



Silver Creek Middle School PTSA

2021-2022 Committee Objectives/Plan of Work

President, Executive President, First VP and Second VP

- In addition to the duties specified in the PTSA bylaws, these officers will act as Executive Committee liaisons to the following standing committees:
 - President will work with:
 - 8th Grade Co-Chairs
 - Community Service/Outreach Co-Chairs
 - Cultural Arts Co-Chairs
 - Membership Chair
 - Teacher Grants/Continuing Education
 - Volunteer Coordinator
 - Executive President will work with:
 - 7th Grade Co-Chairs
 - Fundraising Committee
 - After School Activities Chair
 - Building and Landscaping Co-Chairs
 - First VP will work with:
 - 6th Grade Co-Chairs
 - Curriculum/Academic Support Chair
 - Teacher Appreciation Co-Chairs
 - Health & Wellness Chair
 - Second VP will work with:
 - STEM Co-Chairs
 - Green Committee Co-Chairs
 - Social Committee Co-Chairs
 - Safety Committee Chair
- First VP and Second VP are responsible for organizing the substantive topic/speakers for the three General Membership meetings (**September, November & May**)

6th Grade Chairs:

- Coordinate with SGA to organize Spring dance
- Organize and promote two 6th grade parent/faculty coffees with 6th grade team
- Support 6th grade Outdoor Ed evening social event planning
- Support 6th grade teaching team specific needs and requests, and serve as liaison between 6th grade parents and 6th grade staff leadership team and teachers as issues and needs arise
- Work with 7th and 8th grade chairs to promote and support SCMS annual Oratorical Contest

7th Grade Chairs:

- Coordinate with SGA to support Winter dance
- Organize two 7th grade parent/faculty coffees with 7th grade team

- Support 7th grade teaching team specific needs and requests, and serve as liaison between 7th grade parents and 7th grade staff leadership team and teachers as issues and needs arise
- Provide “pay-it-forward” support for 8th grade promotion activities (i.e. host promotion reception)
- Work with 6th and 8th grade chairs to promote and support SCMS annual Oratorical Contest

8th Grade Chairs:

- Coordinate with SGA to support Fall dance
- Organize and promote 8th grade parent/faculty coffees with 8th grade team
- Support 8th grade teaching team specific needs and requests, and serve as liaison between 8th grade parents and 8th grade staff leadership team and teachers as issues and needs arise
- Support promotion ceremony/celebration for 8th graders as needed and requested by administration and 8th grade teaching team
- Work with 6th and 7th grade chairs to promote and support SCMS annual Oratorical Contest

After School Activities:

- Work with vendor to select and facilitate PTSA-sponsored club offerings for Fall, Winter and Spring and serve as PTSA liaison to vendor throughout the school year
- Coordinate with Susan Katz to publish online school and PTSA-sponsored after school activity catalogue of activity offerings
- Assist and oversee vendor promotion of PTSA-sponsored club offerings on listserv
- Host information table at Back to School Night with vendor to promote PTSA-sponsored after school activities
- Promote registration for PTSA-sponsored after school activities on listserv
- Work with SCMS administration to identify and support needs for other clubs

BCC Cluster Rep and MCCPTA Reps:

- Attend BCC Cluster/MCCPTA meetings
- Report to SCMS PTSA Board on pertinent issues and developments
- Solicit input from SCMS PTSA Board on upcoming votes and represent SCMS Board in any Cluster or MCCPTA votes and proceedings
- Sign up for MCCPTA listserv. Review all MCCPTA notices and coordinate with SCMS President and Executive President to determine what should be re-posted on SCMS listserv
- Send out listserv notices about upcoming events in the cluster and county

Building and Landscaping:

- Research and propose plans for augmenting school facilities as needed
- Identify capital improvement and beautification projects and needs for school common spaces
- Coordinate with school regarding painting/beautification of rain barrel at school entrance

Communications:

- Support and facilitate all SCMS PTSA communications as needed and requested by committees and officers

