

**PTO General Meeting Minutes**  
**Boyce Middle School PTO**  
**April 19, 2018**

Call to Order & Pledge of Allegiance

The April 19, 2018 General Meeting of the Boyce Middle School PTO was called to order by Stacey Cobb at 9:37AM in the Boyce Middle School LGI. Secretary Penney Miller recorded the proceedings. Eleven (11) people attended including the following executive committee members: Stacey Cobb, Jennifer Schnore, Prema Sridaran, Katy Loomis, Daniel O'Rourke, and Penney Miller. Special guests were Mr. Henderson and Dr. Gans.

The meeting opened with the Pledge of Allegiance,

Reading & Approval of Agenda and Minutes

The agenda and minutes from the March 2018 meeting were read (silently). Lacking a quorum, the agenda and minutes could not be approved. A draft of the minutes will be posted on the PTO website and put forth for approval at the next PTO meeting.

Statement of the Treasurer- Prema Sridaran

Ms. Sridaran handed out the Treasurer's report (see attached). Ms. Sridaran reported a balance of PTO checking account of \$25, 692.55 and that income was slowing down because it is the end of the year. Still, the PTO took in \$636.50 for book orders for Author's Day. There are still 2 outstanding checks for the month of April, one to reimburse Author's Day expenses and one to pay for the books ordered by students for Author's Day.

The Deer Valley account is at \$16,557.49. A check of \$9,900 will go to Deer Valley for the 6<sup>th</sup> grade trip.

The Treasurer's Report will be placed on file for audit.

Correspondence- Penney Miller

- No correspondence this month

Reports

- Executive Committee
  - President- Stacey Cobb
    - Mrs. Cobb outlined the upcoming events before school ends: Author's Day, Science Extravaganza, NASA Trip, Deer Valley Trip, Field Day, and 6<sup>th</sup> grade graduation.
    - Trash Bags for sale by PTO—all the proceeds will go to Deer Valley Scholarship Fund. The cost is \$10 a roll.

- Committee descriptions and volunteer form for Boyce PTO will be distributed soon. Paper forms will be sent home with all 4<sup>th</sup> graders, and electronic forms will be sent via e-Alert to 5<sup>th</sup> graders.
- Council Updates:
  - All units are getting \$1000 to use for STEAM items
  - May 19 is USC Community Day
    - Council will present Dr. O'Toole with a Tree and Shop@USC will make a plaque.
  - GATE and PIE committee positions still need to be filled.
  - Ft Couch is looking for Yearbook, Photography Club, and Box Tops committee chairs. Ms. Loomis said Yearbook/Photography Club position is a Co-Chair position with Mary Kirk.
- 1<sup>st</sup> Vice President- Jen Schnore-no report
- 2<sup>nd</sup> Vice President- Dan O'Rourke
  - Science Extravaganza and Author's Day nice way to take a break from PSSA testing.
  - PSSA testing-Mr. O'Rourke commented that students did a phenomenal job and took the tests seriously. Staff supported the kids by encouraging them to put forth their best effort while also attempting to minimize stress.
  - NASA training occurred in the afternoons after PSSA testing to provide a break for the kids. Mrs. Husak's cousin skyped with kids last week to share his NASA experience with them.
  - Peer-tutoring. Mrs. Mussomeli provided information on this new Boyce Program. The program arose out of curriculum recommendations and Mrs. Mussomeli used her high school contacts to initiate the program at Boyce this spring. Peer tutors are high school students. Four seniors and 1 junior volunteered to come to Boyce 2X's per week during Pride Time. Tutors are paired with teachers who volunteered to host tutors in their classroom. Boyce students are receptive to this program and are getting used to the tutor presence in the classroom. Next week, teachers will facilitate the tutoring by deciding ahead of time which student(s) need help with work. Student requests to work with a tutor will be honored.
  - March madness event raised over \$1300 for charity.
  - The 5<sup>th</sup> musical Willy Wonka went great; 6<sup>th</sup> grade musical is "James and Giant Peach" and is next Wednesday and Thursday nights, and Friday afternoon for the students.
  - The cafeteria has been painted with blue/white border.
  - Upcoming dates: IPAD collection date Wednesday, June 6; Civil War Day Thursday, June 7; Field Day Friday, June 8 (make-up June 11).
  - Mrs. Swanson asked about PSSA results and how they will be reported to parents. Mr. O'Rourke outlined the process. Results are sent to Mr. O'Rourke, he processes the data over the summer, and the District sends the results to parents in early Fall (after school starts). Mrs. Swanson

