, MCPS and Deborah

Taylor, Supervisor of Special Education Instruction, MCPS- Beginning as early as preschool, some students have difficulties learning simple math skills that many take for granted. For example, some young children have difficulty learning number names, counting, and recognizing how many items are in a group. Some of these children continue to demonstrate problems learning math as they proceed through school. In fact, 5% to 8% of school-age children are identified as having a math disability.

This program will cover the background of math disabilities and resources in MCPS for addressing it at all levels from pre-school through high school. Please Note New Location: 850 Hungerford Drive, Rockville, MD 20850 Carver Education Service Center Room 114 Board Room

January 31, 2007 7:00-9:00 PM (Snow Date February 21, 2007) All you need to know about Transitioning from a parent, student, transitioning young adult prospective. Members from the MCTrans Group, some young adults will speak about Transitioning.

Contact Jennifer Zaranis at 301-503-4087 or

<<http://us.f500.mail.yahoo.com/ym/Compose?To=jfr4806%40juno.com>> [jfr4806@juno.com](mailto:jfr4806@juno.com) to register or for more information

Please Note New Location: 850 Hungerford Drive, Rockville, MD 20850 Carver Education Service Center Cafeteria

March 7, 2007 7:00-9:00 PM-. What is Culturally Sensitive Instruction? Speakers: MCPS Disproportionality Steering Committee- It is essential that schools recognize, respect and build upon the cultural characteristics and experiences students bring. What we need to do as a community

and other related topics. Questions contact Diane Dickson

<<http://us.f500.mail.yahoo.com/ym/Compose?To=rvdianedickson%40yahoo.com>> [rvdianedickson@yahoo.com](mailto:rvdianedickson@yahoo.com) Contact Jennifer Zaranis at 301-503-4087 or

<<http://us.f500.mail.yahoo.com/ym/Compose?To=jfr4806%40juno.com>> [jfr4806@juno.com](mailto:jfr4806@juno.com) to register or for more information.

Please Note New Location: 850 Hungerford Drive, Rockville, MD 20850 Carver Education Service Center Cafeteria

March 28, 2007 7:00-9:00 PM IDEA Regulations Highlights: What are they and how might they impact our children? Ms. Selene Almazan from the Maryland Coalition of Inclusive Education Inc. will be our guest speaker. The Maryland Coalition for Inclusive Education Inc. (MCIE) is a statewide nonprofit organization dedicated to the inclusion of students with disabilities in their neighborhood schools. Founded in 1988, MCIE provides a variety of services to families and schools. Our mission is to be the catalyst for meaningful and successful participation of all students in their neighborhood schools, through partnerships, advocacy, professional development, and public education. Contact Jennifer Zaranis at 301-503-4087 or

<<http://us.f500.mail.yahoo.com/ym/Compose?To=jfr4806%40juno.com>>

[jfr4806@juno.com](mailto:jfr4806@juno.com) to register or for more information. Please Note New Location: 850 Hungerford Drive, Rockville, MD 20850 Carver Education Service Center Auditorium

May 7, 2006 7:30 - 9:00 PM (Reception 6:30 - 7:15 PM)-The MCCPTA Special Education Recognition Ceremony-The MCCPTA Special Education Committee will recognize the teachers, parents, students and programs that are making a BIG difference in the lives of students with special needs. It's not too early to start preparing those nominations. Ask your school's PTA Special Education Chair for more information or contact Jennifer Zaranis, 301-503-4087 or

<<http://us.f500.mail.yahoo.com/ym/Compose?To=jfr4806%40juno.com>> [jfr4806@juno.com](mailto:jfr4806@juno.com) to register or for more information

We are currently in the process of updating the Special Education Handbooks to be distributed in October. We are also preparing our summer mailing and inviting broader participation in our committee as well as the school level committees.

## **Resolution on Health Technicians (By Wootton Cluster)**

**WHEREAS**, most MCPS Schools have health technician services for only 5 ½ hours;

**WHEREAS**, MCCPTA believes that 5 ½ hours of health technician coverage is insufficient to meet the needs of our children;

**BE IT RESOLVED**, that MCCPTA supports and will advocate for increased nurse/health technician services so that a nurse or health technician will be on duty from ½ hour before the start of the school day to ½ hour after the end of the school day.

# **2006 MONTGOMERY COUNTY CULTURAL ARTS SHOWCASES**

**WHAT:**

**WHEN:**

**September 29, October 3, October 12 & October 13**

**WHERE:**

**CARVER EDUCATIONAL CENTER AUDITORIUM  
850 HUNGERFORD DRIVE, ROCKVILLE, MARYLAND 20850**

**TIME:**

**9:00 am – 2:30 pm**

A DIFFERENT PERFORMER IS PRESENTED EVERY 15 MINUTES.  
THERE IS NO LUNCH BREAK. PLEASE BE PROMPT. EVERY DAY  
HAS DIFFERENT PERFORMERS.

**WHO ATTENDS:**

EVERYONE INTERESTED, IS INVITED AND ENCOURAGED  
TO ATTEND. PLEASE SIGN IN EACH DAY THAT YOU  
ATTEND. ADMISSION IS FREE!