- Improve SCMS PTSA website, maintain and update website content throughout the school year
- Manage SCMS listserv membership requests throughout the year, including subscribing and unsubscribing. Develop listserv guidelines to be approved by the Board and posted on SCMS PTSA website. Publish listserv guidelines reminders at least twice per year, and as otherwise needed, to address issues as they arise. Monitor listserv posts throughout the year to ensure they comply with listserv guidelines
- Send out reminders and updates regarding all PTSA events, announcements and activities on SCMS listserv (Emily Kimberly) and Facebook page
- Oversee the creation and distribution of the SCMS A to Z directory; target distribution by end of October
- Recruit volunteers to translate PTSA communications. Ensure timely translation of PTSA forms and communications. Maintain files of translated documents

Community Service/Outreach:

- SCMS Cares Program
 - Work with SCMS administration to identify needs of SCMS families
 - Solicit donations, organize, and maintain SCMS Cares Pantry based on those identified needs throughout the school year
 - Organize Thanksgiving dinner care packages for SCMS families in need
 - Solicit donations and organize Husky Paws Holiday gift program
 - Support program to supply laptops through Project Reboot for students who do not have computer access at home
 - Coordinate with SCMS counselors to purchase backpacks and school supplies for students in need
 - Coordinate with SCMS counselors to identify summer needs and organize summer support program (e.g. books, summer school support, and other addressable needs)
- Neighborhood Outreach
 - Collaborate with Rock Creek Hills Neighborhood Association to identify and organize student volunteer opportunities to support the community
- Kensington Retirement Community
 - Identify volunteer and programming opportunities for students to support the Kensington Retirement Community
- SSL Liaison
 - Provide Ms. Hill (SCMS MYP/SSL Coordinator) with information about volunteer opportunities throughout the community, so she can advertise them through our SSL website, morning announcements & forward to Stephanie Dennis for the website
 - Assist Ms. Hill with organizing quarterly after-school student-led SSL "missions" that provide a forum for students to discuss/present their ideas for ways to volunteer their time
 - Promote SSL opportunities on SCMS listserv
- Kensington 8K
 - Coordinate SCMS involvement in Kensington 8k
 - Promote Kensington 8k to SCMS

Cultural Arts:

- Work with SCMS faculty to organize at least one cultural arts school-wide assembly during the school year for students (e.g. mime program)
- Work with SCMS faculty to organize Shakespeare Theater Company Artist in the Classroom program
- Work with art department to facilitate MSAC grant or organize art project; coordinate with Property Committee for installation

STEM:

- Support SCMS faculty in planning and execution of STEM Night
- Support SCMS faculty in planning and execution of Career Cafes
- Develop other PTSA sponsored STEM programming as budget and time allows
- Identify and communicate area STEM educational opportunities to SCMS

Curriculum/Academic Support:

- Serve as liaison and advocate for academic planning to close achievement gap and ensure academic enrichment opportunities for acceleration of students
- Serve as (or identify a designated volunteer to serve as) SCMS's liaison to MCCPTA's Gifted and Talented Committee and MCPS, including staying up to date on GT-related information and sharing with SCMS families, participating in GT listservs of interest, and working with both parents and staff at MCPS to understand and advocate for opportunities for highly able learners
- Organize an Understanding PARCC/MAP, FAQ for Teacher Conferences (Performance Matters scores) informational meeting
- Advertise PARCC/MAP testing dates with tips for success on SCMS listserv and organize meeting with Ms. Hill to share testing tips/measurement goals
- Share tutors and academic enrichment options (IXL, Mathnasium, AOPS, etc) on SCMS listserv

Diversity Council:

- Draft a Diversity Council mission statement to post on SCMS website and listserv
- Conduct Diversity Council meetings/conference calls
- Organize and sponsor cafecitos and/or potlucks and/or other social events
- Organize evening educational program(s) or forum for students and parents to promote sensitivity, awareness, and inclusion at SCMS
- Collaborate with SCMS staff to organize and support International Night
- Collaborate with SCMS staff to support educational off-campus field trips and/or in-school programming to promote sensitivity, awareness, and inclusion at SCMS and in the greater community
- Develop strategies to facilitate participation and inclusion of all families at SCMS events
- Assist with identifying if families need sign language and/or interpreters for PTSA meetings

Fundraising:

