

**General Meeting Minutes
Boyce Middle School PTO
May 21, 2019 Changeover Luncheon**

Call to Order & Pledge of Allegiance

The May 21, 2019 Meeting of General Assembly of the Boyce Middle School PTO was called to order by Jennifer Schnore at 11:42AM in the Boyce Middle School LGI. Secretary Penney Miller recorded the proceedings. Twenty nine (29) people attended including the following executive committee members: Jennifer Schnore, Stacey Cobb, Gina Swanson, Daniel O'Rourke, and Penney Miller. The meeting was opened with the Pledge of Allegiance.

Reading & Approval of Agenda and Minutes

After silent reading of the May 21 agenda and April 10 General Meeting minutes, a motion to approve both was made by Catherine Deep and seconded by Michele Mandler. The motion carried unanimously.

Statement of the Treasurer- Stacey Friday

Mrs. Friday presented the Treasurer's report for the period of April 9 through May 21, 2019 (see attached document) and reviewed all itemized income and expenses. Mrs. Friday noted:

- A check for \$1025 will be going to the Library to refund overpayment of Author's Day expenses.
- If the proposed changes to the Standing Rules are accepted today, the Deer Valley Account will be closed out.

Correspondence- Penney Miller

Mrs. Miller read thank you notes from Mrs. Kelly and Mrs. Husak.

Reports

- Executive Committee
 - President- Jen Schnore—No report
 - 1st Vice President- Gina Swanson—No report
 - 2nd Vice President- Dan O'Rourke—No report
 - Board Advisor- Stacey Cobb—No report
 - Teacher Representative- Matt Henderson—No report

New Business

- Approval of the 2019-2020 Budget
 - Mrs. Friday presented the proposed Boyce PTO budget for the 2019-2020 school year. Mrs. Friday noted:
 - The budget is based upon the projection that 630 students will be enrolled for the 2019-2020 year. As of today, 600 are enrolled so the PTO is expecting less income.

- About \$4500 of prior year funds is being carried through next year's budget which is higher than previous years.
 - There is an increase in Science Extravaganza funding (Line 32) because unused Assembly funds are being carried through to this line item.
 - PTO fundraiser (Line 14) is set at \$0. The Board did not strike the idea but decided that a fundraiser would be done only if "needed".
 - The board added a new expense of \$1200 for "Team Enhancement" (Line 51). The idea, with Mr. O'Rourke's support, is to provide 5th and 6th grade teams with a \$150 discretionary fund. Teams may choose how to spend their money.
 - The board has decided to rename the line item "Gift to School" to "Unallocated Reserves" (Line 61) to better reflect the source of funding for this line item. For the 2019-2020 year, the amount listed is smaller than in previous year because of the new Team Enhancement expense reduced the amount of unallocated funds.
- A motion was made to approve the 2019-2020 budget by Andrea Amorose and seconded by Susan Coyle. The budget was approved unanimously.
- Approval of PTO Standing Rules revisions
 - Mrs. Schnore explained the proposed changes to the Standing Rules have been posted on the website and available for over 60 days. Michele Mandler made a motion to accept the changes and was seconded by Shannon Rosenberry. The motion carried unanimously by voice vote.
- 2019-2020 Nominations and Election of New Officers
 - Mrs. Cobb announced the candidates for the open Boyce PTO offices, Gina Swanson for President, Andrea Amorose for Vice-President, and Natalea Oliverio for Secretary. Mrs. Cobb announced that Mrs. Schnore had submitted these nominations to the Board and put forth each candidate for election.
 - Mrs. Swanson accepted the nomination for President. With no further nominations from the floor, Mrs. Swanson was elected president by voice vote. Mrs. Schnore officially passed her the gavel.
 - Mrs. Amorose accepted the nomination for Vice-President. With no further nominations from the floor, Mrs. Amorose was elected by voice vote.
 - Mrs. Oliverio accepted the nomination for Secretary. With no further nominations from the floor, Mrs. Oliverio was elected by voice vote.
- Mrs. Schnore noted that volunteers were still needed for Civil War Day to make hard tack and to contact Mrs. Criner if interested.
- Both Mrs. Schnore and Mr. O'Rourke thanked and presented tokens of appreciation to the 2018-2019 Board for their work.

Adjournment

The meeting was adjourned at 12:01PM.

These minutes are respectfully submitted by Penney Miller, Secretary of Boyce PTO.

