

CGMSC PTO

Hello from the Center Grove Middle School Central PTO! In an attempt to continue to inform you of the activities and volunteer opportunities at CGMSC, this is our monthly newsletter you will receive with upcoming dates and requests for volunteers.

FroYo Friday / Spirit Day



Our LAST FroYo is Friday, May 10th! Your child can purchase frozen yogurt at their lunch time on those days for \$1 a scoop. If you would like to volunteer to help, please contact Dawn Emberton – dawn.emberton@comcast.net. We need at least 5-6 parents to help with set-up and clean up, scoop frozen yogurt, add toppings and take money. The timeframe is 10:20-1 so if you would like to help some or part of the time, that would be great!! Spirit Day also falls on that Friday (5/10) so remind your child to wear their buffs to receive a prize!!

Book Fair

The Book Fair will be May 6-10th and volunteers are needed and you will receive a free item from the fair valued up to \$15! A percentage of the money brought in comes back to the library so they can purchase new books as well as fund the author visit and offer other fun reading incentives throughout the year. Volunteer times are very flexible so contact Christy Owens at Owensc@centergrove.k12.in.us.



We want to give a shout out to all of the teachers and staff of CGMSC! You put in countless hours in and out of the classroom to make sure that our children have the best possible experience and we can never thank you enough!!

***Be sure to “like” our Facebook page for updates!
<https://www.facebook.com/cgmscpto/?fref=ts>***



Upcoming Events

May 6-10th

-Book Fair

May 7th

-National Teacher/Staff
-Appreciation Day

May 8th

-PTO Meeting @9:15 a.m.

May 10th

-FroYo Friday/Spirit Day
-End of Box Top\$ contest
-Incoming 6th grade dance
-8th grade dance

May 17th

-Yearbook Party

May 24th

-LAST DAY OF SCHOOL!!

Amended PTO By-Laws

Our current board voted unanimously to approve the Amended Bylaws of the CGMSC PTO on April 5, 2019. Those Amended Bylaws are attached.

Next PTO Meeting

Our last PTO meeting for the year will be **Wednesday, May 8th at 9:15 a.m.** in the LGI Room. We will vote on next year's PTO officers and committee positions (nomination form attached) so you won't want to miss this meeting! Our meetings are laid back and very informative so please join us! If you can't make the meeting, please don't hesitate to contact the Board with any questions. For those unavailable to attend our meetings, all meeting minutes are available to view on our web page (<https://www.centergrove.k12.in.us/Page/11686>) after they are approved each month.

Incoming 6th Grade Dance

The PTO organizes the incoming 6th grade dance on May 10th from 6:30 p.m. – 8:00 p.m. and we need volunteers to help! Please contact Nicole Fisher at nafisher5@gmail.com.

Box Tops!!



Did you know that CGMSC collects box tops?? No – those aren't just for Elementary Schools! Please send in box top labels with your child anytime. The drop-off box is located outside of the main office. We will have a new contest starting soon!

CONTEST OPPORTUNITY: ROCK AND ROLL LUNCH BOX TOP\$ CONTEST!!

Back by popular demand is our rock and roll lunch Box Top\$ contest! This is a grade verses grade contest. The grade that brings in the most Box Top\$ by May 10th gets music played during their lunch period for the entire week! All you have to do is put your trimmed, unexpired Box Top\$ in a bag with your team color written on the bag. The collection box is outside the office. The contest begins now!!!



In the Community



CGMSC PTO has registered the school in the Kroger Community Rewards program, and we NEED your help! All you need to do is register your Kroger card and do your routine shopping at Kroger. It's that easy, and our school earns money for our kids, teacher grants, classroom supplies and special projects!

Just go to www.Kroger.com, click on community, then click on community rewards and sign in. If you use your phone number at the Kroger register, you can call 1(800) 576-4377 to get your Kroger card number. After you sign in, enter 37407 or our school's name and follow the prompts. That's it!



*Be sure to "like" our Facebook page for updates!
<https://www.facebook.com/cgmsscpto/?fref=ts>*



***“We’re not your
Elementary PTO”***

YOUR PTO IN ACTION 2019-2020

Programs Supported

- Teacher Appreciation
- Box Tops for Education
- Kroger Rewards

Events Sponsored

- Fro-Yo Friday
- Spirit Days
- School Dances
- Science Fair
- Brain Break for a Buck
- Teacher Luncheons
- Incoming 6th grade meeting
- Registration
- Yearbook Party

Services & Supplies

- Teacher Grants
- Champ Drawings
- Yearbook party
- Principal Council

CGMSC PTO

Nominations & Elections for 2019-2020

- ✓ I want **CGMSC** to be one of the best schools in Indiana.
- ✓ I want my child to have a great school year – to learn and to have fun!
- ✓ I want to help decide how PTO fundraising moneys are spent.
- ✓ I want all the students at **CGMSC** be successful.

