

President's Message

Hello everyone! I hope everyone made it through the last gasp of winter. I feel like it's finally time to move on to spring this week. It's nice to look forward to the new growth that spring brings. Many of you will experience the same within your PTAs. Hopefully, by now, your Nominating Committee has been established and is hard at work identifying officer candidates for next year. Sometimes, this can be a difficult process, so I wanted to share some of my own ideas with you. First, **make a plan and get organized**. Know if your current officers are eligible to remain in their positions. If they are eligible, are they willing to remain in their position? Second, **personally ask** people if they want to get involved. I have found over the years (generally speaking of course), when you send out a generic e-mail or flyer, most people do not think you are talking to them and are likely to discard the message. If you approach someone face to face (or even an e-mail specifically addressed to them) and can engage them in conversation, you may be more likely to get a YES! Lastly, **be up front about job requirements**. Be honest about the time commitment required and exactly what the job entails. You want your volunteers to be a good match with their position. The work that your Nominating Committee does is vital to the future of your organization. Do what you can to support them and most importantly, say thank you for a job well done!

Julie Marker
PTA Council President
Frederick@mdpta.org

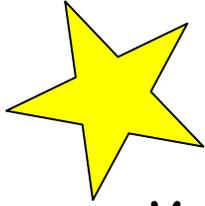
The next PTA Council meeting is on
March 18, 2013 at 7:00 p.m. at
Monocacy Middle School.

This will be a special meeting devoted to the topic of family involvement in our FCPS schools. We will have guest presenters Debbie Bostian and Shari Ostrow Scher, and there will be time for idea sharing for best practices.

Each PTA in good standing has 4 votes on the PTA Council (see your unit's bylaws for your unit's specific voting members). Others may attend as guests.

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FCPS Budget Updates -



Volunteers Needed for the "Budget Brigade"

It is budget season! Between now and June 30th the FCPS fiscal year '14 operating budget and capital budget will be determined by the funding sources (state and county). Information is changing almost daily as bills are submitted in Annapolis and budget workshops are held locally. It is hard to keep up as changes occur.

If you have read the newspaper you know that some of what is being discussed will have far reaching, potentially devastating impacts in schools and for students (discussions include increasing class size, eliminating all sports and extracurricular activities, eliminating extended learning opportunities, eliminating magnet schools, eliminating the staff resource pool, and much more). The budget gap is \$15 million dollars as of the printing of this newsletter.

The PTA Council does our best to keep members informed as changes occur, but we know that not everyone is interested in getting regular updates. For this reason, the PTA Council is looking for members to join the **PTA Budget Brigade**. The Budget Brigade members will receive regular emails from the Council explaining the latest budget proposals and happenings. We know that are PTA leaders/members best serve their schools and students when they are armed with accurate, up to date information.

If you want to be added to the Budget Brigade email distribution list, please send an email to Council 2nd VP, MC Keegan-Ayer at: vp2@frederickpta.org

We will add you to the list and you will begin getting e-mail updates right away!

Membership Info

- * The FINAL membership dues payment must be made to both the Maryland PTA and the PTA Council of Frederick County by **March 31, 2013**. Dues received after that date will not be added to this year's totals.
- * **DON'T FORGET** – Unused membership cards should be returned to Maryland PTA so your unit is not billed for unused cards. You may wish to return cards after your spring elections; they **MUST** be returned by June 30 or your unit will be billed.
- * Please remind your members to activate their membership cards. Information for how to activate the card is printed on the card.

Quick Tips about PTA Nominating Committees from Maryland PTA

PTAs during the months of March and April, PTAs should be in the process of identifying leaders for 2013-2014. PTAs search for leaders by forming a nominating committee, in accordance with the unit's bylaws. Maryland PTA provides this information to help you select the nominating committee and potential officer candidates (the complete document is on the Maryland PTA website, www.mdpta.org)

Nominating Committee-The nominating committee is one of the most important committees in your PTA unit. It is essential that the members of the nominating committee include experienced ongoing leadership as well as newer members. The unit bylaws should outline how the nominating committee members are elected and how many members should be on the nominating committee (Article VI, section 3). The nominating committee members have the responsibility of bringing forward the name of the most eligible person for each elected position. In considering which PTA members are the best qualified to serve in the officer positions, the criteria listed below should be considered and evaluated.