Date Approved:

Boyce PTO General Meeting - May 2019

Treasurer's Report

PTO Checking Account

Beginning checking cash balance as of 4/9/2019: \$ 39,066.92

PTO Income from 4/9/2019 to 5/21/2019

\$ 1,585.28 Author's Day contribution from Boyce, rebate from bookshop and student book purchases

\$ 198.90 Box Tops

\$ 1,784.18 Total

PTO Payments from 4/9/2019 to 5/21/2019

\$ 467.74 Check #1265 Penguin Bookshop for books for Author's Day

\$ 95.00 Check #1266 Andrea Amorose for Band Festival Parent Reception Food

\$ 14.11 Check #1267 Sarah Mittleider Musical copies and envelopes

\$ 3,393.72 Check #1268 and #1269 Author's Day fees and out of pocket expenses

\$ 208.54 Check #1270 Gina Swanson for Caring and Sharing and copies

\$ 30.45 Check #1271 Gina Swanson for staff appreciation (\$16.47) and misc supplies

\$ 18.76 Check #1272 Andrea Amorose for Boyce Pride pictures

\$ 75.00 Check #1274 Stacey Friday for staff appreciation

\$ 467.57 Check #1275 Gift to School for PSSA snacks

\$ 7,000.00 Check #1276 Gift to School for NASA field trip

\$ 11,770.89 Total

Total PTO checking balance as of 5/21/2019: \$ 29,080.21

Outstanding Transactions as of 5/21/2019

Outstanding checks

\$ 127.55 Check #1273 Rhoda Smith for 6th grade musical party

\$ 23.40 Check #1277 Andrea Amorose for Boyce Pride pictures

Adjusted PTO Checking balance after these Outstanding Transactions \$ 28,929.26

Deer Valley Account

Beginning Money Market cash balance as of 4/9/2019: \$ 6,163.08

Deer Valley Income from 4/9/2019 - 5/21/2019

\$ 0.27 Interest payment on 4/30/2019

There were no Deer Valley payments from 4/9/2019 - 5/21/2019

Total Deer Valley Money Market Balance as of 5/21/2019: \$ 6,163.35

**** PROPOSED **** **Boyce PTO Budget 2019/2020**

	Budget 2018-2019: Based on projected enrollment of 630 students	<u>Proposed</u> for 2019-2020: Based on projected enrollment of 600 students	Change over Prior Year	Notes
1 Income:				
2 Bank Reserve	\$5,000.00	\$5,000.00	\$0.00	Base balance at all times in PTO account
3 Prior Year Funds	\$3,500.00	\$4,500.00	\$1,000.00	Includes \$1000 carryover from unused assembly \$ from 2018/2019 year
4 Student Activity Fee	\$17,010.00	\$16,200.00	-\$810.00	Assuming 90% participation and projected enrollment of 600 students
5 Book Fair	\$6,000.00	\$5,000.00	-\$1,000.00	
6 Membership Dues	\$3,150.00	\$3,000.00	-\$150.00	Assuming 50% participation and projected enrollment of 600 students
7 Box Tops	\$600.00	\$500.00	-\$100.00	
8 Caring and Sharing	\$500.00	\$500.00	\$0.00	
9 Chess Club	\$500.00	\$500.00	\$0.00	
10 Apples for Students	\$400.00	\$400.00	\$0.00	
11 Spirit Night	\$200.00	\$200.00	\$0.00	
12 Spirit Wear	\$0.00	\$200.00	\$200.00	
13 Miscellaneous Income	\$0.00	\$0.00	\$0.00	
14 PTO Fundraiser	\$2,000.00	\$0.00	-\$2,000.00	
15				
16 Total Income:	\$38,860.00	\$36,000.00	-\$2,860.00	
17				
18 Expenses:				
19 Operating Expenses:				
20 Bank Reserve	\$5,000.00	\$5,000.00	\$0.00	Base balance at all times in PTO account
21 Binder Reminder	\$1,700.00	\$1,700.00	\$0.00	
22 Hospitality	\$700.00	\$700.00	\$0.00	final luncheon, committee chair mtgs
23 Caring/Sharing	\$500.00	\$500.00	\$0.00	
24 Council: Membership Dues	\$500.00	\$450.00	-\$50.00	flat fee
25 Accounting Fees	\$400.00	\$400.00	\$0.00	
26 Insurance	\$400.00	\$400.00	\$0.00	
27 Administrative Expenses (paper/printing/postage)	\$400.00	\$300.00	-\$100.00	includes former paper/printing/postage budget as well to buy school copies of Yearbook
28 Yearbook	\$180.00	\$120.00	-\$60.00	
29 Miscellaneous operating expense	\$200.00	\$200.00	\$0.00	
30				
31 Committee-Related Expenses:				
32 Assembly/Science Extravaganza	\$1,000.00	\$2,000.00	\$1,000.00	
33 Book Fair	\$4,500.00	\$4,000.00	-\$500.00	
34 Boyce Gardens	\$250.00	\$100.00	-\$150.00	
35 Boyce Pride	\$400.00	\$500.00	\$100.00	pictures \$200, gift \$300
36 Chess Club	\$500.00	\$500.00	\$0.00	
37 Band	\$250.00	\$300.00	\$50.00	
38 Chorus/Musical	\$250.00	\$300.00	\$50.00	
39 Display Cases	\$100.00	\$100.00	\$0.00	
40 Family Welcome Day	\$500.00	\$400.00	-\$100.00	
41 Field Day	\$500.00	\$500.00	\$0.00	
42 Library Funds (Author's Day)	\$2,800.00	\$2,500.00	-\$300.00	
43 Orchestra	\$250.00	\$300.00	\$50.00	
44 6th Grade Graduation	\$1,000.00	\$1,000.00	\$0.00	
45 Spelling Bee	\$100.00	\$100.00	\$0.00	