followed up by asking how the data is used. Mr. O'Rourke looks at 5<sup>th</sup> and 6<sup>th</sup> grade PSSA evaluations and uses those results to shape curriculum improvements. Overall last year, scores increased. The combined 5<sup>th</sup> and 6<sup>th</sup> grade was higher than ever. Mr. O'Rourke is hoping to see a continued increase.

- Board Advisor- Katy Loomis-no report
- Teacher Representative- Matt Henderson
  - A "24" Competition will be held in every homeroom this week.
    - Champ from each homeroom proceeds to an all-school competition. The winner from the school competition proceeds to a South Hills competition.
  - Next month, the Pennsylvania Mathematics League test for 5<sup>th</sup> grade will be administered in May. There will be an e-Alert telling parents about the test. The test focuses on solving worthwhile problems.
  - Author Day—Mrs. Husak said Liesl Shurtliff is coming to Boyce. The Battle of the Books winners will eat lunch with Ms. Shurtliff. Also, Ms. Shurtliff will be doing a writer's workshop with students that applied to participate.
  - Mr. Gallaher is working on a project where students are animating their own literature books (e.g., Tuck Everlasting, etc.) and invited parents to view the project during the Celebration of Learning in May.
  - Eagle Team Sweets raised \$800 from their baked good sales during the 5<sup>th</sup> grade musical and donated it to the Muscular Dystrophy Association. Students sold 700 baked items. Pictures taken at the Photo booth will have customized frames made at the Shop-Boyce@USC. Thanks to Mrs. Husak and Mrs. Criner for organizing the logistics and cooking for the event.
  - NASA "training" was a lot of fun this past week.

### Special Guest

- School Board- Dr. Daphna Gans
  - Dr. Gans handed shared council commendations (see attachments).
  - The new school calendar was approved and 2 snow days were forgiven.
  - Dr. Gans attended the Pennsylvania Association of School Administration at Penn State. The conference topic was "Engagement of the Community". Dr. Gans shared that the speaker, Jamie Vollmer, is an author of a book outlining how to engage the community in public education. One idea Dr. Gans wants to apply was to go to community events (e.g., soccer games, etc.) and advocate for public education.
  - The Board Budget was presented last meeting and will be presented again at the next meeting (April 23) for resident comment.
    - The budget will be voted on in June.
    - Budget items of concern included:
      - Safety and Security. USC has been looking at school security for many years. There are security meetings every month to discuss

issues. Safety and Security affects the budget because of personnel required.

- Capital repair project will be seeking bids to repair floor in Boyce Middle school this summer.
- Mrs. Coyle asked when the Boyce concession stand/field work would be completed? Dr. Gans did not know date work would be performed or completed.
  - At the next meeting, the School Board will be voting on a new superintendent.

### Standing & Reporting Committees/Reporting Organizations

- Apples for Students- Beth Huzjak
  - Earned \$1310
- Arts In USC- Rachelle Engel
  - Students presented their submissions
  - Melodi Caliskin presented her self-portrait, “#Smile”
  - Meredith Roman presented her painting “Who’s Watching Us”
  - PTO congratulated the students.
- Authors Day- Ponny John -no report presented.
- Field Day- Susan Coyle
  - Mrs. Coyle is waiting to hear back on inquiry emails about water and popsicle purchases. She doesn’t anticipate needing to purchase more games for the students.
- Orchestra- Prema Sridaran, Mondeep Puri
  - Ms. Sridaran reminded PTO that the spring orchestra concert is on May 21. Students will have a morning rehearsal that day, and the call time for the 7:00pm concert is 6:15pm.
- Science Extravaganza- Stacey Seewald, Kristin Buonomo
  - The program is Monday, April 23. The committee is still looking for one more speaker and 2 more slime helpers.
- 6<sup>th</sup> Grade Graduation- Susan Coyle
  - Mrs. Coyle asked if it was ok to ask kids to make “Goodbye” posters for 6<sup>th</sup> grade graduation during Pride Time to provide wall decorations. All present agreed this was a nice idea.
- Staff Appreciation- Michelle Mandler
  - No report available
- Youth Steering- Amy Billerbeck
  - No report available.

