**MCCPTA Training- Local PTA Summer Activities**

**Kellie Schoolar Reynolds, MCCPTA Secretary for Board of Directors (**[**kschoolar@gmail.com**](mailto:kschoolar@gmail.com)**)**

1. Send list of officers and delegates to MD PTA and MCCPTA

For MCCPTA:

The Local Contact Information Form has been updated for the 2019-2020 school year. As you elect your new PTA boards for the next year, please enter the contact information for your board members at this link: <https://tiny.cc/2019bluebook>. Please contact Pam Loebach at [office@mccpta.org](mailto:office@mccpta.org) if you have any questions

For Maryland PTA:

<https://mdpta.org/local-officer-contact-form-2/>

2. Make sure you know who your cluster coordinators are.

Cluster Coordinators monitor and coordinate the interests, concerns and actions of the PTAs of a high school and its feeder schools, and serve as a liaison to MCCPTA and MCPS

3. Attend MCCPTA Spring training (new and returning officers, board members, other volunteers).

Training is also available on National PTA website. (Link to National PTA e-Learning is on MD PTA website)

4. Schedule financial review (audit), to occur before records are turned over to new treasurer. Use the form and process described in the new Cash Encounters document. If you used an accounting software, some information can be printed from the software instead filling out new forms.

5. Remember to pay insurance (Due July 1)

6. Summer MCCPTA Area meeting (discuss priorities for next year with MCCPTA officers)

What topics do you want MCCPTA to advocate for next year?

7. Someone from your PTA should attend the MD PTA Convention, July 26 and 27. The 2019 Maryland PTA Convention will be held at the Maritime Conference Center 692 Maritime Blvd, Linthicum Heights, MD 21090

8. PTA Board approves budget for presentation/vote at first PTA meeting of the year

Committees should indicate how much money they need, linking request to a committee work plan

A budget committee usually prepares the budget that the board discusses

9. Finalize PTA activity calendar for the year

10. Consider topics to discuss at PTA meetings

11. Determine structure for PTA meetings next year. (Level of detail for committee discussions; updates from MCCPTA and cluster; special presentations)

What worked this year? What do you want to change?

12. Make sure all board members have a copy of bylaws and read them

13. Make sure all board members understand the relationship with MCCPTA and MD PTA.

Plan for attendance at MCCPTA Delegate Assemblies and your cluster meetings.