46	Spirit Wear	\$0.00	\$0.00	\$0.00	
47	Staff Recognition	\$825.00	\$825.00	\$0.00	includes \$50 for secretaries week and rest for Staff Appr'n
48					
49	Other Gifts to School:				
50	NASA Field Trip	\$7,000.00	\$7,000.00	\$0.00	
51	Team Enhancement	\$0.00	\$1,200.00	\$1,200.00	\$150 per team
52	Steam Lab	\$1,000.00	\$1,000.00	\$0.00	
53	Guidance Support	\$500.00	\$500.00	\$0.00	
54	Student Council	\$500.00	\$500.00	\$0.00	
55	SHOP@Boyce	\$500.00	\$300.00	-\$200.00	
56	Green Team	\$500.00	\$0.00	-\$500.00	
57	PTO Fundraiser Expenses	\$300.00	\$0.00	-\$300.00	
58	FACS	\$250.00	\$100.00	-\$150.00	
59	Art Club	\$250.00	\$50.00	-\$200.00	
60	Gift to School - PTO Fundraiser	\$2,000.00	\$0.00	-\$2,000.00	
61	Unallocated Reserves	\$3,655.00	\$2,155.00	-\$1,500.00	Former gift to school line
62					
63	Total Expenses:	\$39,660.00	\$36,000.00	-\$3,660.00	
64	Surplus/Deficit:		\$0.00		

BOYCE MIDDLE SCHOOL PTO STANDING RULES

Standing rules are motions of a permanent nature used to supplement the Bylaws. They are intended to cover situations without the formal procedure of amending the Bylaws.

1. All Executive Board officers and committee chairpersons are required to be dues-paying members of the Boyce PTO.
2. The President and First Vice-President shall be voting members on the Upper St. Clair Parent Teacher Council Executive Board. The President shall attend all meetings or send an alternate.
3. The First Vice-President shall serve as Hospitality committee chairperson for the Boyce Middle School PTO.
4. The meetings of the General Assembly of Boyce PTO are held on the second Wednesday of the scheduled month, beginning at 9:30 am, unless otherwise scheduled by the President.
5. All speakers, including presentation(s) of committee report(s), presented during PTO meetings are recommended to be held to a maximum of 3 minutes. Guest speakers invited to present to the PTO are recommended to be held to a maximum of 10 minutes.
6. During months with no PTO meetings of the General Assembly the executive board will meet.
7. Standing committees shall be any of those suggested to the PTO or those deemed necessary by the vote of the Executive Board. The current list of standing committees is found in the Boyce handbook available on the school website. All committees are active annually with the exception of the Science Extravaganza Committee that is responsible for the biannual event sponsored by the PTO, planned in conjunction with the teachers and administration.
8. Each new committee chair shall review the corresponding procedure documents and Conflicts of Interest policy before or at the first PTO meeting in September.
9. All e-alerts, informational flyers and signup sheets to be distributed through the school to the student population shall be submitted to the President and then the Principal at least three (3) business days prior to the release date for approval. After receiving approval for distribution, whether in paper or electronically, a PDF copy of the flyer should also be submitted to the web page manager so it can be posted on the website.
10. All copying, when deemed necessary, may be made with the prior approval of the President by use of the copy card. Requests for reimbursement for copying without the Office Depot copy card may not be paid to the individual or deducted from the committee budget, unless prior approval was obtained from the Executive Board.
11. Each standing committee chairperson must submit a completed "Boyce PTO Committee Report", along with the committee's procedure documents, to the President within two weeks following the conclusion of function/event. Alternatively, an oral report may be submitted at the subsequent PTO General Membership Meeting.
12. The Secretary shall be responsible for sending all correspondence from the Boyce Middle School PTO.
13. Checks written from the General Account require two (2) signatures of members of the Executive Board. The account shall have three (3) authorized signers; President, Treasurer, and Board Advisor. The monthly bank statements shall be reviewed and initialed by a member of the Executive Board who does not have authorization to sign checks, such as the

First Vice-President or Secretary. There may not be pre-signing of checks. A check must have the date and payee on it before it is signed.