### Unfinished Business

- Committee chairs 2018/19
- Proposed budget for 2018-2019

- No quorum to approve the budget this month. Therefore, the budget will sit until next meeting (May luncheon) to be put forth for a vote.

#### New Business

- 2018-2019 board nominations
  - Penney Miller -Secretary; Vice-President-Gina Swanson; Treasurer- Stacey Friday.
- Changes in PTO Standing Rules-see attached document for highlighted changes. Date of approval will be changed to May 23.
- Changes in By-Laws-see attached document for highlighted changes.

Next PTO Meeting- May 23, 2018 luncheon at Stacy Cobb's house.

#### Adjournment

Meeting was adjourned at 10:33AM.

Respectfully submitted by Penney Miller

Date Approved: May 23, 2018

**Boyce PTO General Meeting – April 2018**

**Treasurer's Report**

**PTO Checking Account**

**Beginning checking cash balance as of 03/13/18 : \$33,206.85**

**PTO Income from 03/14/18 to 04/18/18**

04/16/18 Author's Day Book Sale \$636.50

**PTO Payments from 03/14/18 to 04/18/18**

Check# 1188 To Boyce Middle School - NASA Field Trip for 5<sup>th</sup> graders \$7304.00

Check# 1189 To Stacey Cobb - Read For A Reason - Life Size Board Games \$809.70

Check# 1190 To Jamie Del – For Display Cases \$37.10

**Total PTO checking balance as of 04/18/18: \$25,692.55**

**Deer Valley Account**

**Beginning Money Market cash balance as of 03/13/18: \$16,557.49**

**Dear Valley Income from 03/14/18 to 04/18/18**

03/30/18 Interest Payment \$0.95

**Deer Valley Payments from 03/14/18 to 04/18/18**

No payments

**Total Deer Valley Money Market Balance as of 04/18/18: \$16,558.44**

COMMENDATIONS AND RECOGNITIONS  
MARCH, 2018

**Administration**

Amy Pfender, Director of Student Support Services, has been selected to receive the 2018 University of Pittsburgh School of Education's Distinguished Departmental Alumni Award from the Department of Administrative and Policy Studies. She will be recognized at the School of Education's Alumni Reception on Friday, April 6, 2018, at the University Club on Pitt's campus in Oakland.

**Middle School**

Anoushka Sinha, an 8<sup>th</sup> grader at Ft. Couch, was the upper division monologue winner in the Pittsburgh Public Theater's 24th Annual Shakespeare Monologue & Scene Contest. The finalists' showcase was held recently at the O'Reilly Theater in the Downtown Cultural District. Anoushka performed a monologue as Helena in "All's Well That Ends Well." The youngest competitor in her division, she competed against seven other students in grades 10-12. Anoushka received a leather-bound volume of Shakespeare's complete works as well as a flex subscription to Pittsburgh Public Theater's next season.

Two Boyce Middle School teachers were recently honored with the Promising Practitioners Award from the Pennsylvania Association for Middle Level Education. English language arts teachers Amy Homer and Morgan Olsen were recognized on Monday, Feb. 26 at the PAMLE 2018 Conference in State College.

The Promising Practitioners Award is presented to teachers who are just beginning their middle school careers and have made a positive impact on both their school and community by incorporating effective middle level practices in their everyday teaching.

Ms. Homer and Mrs. Olsen were nominated for the award by Dan O'Rourke, Boyce Middle School principal, and Christine Mussomeli, Boyce Middle School assistant principal.

A Boyce Middle School student has been named a semifinalist in the 2018 Pennsylvania National Geographic State Bee. Sixth grader Louis Gargani scored among the top 100 on the qualifying exam that was administered to school-level champs throughout Pennsylvania. The 2018 Pennsylvania State Bee will be held on Friday, April 8, 2018, at The State Museum of Pennsylvania in Harrisburg.