- Organize direct donation and matching donation campaign
- Organize donor event

- Organize other fundraisers to achieve targeted budget goal of \$XX,XXX
- Organize and administer partnership program/loyalty card fundraisers (Harris Teeter, Box Tops, Amazon, etc.)
- Organize Community Night out fundraising events for academic year
- Order and manage spirit wear inventory; organize sales tables at all appropriate PTSA/school events
- Organize Book Fair

Green Committee:

- Organize one or two Silver Creek clean up days working in conjunction with RCH Neighborhood Association (Fall and Spring)
- Work with SGA and SCMS administration to set up green/environmental policies and programs (e.g. compost program)
- Assist school in providing “Eco Friendly” signage throughout the building and grounds
- Organize and support student Green Club and programming

Health and Wellness Committee:

- Collaborate with counselors to develop mental health and wellness programming at SCMS
- Organize at least one program for parents regarding health and wellness
- Share information about health/wellness events and programming on SCMS listserv

Membership:

- Run membership drive throughout the Fall. Target 70% or more of students, parents and faculty
- Organize membership drive at all Fall events (e.g., Back to School Night, Columbus Day Open House)
- Run drawings/raffles with prizes for all those who submit their membership forms/dues by a set deadline

Safety Committee:

- Work with SCMS administration and families to provide support concerning student safety issues
- Liaise with SCMS families and Rock Creek Hills Neighborhood Association to identify concerns and solutions for safety issues
- Serve as liaison to SCMS transportation cluster manager, Bill Stapleton, regarding bus safety and routes; monitor parent reports of bus transportation issues
- Work with DOT, MCP, and MCPS to develop pedestrian and bicycle safety solutions in the neighborhood around the school
- Organize safety meetings with school and local officials as needed throughout the year

Secretary:

- Reserve school space through Community Use Public Facilities for PTSA meetings and other events as needed
- Send out Board meeting invitations and reminders

- Record minutes from all EC, Board, and General PTSA meetings
- Maintain all official PTSA documents and records
- Submit Board contact forms to MCCPTA and Maryland PTA

Social Committee:

- Organize Husky Summer Socials for parents and teachers
- Organize SCMS Board Welcome Back reception on SCMS Courtyard
- Organize joint Westland and SCMS student social activities
- Provide refreshments for PTSA General Meetings
- Work with SCMS administration and staff to support student/staff competitions (e.g., winter volleyball and spring kickball tournaments)
- Develop other ideas for school wide/community social events as appropriate
- Support staff in organizing Field Day

Teacher Appreciation:

- Organize welcome lunch for all teachers and staff during August in-service days
- Organize dinner for teachers at Back to School Night
- Collect holiday gift donations and organize breakfast for all teachers and staff (December)
- Provide snacks for one faculty staff meeting (Spring)
- Organize Principal's Day gifts
- Organize Teacher Appreciation week events (May)

Teacher Development Grants/Continuing Education Support:

- Review and update as needed forms for teachers to submit Innovation Grant requests
- Process, track and present to EC for approval all Innovation Grant applications for continuing education activities
- Review and propose updates/revisions to grant policy guidelines as appropriate
- Send notice to all teachers with information on available classroom support funds through PTSA Faculty Support letter (September)

Treasury/Finance:

- Review and update accounting best practices, rules, and guidelines as needed
- Maintain PayPal account and at least three (3) point of sale credit card readers
- Maintain financial records and provide monthly updates at SCMS PTSA board meetings
- Organize audit committee and facilitate annual audit committee review
- Organize financial records to submit for tax filing (990 and Personal Property)
- Work with school administration to encourage teachers to submit for PTSA Faculty Support
- Work with Membership chair to ensure that MCCPTA and MDPTA dues are paid
- Submit all official documents for Charitable Registration (COR-92)
- File the Sales and Use Tax by phone
- Prepare draft proposed budget for next fiscal year

Tutoring/mentoring:

- Support after school tutoring program focused on study skills/homework club as needed
- Support mentoring opportunities with BCC students

Volunteer Coordinator:

- Set up Sign Up landing page from which to support all volunteer solicitations
- Maintain database of volunteer information gathered from volunteer sign up forms
- Solicit volunteers for PTSA events as requested by event planners/committee chairs throughout the year