If the above statements are true, then “help us help the school”. Parent involvement is critical for a successful school, so volunteer as a PTO officer or a Committee Coordinator for **2019-2020**. There are jobs that take no more than a couple hours a month, some are that are seasonal, and a few that require a routine commitment.

Dedicated teachers, staff, and **PARENTS** help make **CGMSC** a great school! Join us – it’s rewarding, it’s important, it’s even fun!

Elections will be held at the PTO General Meeting on Wednesday, May 8th at 9:15 in the LGI.

Elected Officers

(Elected at General Meeting)

President

Vice President

Secretary

Treasurer

Support Liason

Nominee Name

Darci Fosnot

Becky Lollar

Cayce Stoneburner

Chad Alvey

Lisa Field

Committee Coordinators

(Approved by PTO Board and Presented at General Meeting)

Communications Coordinator

Fro-Yo Coordinator

Dance Co-Coordinators

Spirit Wear Coordinator

Teacher Luncheon Coordinator

Community Programs Coordinator

Nominee Name

Jessica Imburgia

Dawn Emberton

Amy Moore & Jennie Maciejczyk

Kellea Wright

Danielle Crowe

Kristi Pheifer

Officer and Committee Coordinator Descriptions

The PTO Executive Board is comprised of elected officers, committee chairs, and school representatives. It meets once a month to conduct PTO business. Anyone may attend.

Elected Executive Officers

President – Serve as leader and key contact for the PTO; preside at all PTO meetings (or Vice President in their absence) of the organization and the Executive Board; has authority to appoint special committees and shall vote only in committees in the case of a tie; serves as the primary liaison with the Principal; has check signing authority; and performs other duties usual to pertaining to office.

Vice President - Perform the duties of the President in the absence or inability of that officer to serve; keep correct records of all executive Board and regular meetings of the organization; has check signing authority; assume other responsibilities as assigned by the Executive Board.

Secretary - Keep the minutes of all general meetings and all meeting of the Executive Board, working with the Vice President; prepare correspondence and perform all other duties assigned; keep and submit electronic documents of all minutes to the President and person responsible for posting minutes to website (PTO webmaster) within one week of meetings; oversee the Communications Coordinator to make sure student announcements, newsletter, social media and website are up to date.

Treasurer - Receive all monies of the organization; keep an accurate record of the organization; keep an accurate record of receipts and expenditures and shall pay out funds as authorized by Board vote or policy; reimburse members for expenditures incurred in carrying out their duties, upon receiving proof of purchase; prepare an annual budget, with the assistance of the Executive Board, for approval by the elected officers; coordinate annual tax return preparation and filing, and audits as required by law; prepare a monthly financial report and present it to the Executive Board; responsible for preparing a cash flow document for the year for the President, President-elect and Treasurer to sign off on a yearly basis.

Support Liason: Establishes and maintains communication for mutual understanding and cooperation between the Board and Committee Coordinators; those committees include (but not limited to) – grants, teacher appreciation weeks, teacher luncheons, etc.

Chairs and Other Positions (Remember, these are COMMITTEES – there will be volunteers to help.)

Communications Coordinator (reports to/assists Secretary) – Maintain all social media accounts and update announcements as needed; contact Board for information to be announced at school and contact school secretary weekly to report these; email PTO membership list monthly with meeting announcements and volunteer requests.

Fro-Yo Coordinator – Organize volunteers for Fro-Yo events; purchase supplies for Fro-Yo events (reimbursed by PTO); prize wheel – purchase giveaways and operate on Fro-Yo event days.

Dance Coordinator - Organize volunteers for dances in Fall, Winter and Incoming 6th grade dance in Spring; purchase and provide all drinks, candy and pizza to be sold at dances (reimbursed by PTO); prepare flyer for Incoming 6th grade dance, distribute to Elementary schools, have available at Incoming 6th grade parent meeting in spring; schedule DJ for Incoming 6th grade dance.