## **High School**

The Upper St. Clair High School Speech & Debate Team were the overall team tournament champions at the Bethel Park Black Hawk Invitational on Feb. 9-10, 2018, at Bethel Park middle and high schools.

Upper St. Clair placed first as a team in debate for the fifth consecutive year and third overall in speech.

The team also had a large number of individual achievements:

The Parliamentary debate team took all four semifinal and final places. The team of Vivek Babu, Sunny Chai and Jami Stout won the tournament championship. Third and fourth place belonged to the teams of Mathena Jencka, Amanda Ross and Anika Sinha as well as Basir Khan, Ayush Sharma and Chand Vadalia.

Members of the Lincoln-Douglas team, Abby Riemer advanced to the semifinals and Nadith Dharmasena made the quarterfinals, while Eshita Chhajlani made Partial Double-Octofinals.

In Public Forum, Christian Chiu and Harrison Chui were Partial Double-Octofinalists and Ariana Chiu and Ava White were Octofinalists.

In Congress, Daniel Speer placed fifth and John Joyce sixth while Alex Lampe and Caroline Wolfe were semifinalists.

In speech, the team of Wyatt Keating and Shebl Rosati won the tournament championship in Duo by seven ranks. Mayka Chaves took home second and Joe Phillips was fourth in Prose, the largest speech event. Paarth Shankar also placed sixth in Extemporaneous Speaking.

Semifinalists included Maddie Nolen (Prose), Laura Lapham (Humor), Grace Blumenfeld (Oratory), and Hashim Durrani (Drama). Quarterfinalists included Atharva Barve (Extemporaneous), Sammy Levy and Bryce Keating (Prose), and Ben Holthaus (Humor).

Ten Upper St. Clair High School seniors were recently named Finalists in the 2018 National Merit Scholarship Program. Steven D. Cheung, Ariana Chiu, Nadith A. Dharmasena, Sahil B. Doshi, Jagadeesh R. Gummadi, Michael R. Hrehocik, Caroline C. LeKachman, Spencer C. Miller, Daniel R. Speer and Abigail E. Wagner were selected on the basis of their SAT scores, grades, essays and letters of recommendation.

In September 2017, these students were named Semifinalists in the competition for scoring in the top one percent of all juniors completing the PSAT in October 2016.

Three High School students placed first in the annual High School Japanese Speech Contest on March 2, 2018, at the University of Pittsburgh. More than 100 high school Japanese language learners of all levels from the tri-state area compete in the regional speech and poster competition. Students participate in one of four speech levels according to their level of instruction. Madelyn Lebedda, Katie Knizner and Anna Culhane earned top honors in levels 1, 2 and 3. Finishing in the top three for each level were Ethan Quinto, second place in level 3; Caroline Knizner, third place in level 1; and Maggie Bryant, third place in level 2.

The Upper St. Clair Speech & Debate Team earned the opportunity to defend its state title for the eighth consecutive year, claiming the Pennsylvania High School Speech and Language District 3 Championship, held on February 24<sup>th</sup> at Moon Area High School.

Individual debate performances included a sweep of Public Forum debate by the teams of district champions Ariana Chiu, Ava White and Harshini Sakthivel. Parliamentary debate was also swept by district champions Amanda Ross, Anika Sinha, Mathena Jencka, Ethan Bowman, Steven Cheung and Jacob Lantzman. The district championship in Lincoln-Douglas debate went to undefeated district champion Spencer Miller while John Joyce qualified second in Senate. Daniel Speer represented the team in the House.

Equally successful speech performances were put in by Dramatic Interpretation competitors district champion Hashim Durrani and Mayka Chaves. Humorous Interpretation's Laura Lapham and Ben Holthaus will also represent the team at states. Charlize Goff qualified second in Prose and Richa Mahajan equaled that finish in Poetry. Commentary was swept by district champion Hridhay Reddy and Paarth Shankar. And, Krisha Monpara qualified in Persuasive while Neha Patel did the same in Informative.