14. Boyce PTO's books shall be closed as of June 30th. Books and records of this organization shall be submitted for audit by July 31st of each year. The outgoing Treasurer shall turn over all books and records to the incoming Treasurer within ten (10) days after the completion of the audit. The Treasurer must file required IRS documentation, including Form 990N, 990, or 990EZ, by the IRS deadline in November of each year. USC PTC must be notified in writing upon completion of filing.
15. All monies must be counted by two (2) committee members and turned over to the Treasurer or other Executive Board member upon completion of an event. If an event or committee collects funds over several days or weeks, deposits should be scheduled with the Treasurer in advance. Chairpersons must complete the deposit slip together and sign it. Deposit slips are available on the Boyce PTO website. The monies should be secured by giving directly to the Treasurer. If that is not possible, then the monies should be in a sealed envelope and left in the safe at the school. The chairperson(s) must notify the Treasurer that the deposit has been put in the safe. No cash should be held in any chairperson's home. In the event of large cash deposits exceeding \$250, two committee or Executive Board members should be present when cash is taken to the safe, as well as when money needs to be retrieved from the safe. When such money is removed from the safe, it must be recounted and verified by two people.
16. All expenses for reimbursement should be submitted within two (2) weeks following the conclusion of the event. All expenses must be submitted for reimbursement in the school year in which they occurred and at least two weeks prior to the last day of school. For year end events, expenses are due no later than June 15. Receipts must accompany expenses for reimbursement.
17. All members of the Executive Board and the general membership must understand that according to IRS rules, all funds spent by the organization must fall into at least one of the following categories:
 - Educational:** supplementing the educational instruction of students, such as: assemblies, field trips, and guest speakers.
 - Charitable:** providing Boyce's students with services or programs that they otherwise might not receive. This does not mean giving money to charities, but allows for the support of non-PTO school run charitable efforts.
 - Operational:** covering normal expenditures such as postage, printing, and supplies.
18. The Executive Board, with a majority, may approve expenditures up to Five Hundred Dollars (\$500.00) without the general membership approval for items not included in the budget or for the line items exceeding the budget.
19. The Treasurer shall present a list of receipts and disbursements at each meeting of the General Assembly of the PTO for the interim between General Assembly meetings.
20. All check request forms submitted by the Treasurer for reimbursement of their own expenses should also be signed by the President.
21. Boyce PTO shall acquire liability and bonding insurance coverage and be incorporated.
22. Boyce Middle School PTO may not be exempt from PA Sales Tax. It is the responsibility of each executive officer and committee chairperson to research and decide based upon current tax laws whether PA sales tax applies for goods purchased on behalf of the student, the school and the PTO.
23. The Executive Board members, along with the nominated officers, shall meet to prepare a

proposed budget to be presented at the March or April PTO meeting. The elected officers shall review the proposed budget prior to the meeting of the PTO General Assembly, at which it will be voted on. The proposed budget shall be voted on at the April or May meeting of the PTO General Assembly.

24. The Standing Rules shall be revised by the Executive Board on an annual basis and shall be submitted to the General Assembly by the April meeting.
25. Annually, the Boyce PTO Executive Board is to be provided with a copy of the standing rules.
26. The slate of new officers shall be presented at the March or April meeting of the PTO General Assembly. The vote by the General Assembly shall take place at the April or May meeting of the PTO General Assembly. Installation of new officers will be held at the May meeting of the PTO General Assembly.
27. The First Vice-President of the Boyce PTO will serve a one (1) year term as President of the Boyce PTO, and then one (1) year term as Board Advisor to the Boyce PTO. Terms are to be served consecutively.
28. The Boyce PTO Bylaws and Conflict of Interest policy shall be studied for amendment and renewed every three (3) years. The Bylaws and Conflict of Interest policy shall next be reviewed in the 2020-2021 school year.
29. A signed copy of the Bylaws shall be provided to all members of the Executive Board, as well as kept on file in the President's procedure book.
30. The President shall organize a brunch or luncheon in May. This may be in addition to or in lieu of a meeting of the PTO General Assembly. The Executive Board and the standing committee chairpersons, outgoing and incoming, shall be invited to attend.
31. In the case of a school cancellation or delay, the President may opt to postpone the meeting of the General Assembly until another time on that day, reschedule the meeting, or postpone the business of that meeting until the following month's general meeting.

These standing rules shall continue in force until temporarily suspended, amended, or rescinded by the Executive Board. They should be revised and updated at least once a year. The Standing Rules may be adopted without previous notice by a majority vote of an Executive Board meeting. No standing rule is in order that conflicts with the Bylaws of Boyce Middle School PTO.

Adopted: May xx, 2019

President Signature