Spirit wear Coordinator - Coordinates all spirit wear orders; direct contact with approved vendors; researchers and recommends new spirit items; coordinates the sale of spirit items at events (including but not limited to) – July Registration day, Parent Teacher Conferences, Music concerts, Incoming 6th grade meeting.

Teacher Luncheon Coordinator - Set theme for monthly luncheons; set up an electronic sign up to acquire volunteers; be present or appoint coordinator at all luncheons.

Community Programs Coordinator - Organize all community program opportunities (including but not limited to) – Kroger, Box Tops.

BY-LAWS
CENTER GROVE MIDDLE SCHOOL CENTRAL PTO
(Amended and Approved 4/5/2019)

ARTICLE I
Name

- Section 1. The name of the organization shall be Center Grove Middle School Central Parent Teachers Organization, hereafter called “the organization”.

ARTICLE II
Purpose

- Section 1. The purpose of this organization shall be to create closer cooperation between home and school with the intent of encouraging and enabling all students to achieve their highest potential. The organization shall recommend ways to assist the students and to be responsible for initiating projects for the betterment of the school.

ARTICLE III
Membership and Dues

- Section 1. Active members: Any Parent or legal Guardian of a child attending Center Grove Middle School Central, hereafter called “CGMSC” or any member of the Faculty of CGMSC may become a member with voting and office-holding privileges upon payment of dues if so required by the Board. The requirement of dues shall be determined by the Board each year.
- Section 2. Dues: The amount of annual dues, if applicable, shall be determined by a majority vote of the Executive Board.

ARTICLE IV
Officers

- Section 1. Elected Officers: The officers of this organization shall be President, Vice President, Treasurer, Secretary, and Support Liaison.
- Section 2. Duties: President: The President shall:
- Preside at all meetings (or Vice President in their absence) of the organization and the Executive Board.
 - Have authority to appoint special committees and shall vote only in committees in the case of a tie.
 - Serve as primary liaison with the Principal.
 - Have authority to sign checks issued by the organization for direct payment indicating payee and amount.
 - Perform other duties usual to pertaining to office.

Vice President: The Vice President shall:

- Perform the duties of the President in the absence or inability of that officer to serve.
- Keep correct records of all executive board and regular meetings of the organization.
- Prepare meeting agenda for monthly meetings.
- Have authority to sign checks issued by the organization for direct payment indicating payee and amount.
- Perform such duties as may be delegated to this office.

Treasurer: The Treasurer shall:

- Receive all monies of the organization: keep an accurate record of the organization, keep an accurate record of receipts and expenditures and shall pay out funds as authorized by Board vote or policy.
- Reimburse members for expenditures incurred in carrying out their duties, upon receiving proof of purchase.
- Prepare an annual budget, with the assistance of the Executive Board, for approval by the elected officers.
- Coordinate annual tax return preparation and filing, and audits as required by law.
- Prepare a monthly financial report and present it to the Executive Board.
- Responsible for preparing a cash flow document for the year for the President, President-elect and Treasurer to sign off on a yearly basis.

Secretary: The Secretary shall:

- Work with the Vice President to keep correct records of all executive board and regular meetings of the organization.
- Prepare correspondence and perform all other duties assigned.
- Keep and submit electronic documents of all minutes to the President and person responsible for posting minutes to website (PTO webmaster) within one week of meetings.
- Oversee the Communications Coordinator to make sure student announcements, newsletter, social media and website are up to date.

Support Liaison: The Support Liaison shall:

- Establish and maintain communication for mutual understanding and cooperation between the Board and Committee Coordinators. Those committees include (but not limited to) – grants, teacher appreciation weeks, teacher luncheons, etc.

Section 3. Term The Term of office for each elected official shall be one year.