The following first and second alternates placed third through fifth in their events: Abby Riemer in Lincoln-Douglas; Yash Jajoo and Devan Ekbote in Policy Debate; Alex Lampe in Senate; Anber Bhuiyan and Aya Dakroub in Duo; Sanjana Gandikota in Poetry; Loren White in Prose; Nadith Dharmasena and Atharva Barve in Extemporaneous; and Shanthi Krishnaswamy in Persuasive.

Upper St. Clair High School's Pantheon Choir has been selected to perform with the Pittsburgh Symphony during a showing of the movie "Home Alone" on Dec. 20, 2018, at Heinz Hall. Members of the Pittsburgh Symphony together with the Pantheon Choir will perform the Oscar-nominated score as the full-length movie is screened above the stage.

The following students placed high enough in auditions to move on to PMEA Region festivals:

**SHS Region Choir 2018:**

Isabela Couch - Alto 1  
Annabel McQuillan - Alto 2  
Zoe Rankin - Alto 2  
Jonah Glunt - Tenor 1  
Logan Reynolds - Tenor 1  
Connor Damon - Tenor 2  
Tommy O'Brien - Tenor 2  
Christian Jones - Bass 1  
Jack Smith - Bass 2

**SHS Region Band 2018:**

James Boston - Trumpet  
Shane Bowman - Percussion  
Alexa Drecnik - Flute  
Matthew Higgs - Percussion  
Meghan Johnson – Clarinet  
Holly Smith - Contra Bass Clarinet  
Abbie Wagner - Flute

**SHS Region Orchestra 2018:**

James Boston – Trumpet

Congratulations are extended to the following Parkway West Career & Technology Center Director's list of Honor Students for the 2<sup>nd</sup> quarter of the 2017-2018 school year:

Gabrielle Caudill – Cosmetology  
Lillian Caudill – Public Safety  
Alex Gillespie – Public Safety  
Lucas Gillespie – BCT  
Darian Glassey – HVAC  
Daniel Jaffee – ITE  
Anna Perry – Digital Multimedia  
Rebecca Swiech – Culinary Arts

**Middle School/High School**

Five writers and four artists recently earned recognition in the regional Scholastic Art & Writing Awards. Among the 13 awards were two Gold Key honors including eighth grader Alex LeKachman for his painting titled, "Autumn Trail" and sophomore Lauren Teresi for her photograph, "Into the Woods."

As Gold Key Award winners, Alex and Lauren have qualified to compete at the national level.

Four students earned a combined total of seven 2018 Northeast Art Region-at-Large Awards. Honorees include:

Sydney Kirk, grade 8, earned 3 Honorable Mentions in the category of Photography

Alex LeKachman, grade 8, earned a Gold Key in the category of Painting

Katherine Li, grade 9, earned Honorable Mention in the category of Painting

Lauren Teresi, grade 10, earned a Gold Key and Silver Key for 2 entries in the category of Photography

The following students earned recognition through the 2018 Pittsburgh Regional Scholastic Writing Awards:

Annika Chaves, grade 9, earned a Silver Key in the category of Poetry

Sarah Besser, grade 10, earned an Honorable Mention in the category of Personal Essay/Memoir

Markella Jahn, grade 7, earned a Silver Key in the category of Short Story

Himani Karia, grade 8, earned an Honorable Mention in the category of Personal Essay/Memoir

Julia Roeschenthaler, grade 8, earned an Honorable Mention and a Silver Key for two entries in the category of Poetry.

This year's writing contest drew more than 400 submissions from students in grades 7-12 throughout Allegheny County. Winners were recognized at an awards ceremony on Saturday, Feb. 24, 2018, at the Frick Fine Arts Center.

Congratulations are extended to high school sophomore, Gabriella Spina for earning the highest achievement in Girl Scouting, the Gold Award.

This award recognizes girls in grades 9 through 12 who demonstrate extraordinary leadership through sustainable and measurable Take Action projects that address important community needs.

Gabi's project, Taking Care of Your SELFie, offered a free one-day workshop for girls in grades 6, 7 and 8 to address and combat negative self-esteem. The workshop encouraged girls to focus on the positive aspects found within themselves and to utilize these in daily life.