Who is eligible to serve on the Nominating Committee?

Any member who has paid current membership dues in the local unit is eligible to serve on the nominating committee. The principal may serve on the Nominating Committee if elected as any other member. The current PTA President may **not** serve on the Nominating Committee.

What skills should Nominating Committee members possess?

- Fair, ethical and impartial judgment when evaluating people or situations.
- Ability to listen and ask penetrating questions.
- 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).
- The chair is selected by the committee members. The chair, with input from other committee members, sets the first meeting date, time, and place.

Conducting Nominating Committee meetings:

- 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:
 - 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.
- Each potential nominee:
- Must be a PTA member.
 - Must believe in the basic policies and purposes of the PTA.
 - Must be fair and objective and concerned for the best interests of PTA.

- Must be willing to attend training (since training is now required).
- Should have knowledge of the organization and its role in the school and in the community.
- Should be willing to give PTA a satisfactory level of priority and commitment, including attendance at meetings.
- Should be able to work well with people.

First meeting:

- Determine a target date for completion.
- 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.

2013 Maryland PTA Convention Information

Join us on July 12-13, 2013 at the 98th Maryland PTA Convention at the Sheraton Baltimore North in Towson, Maryland. Attendees representing Maryland PTA's nearly 960 units will be in attendance to learn, network, and become re-energized as volunteer advocates for all children. This convention will offer a wide variety of high quality workshops with valuable information, ideas, and resources for PTA members to take back to their schools.

Treasurer's Corner

Hello Treasurers!

❖ FINAL DUES PAYMENTS

The final dues payment is due to be RECEIVED by Maryland PTA and the PTA Council of Frederick County by **MARCH 31st** (received by, not postmarked by). Payments received after March 31st will apply to next year's membership totals.

❖ PERSONAL PROPERTY RETURN

All PTAs incorporated in the state of Maryland must file a Personal Property Return annually by **April 15**. Filing this return serves to provide an annual report of corporate officers and directors and related information and also to report any business personal property owned or leased as of January 1 of the year in which the return is filed.

Some important things to know in completing the return are:

1. PTAs are "Domestic Non-Stock Corporations." Therefore the ID # prefix is "D."
2. The Federal Principal Business Code is **813000**.
3. If the answer to question C. of Section I is "No," complete questions D. and E. in Section I and then skip Section II.
4. Section III on page 3 must be completed.
5. Sign and date the return, make a copy for your files, and mail the document to the State of Maryland, Department of Assessments and Taxation, Personal Property Division in the envelope provided with the return forms.

There are penalties assessed for filing Personal Property Returns late and your PTA's Incorporation Charter may be forfeited. Do not file this form late – contact Julie Marker if your unit needs assistance with the Personal Property Tax Form, Frederick@mdpta.org.

Next Superintendent's Community Chat

What is a Superintendent's Community Chat?

The Superintendent's Chats are sponsored by the PTA Council of Frederick County. The chats are informal talks with the Superintendent so she can hear the comments and concerns of the community at large. There are only two rules - no personnel questions and no personal questions. Please encourage your PTA members to attend the chats to meet the Superintendent, and her staff, and to share open, two-way communication about our schools and FCPS as a whole.

The final chat for this year will be at Urbana High School on March 21st from 7-8:30p.m. The Chat is open to all community members, NOT only those from the Urbana area (however, if your PTA is in these feeder areas, please encourage your members to attend this meeting right in their backyard)!

PTA Reflections Program County Winners!

Congratulations to the following students who have been selected as county winners in the PTA Reflections program. These students' work has been judged at the county level to be superior and is currently being judged at the state level of the competition. We expect to hear about the state winners in early March and will print the results in the next newsletter. The county winners will be recognized at a special PTA Council reception on April 22 at 6:30 p.m. (winners will be notified by invitation).