ARTICLE V The Executive Board

- Section 1. Composition: The Executive Board, hereinafter, called “Board”, shall consist of the elected officers, the appointed committees and guests.
- Section 2. Duties: The duties of the Board shall be to administer the business of the organization and review plans of work of committees. The Board is also responsible for determining and creating Committee Coordinators – those committees include but are not limited to: The Communications Coordinator; The Fro-Yo Coordinator; Dance Coordinator; Spirit Wear Coordinator; Teacher Luncheon Coordinator; and Community Programs Coordinator.
- Section 3. Meetings of the Executive Board: A minimum of three (3) regular meetings shall be held during the school year. Special meetings may be called by the President or by a majority of the elected board. Any member of the organization may attend board meetings without voting privileges.
- Section 4. Term of Office: The board shall hold office from the end of one school term to the end of the next school term.
- Section 5. Voting: Each attending Board member has one vote. Majority vote will rule.
- Section 5.1 Electronic Voting: Voting by e-mail or another electronic method will be permitted. The Executive Board will adopt annually a policy regarding the administration of email/electronic voting.
- Section 6. Vacancies: Any vacancy in the board may be appointed by the President with the approval of the elected board.
- Section 7. Eligibility: A member shall hold only one elected office during one term.
- Section 8. Any PTO elected officer who resigns does not fulfill the duties of his or her office or committee can be removed from that position by a majority vote of the Board. The Board shall appoint a replacement until such time as the next annual membership election meeting is held.

ARTICLE VI Nominations and Elections

- Section 1. Slate of Officers and Committees: Shall be prepared by The Board and posted on the CGMSC website in May.
- Section 2. Voting Procedures: Electronic voting with the majority of the members approving the Slate of Officers.

ARTICLE VII Amendments

- Section 1. These bylaws may be amended at any regular meeting of the organization by the majority vote; provided notice of proposed of bylaw discussion shall have been given.

ARTICLE VIII Funds

- Section 1. An annual budget will be approved at the final/Annual meeting of the school year, usually in May.
- Section 2. The Executive Board has the authority to make any purchase as long as the expenditure is contained in the established budget without going before the membership of the organization.

ARTICLE IX Electronic Voting Policy

In the event that an electronic vote is needed the PTO board shall abide by the bylaws and the following process:

1. The president will announce to the board via email that an issue needs to be voted on.
2. A board member may make a motion by email
3. Voting shall be open no less than 24 hours. The president may hold voting open for a longer period to allow adequate time to vote over a weekend or holiday.
4. Once voting has closed, the president or the recording secretary will announce the results of the vote by email.

Attachment A

Center Grove Middle School PTO Adopted Financial Policies

PTO Officers, Committee Chairs, Committee Members, and non-board members carrying out PTO business will abide by the financial policies established by the PTO Membership.
Policies:

1. The PTO fiscal year is July 1 to June 30.
2. The PTO Treasurer must provide a full treasurer's report at a minimum at the end of each quarter.
3. The PTO Treasurer is responsible for submitting state and federal tax returns and reports to the Indiana Secretary of State in a timely manner. State and Federal income tax returns are due on November 15 for the previous fiscal year.
4. The PTO President and the Treasurer will secure liability insurance for the PTO annually through the school.
5. The PTO President and Treasurer are the only officers authorized to sign contracts on behalf of the PTO. Contracts establishing a liability greater than \$1,000 must be authorized by the PTO Board.
6. The PTO bank account will require double signatures for checks.
7. Anyone working on behalf of the PTO will honor the budget passed by the PTO membership. Expenditures that exceed the budgeted amount must be approved by the PTO Board.

8. Additional expenditures not included in the approved budget must be approved by a majority vote of the Executive Board.

9. Anyone working on behalf of the PTO will work with the PTO treasurer to ensure that all revenues and expenditures are collected, paid and documented appropriately. Documentation includes, but is not limited to, invoices, receipts, and copies of any marketing materials for events. This includes documenting the number of tickets, items, etc. sold. Only members of the PTO who have been approved by the board are permitted to handle cash for PTO events, fundraisers, etc.

10. Anyone working on behalf of the PTO shall submit requests for cash box change and reimbursements, and forward income to the treasurer with the appropriate forms.

11. It is important that all revenues and expenses are documented formally. All revenues by cash or check must be forwarded to the treasurer for deposit. Expenses will be paid by check separately from cash receipts.

12. Proper documentation is required for all expenses whether paid directly or via member reimbursement.

13. Expenses should be paid directly to vendors for separate expenses greater than \$200.00 whenever possible, rather than reimbursing individuals.

14. PTO members must submit requests for reimbursement in a timely manner. It is particularly important that such requests are made in the appropriate fiscal year.

15. The PTO and its committees will not purchase, sell, benefit from, or be involved in any way in the sale of alcohol at any event.

16. The PTO will follow the state gaming law governing raffles, door prizes, etc. Board members and committees must have the approval of the PTO board before undertaking any activity covered by the state gaming law whether or not that activity requires a gaming license.