**SPONSOR:**

**MCCPTA/EPI (MONTGOMERY COUNTY COUNCIL OF PARENT TEACHER  
ASSOCIATIONS / EDUCATIONAL PROGRAMS, INC.)**

**INFORMATION:**

SEDA GELENIAN – PRODUCER / COORDINATOR  
CALL –301/540-4180 (h), [sedagelenian@starpower.net](mailto:sedagelenian@starpower.net)  
**(PLEASE DO NOT CALL MCPS)**

**DIRECTIONS:**

From the North, Frederick Rd. becomes Hungerford Dr, becomes  
Rockville Pike (Rt 355). Pass Gude Dr, as you pass Montgomery  
College, turn right at the traffic light (MANAKEE). Carver Educational  
Center is on your left. Park in the lot on your left before the building.  
Proceed to the NORTH ENTRANCE. The Auditorium is immediately to  
your left as you enter.

**OR**

From 95, Take 495, Exit to 270, Take Exit 6 (RT.28) to Rockville. Go up  
the ramp, through the light/cross Rt. 28. Turn left on MANAKEE at  
traffic light. Carver will be on your right. Park in the front of the  
building and use the NORTH ENTRANCE.

**(ALL PERFORMERS PRESENTED AT THE SHOWCASES HAVE BEEN APPROVED BY THE  
SUPERINTENDENT'S COMMITTEE FOR PERFORMANCES IN MCPS)**

# “Must Do’s” for PTAs

## Pursuant to Maryland PTA Bylaws:

1. All PTAs must be incorporated. Go to [www.dat.state.md.us](http://www.dat.state.md.us) to see if your PTA is incorporated and in good standing with the State Department of Assessments and Taxation.
2. All PTAs must carry bonding and liability insurance. MCCPTA carries a blanket policy which covers all local units. In the next couple of months each unit will receive a bill from MCCPTA for their portion of the premium.
3. All PTA checks must be signed by two people - the treasurer and one other authorized officer.
4. All PTAs must submit a copy of their annual Treasurer’s Report and audit report to the MCCPTA Treasurer, Juan Johnson at MCCPTA, 2096 Gaither Road, Suite 204 by pony mail, or MCCPTA, 2096 Gaither Road, Suite 204, Rockville, MD 20850 by US mail.
5. All PTAs must maintain current by-laws. The by-laws must be reviewed and resubmitted every three years.
6. All PTAs must pay annual dues to Maryland and National PTAs and to MCCPTA.

## Pursuant to Maryland State Law:

7. All PTAs must be registered with the Charitable Organizations Division - Office of the Secretary of State ([www.sos.state.md.us](http://www.sos.state.md.us) - and follow the links to “Registering a Charity”).
8. All incorporated PTAs must file a personal property tax return by April 15 of every year in order to maintain their corporate status.
9. If your PTA resells any items, such as gift wrap, plants, candy, it must have a sales tax license and file returns according to the schedule your PTA establishes with the state.

## Pursuant to Federal Law:

10. All PTAs with gross receipts of \$25,000 or more must file Form 990 (with Schedule A) annually. The return is due on the 15<sup>th</sup> day of the 5<sup>th</sup> month following the last day of the organization’s fiscal year. For example, if the local unit’s fiscal year ends on June 30, the 990 must be filed before November 15.

*Questions? Need assistance? Please don’t hesitate to call me! My “job” is to be a resource for you and your PTA.*

**Juan Johnson**

*MCCPTA Treasurer*

[Johnson\\_Juan@yahoo.com](mailto:Johnson_Juan@yahoo.com)

301-512-5566

**PRESIDENT'S LETTER  
MCCPTA  
NORTH LAKE CENTER  
15101 BAUER DRIVE  
ROCKVILLE, MD 20853**

**Pony Mailing**

**AUGUST 2006**

**MCCPTA Calendar 2006-2007**

**Unless otherwise specified all meetings take place at the  
Carver Educational Services Center (850 Hungerford Drive, Rockville, MD 20850).**

|                  |                       |   |
|------------------|-----------------------|---|
| <b>August</b>    | <b>28</b>             | <b>First day of school for students</b>                         |
| <b>September</b> | <b>7</b>              | <b>MCCPTA BOD meeting 7:30pm</b>                                |
|                  | <b>12</b>             | <b>Primary Election</b>   |
|                  | <b>21</b>             | <b>BOE Strategic Planning Forum, Operating Budget, 7pm</b>      |
|                  | <b>26</b>             | <b>September Delegates Assembly: Committee Fair, 7:30pm</b>     |
|                  | <b>29</b>             | <b>Cultural Arts Showcase (see attached flyer)</b>              |
| <b>October</b>   | <b>3, 12 &amp; 13</b> | <b>Cultural Arts Showcase (see attached flyer)</b>              |
|                  | <b>5</b>              | <b>MCCPTA BOD meeting, 7:30pm</b>                               |
|                  | <b>24</b>             | <b>October Delegates Assembly: BOE Candidates Forum, 7:30pm</b> |