Dance Choreography

Primary	Ansh Kasana	Urbana Elementary
Intermediate	Kate Willis	Urbana Elementary
Intermediate	Trixy Tran	Urbana Elementary
Intermediate	Neha Mathur	Urbana Elementary
Middle/Junior	Victoria Captain	New Market Middle

Film Production

Primary	Robert "Cole" Walker	Oakdale Middle School
Intermediate	Neha Mathur	Urbana Elementary
Middle/Junior	Kelly Witherell	Ballenger Creek Middle
Middle/Junior	Jay Harsch	Middletown Middle
Middle/Junior	Haley Barth	Ballenger Creek Middle

Literature

Primary	Paul Bae	Urbana Elementary
Primary	Sydney Orndorff	Glade Elementary
Primary	Kelly-Maren "Kitty" Parker	New Market Elementary
Intermediate	Felice Schwetje	New Market Elementary
Intermediate	Emma Lin	Urbana Elementary
Intermediate	Nikhil Kurian	Urbana Elementary
Middle/Junior	Samantha Buckman	Windsor Knolls Middle
Middle/Junior	Carter Gipson	Oakdale Middle School
Middle/Junior	Sara Bonfils	Windsor Knolls Middle
Senior	Brent Harwood	Gov. Thomas Johnson HS
Senior	Savannah Steinly	Catoctin High School
Senior	Katherine Ebel	Frederick High School

Musical Composition

Primary	Haille Otto	Urbana Elementary
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Musical Composition (cont.)

Intermediate	Soujanya Viswanathan	Urbana Elementary
Intermediate	Nikita Mallik	Urbana Elementary
Intermediate	Neha Mathur	Urbana Elementary
Middle/Junior	Sarah Ketchum	Thomas Johnson Middle
Middle/Junior	Blair De La Rosa	Ballenger Creek Middle
Senior	Margaret Boswell	Frederick High School
Senior	Kate Atwell	Tuscarora High

Photography

Primary	Meredith Moyer	New Market Elementary
Primary	Emily Butsch	Wolfsville Elementary
Primary	Nick Miller	Deer Crossing Elementary
Intermediate	Rose Bingham	Deer Crossing Elementary
Intermediate	Ashlyn Cooper	Deer Crossing Elementary
Intermediate	Jake Gurewitz	New Market Elementary
Middle/Junior	Samantha Buckman	Windsor Knolls Middle
Middle/Junior	Victoria Geitner	Ballenger Creek Middle
Middle/Junior	Ashly Bingham	Oakdale Middle
Senior	Harrison Draper	Frederick High School
Senior	Ann Marie Urian	Catoctin High School
Senior	Haven Silvio	Gov. Thomas Johnson HS

Visual Arts

Primary	Ella Jensen	New Market Elementary
Primary	Charles Millard	North Frederick ES
Primary	Priyanka Subramanian	Urbana Elementary
Intermediate	Samuel Kim	Yellow Springs ES
Intermediate	Emma Lin	Urbana Elementary
Intermediate	Elizabeth Anderson	New Market Elementary
Middle/Junior	Autumn Rourke	Middletown Middle
Middle/Junior	Brenna Lindsay	Windsor Knolls Middle
Middle/Junior	Alexandra Bradley	Middletown Middle
Senior	Savannah Steinly	Catoctin High
Senior	Breanna Trevorrow	Catoctin High
Senior	Liana Sales	Frederick High

Calendar Updates

- March 18** – Council General Meeting – 7:00pm – Monocacy Middle School
- March 19** – BoE/BoCC joint meeting, 1:00pm – FCPS
- March 21** – Superintendent’s Chat – 7:00pm – Urbana High School media center
- March 27** – Board of Education meeting (times TBA – check Find Out First)
- April 22** – Reflections event at TJMS

**2012-2013 PTA Council of Frederick County
Board of Directors**

<i>President</i>	Julie Marker
<i>1st Vice President</i>	vacant
<i>2nd Vice President</i>	MC Keegan-Ayer
<i>Secretary</i>	Susie Yost
<i>Treasurer</i>	Jan Baseley
<i>Immediate</i>	
<i>Past President</i>	Daphne Gabb
<i>Membership</i>	Jennifer Sunday
<i>Communications</i>	Janice Spiegel
<i>Outreach</i>	Christine McFadden
<i>Curriculum & Instruction</i>	George Yourick
<i>Family Involvement</i>	Kyle Bostian
<i>Health & Nutrition</i>	Susie Yost
<i>Reflections</i>	Robyn Myers