Attachment B

Conflict of Interest Policy

The IRS Form 990 asks the question whether the organization has a written conflict of interest policy and if the answer is ‘yes’ the IRS asks whether board members, officers and key employees are asked *annually* to disclose potential conflicts, as well as whether the organization “regularly and consistently monitors and enforces” compliance with the policy.

Conflict of Interest Policy

This Conflict of Interest Policy governs the activities of the board and staff of Center Grove Middle School Central PTO. Questions about the policy should be directed to the Board President. It is the duty of all board members and staff to be aware of this policy, and to identify conflicts of interest and situations that may result in the appearance of a conflict and to disclose those situations/conflicts/or potential conflicts to (i) the employee’s supervisor (ii) President of the Board or (iv) or other designated person, as appropriate. This policy provides guidelines for identifying conflicts, disclosing conflicts and procedures to be followed to assist the Center Grove Middle School Central PTO manage conflicts of interest and situations that may result in the appearance of a conflict.

1. What is a conflict of interest? A conflict of interest arises when a board member or staff member has a personal interest that conflicts with the interests of the PTO or arise in situations where a board/staff member has divided loyalties (also known as a “duality of interest”). The former can result in situations that result in inappropriate financial gain to persons in authority at the Center Grove Middle School Central PTO which can lead to financial penalties and violations of IRS regulations. Similarly, situations or transactions arising out of a conflict of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in the Center Grove Middle School Central PTO decision-making process. Both results are damaging the Center Grove Middle School Central PTO and are to be avoided.

- *Example #1:* a person in a position of authority over the Organization may benefit financially from a transaction between the Organization and the board/staff member; or others closely associated with the board/staff member may be affected financially. Family members, or their businesses, or other persons or the businesses of persons with whom the board/staff member is closely associated, could benefit from similar transactions.
- *Example #2:* A conflict of interest could be a direct or indirect *financial interest* such as those described above, or a *personal interest* such as the situation where a board member of the Center Grove Middle School Central PTO is also a board member of another nonprofit or for-profit entity in the community with which the Center Grove Middle School Central PTO collaborates or conducts business.

2. Who might be affected by this policy? Typically persons who are affected by a conflict of interest policy are the Organization’s board members, officers, and senior staff. In some cases a major donor could also be in a conflict situation. Center Grove Middle School Central PTO takes

a broad view of conflicts and board/staff are urged to think of how a situation/transaction would appear to outside parties when identifying conflicts or possible conflicts of interest.

3. Disclosure of Conflicts. Board members and senior staff will annually disclose and promptly update any disclosures previously on an Annual Conflict Disclosure Questionnaire form provided by the Organization that requests them to identify their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members as well as other nonprofit organizations.

Board and staff are also urged to disclose conflicts as they arise as well as to disclose those situations that are evolving that may result in a conflict of interest. Advance disclosure must occur so that a determination may be made as to the appropriate plan of action to manage the conflict. Staff should disclose to their supervisor/Executive Director and board members should disclose to the President of the board as soon as they person with the conflict is aware of the conflict/potential conflict or appearance of a conflict exists.

4. Procedures to manage conflicts. For each interest disclosed, the full board, or the President of the board, as appropriate, will determine whether the organization should: (a) take no action or (b) disclose the situation more broadly and invite discussion/resolution by the full board of what action to take, or (c) refrain from taking action and otherwise avoid the conflict. In most cases the broadest disclosure possible is advisable so that decision-makers can make informed decisions that are in the best interests of the organization.

- When the conflict involves a decision-maker, the person with the conflict (“interested party”): (i) must fully disclose the conflict to all other decision-makers; (ii) may not be involved in the decision of what action to take (e.g., may not participate in a vote) but may serve as a resource to provide other decision-makers with needed information.
- In some cases the person with the conflict may be asked to recuse him/herself from sensitive discussions so as not to unduly influence the discussion of the conflict.
- In all cases, decisions involving a conflict will be made only by disinterested persons
- The fact that a conflict was managed and the outcome will be documented in the minutes of board meetings.
- The Board President will monitor proposed or ongoing transactions of the organization (e.g., contracts with vendors and collaborations with third parties) for conflicts of interest and disclose them to the Board and staff, as appropriate, whether discovered before or after the transaction has occurred.

Conflict of Interest Disclosure Form

Date: _____

Name: _____

Position (employee/volunteer/board): _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between Center Grove Middle School Central PTO and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of Center Grove Middle School Central PTO.

Signature: _____

Date: _____