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. Boyce PTO meetings 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 to be held to a maximum of 3 minutes. Guest speakers invited to present to the PTO are to be held to a maximum of 10 minutes.
6. During months with no PTO meetings of the general membership 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. The Reporting Committees shall be designated as set forth by the USC Parent Teacher Council.
9. Each new committee chair shall review the corresponding procedure documents and Conflicts of Interest policy before or at the first PTO meeting in September.
10. 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.
11. 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 will not be paid to the individual or deducted from the committee budget, unless prior approval was obtained from the Executive Board.
12. 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.
13. The Secretary shall be responsible for sending all correspondence from the Boyce

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Middle School PTO.

14. 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.
15. Boyce PTO's books shall be closed as of June 30<sup>th</sup> and an audit performed of the Treasurer of this organization shall be conducted by July 31<sup>st</sup> 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 November 15 of each year. USC PTC must be notified in writing upon completion of filing.
16. 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.
17. 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.
18. 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.
19. The Executive Board, with a majority, may approve expenditures up to One Hundred Dollars (\$100.00) without the general membership approval for items not included in the budget or for the line items exceeding the budget.
20. The Treasurer shall present a list of receipts and disbursements for the prior month at each monthly PTO meeting.
21. All check request forms submitted by the Treasurer for reimbursement of their own

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expenses should also be signed by the President.

22. Boyce PTO shall acquire liability and bonding insurance coverage and be incorporated.
23. 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.
24. 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 PTO meeting at which it will be voted on. The proposed budget shall be voted on at the April or May PTO meeting.
25. The Standing Rules shall be revised by the Executive Board on an annual basis and shall be submitted to the membership by the April meeting.
26. Annually, the Boyce PTO Executive Board is to be provided with a copy of the standing rules.
27. The slate of new officers shall be presented at the March or April PTO meeting. The vote by the general membership shall take place at the April or May PTO meeting. Installation of new officers will be held at the May PTO meeting.
28. 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.
29. 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 ed in the 2020-2021 school year.
30. 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.
31. The President shall organize a brunch or luncheon in May. This may be in addition to or in lieu of a general PTO meeting. The Executive Board and the standing committee chairpersons, outgoing and incoming, shall be invited to attend.
32. The Boyce PTO shall maintain a separate bank account for the funds raised by the Deer Valley Student Fundraiser. All funds raised by the students shall be maintained in the account until the end of their 6<sup>th</sup> grade year. At this time, any funds not utilized or in excess of those required for their Deer Valley trip shall remain in Deer Valley account for Deer Valley trip use to cover equipment and student expenses, or transferred to a Scholarship Fund for the Deer Valley Trip by executive board vote.
33. In the case of a school cancellation or delay, the President may opt to postpone the general meeting until 10:30am 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.

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Adopted: April ~~19<sup>th</sup>~~, ~~2018~~

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President Signature

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**Boyce Middle School**  
**Parent Teach Organization By-Laws**

Upper St. Clair School District

Prior to filling out the bylaws, you must review the IRS guidelines.

**Article I: Name**

The name of this organization is the **Boyce Middle School Parent Teacher Organization** located in Upper Saint Clair, Pennsylvania.

**Article II: Purposes**

Section 1. The Purposes of the **Boyce Middle School Parent Teacher Organization**, herein referred to as PTO, are:

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- a. To promote the welfare of children and youth in home, school, and community,
- b. To raise the standards of home life,
- c. To provide financial support in accordance with the budget approved by the organization,
- d. To bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the education of children and youth, and
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social education.

Section 2. The Purposes of this PTO are promoted through advocacy and educational programs directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

Section 3. The PTO is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future federal tax code (hereinafter "Internal Revenue Code").

**Article III: Basic Policies**

The following are basic policies of the PTO:

- a. The PTO shall be noncommercial, nonsectarian, and nonpartisan.
- b. The PTO shall work with the schools and community to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.

Commented [PM1]: Corrected typo "PTSO" to "PTO"

- c. The PTO shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among parents, schools, and the community at large.
- d. No part of the net earnings of the PTO shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the PTO shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- e. Notwithstanding any other provision of these articles, the PTO shall not carry on any other activities not permitted to be carried on (i) by an entity exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an entity, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of the PTO, after paying or adequately providing for the debts and obligations of the PTO, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. In the event of dissolution of this PTO, the remaining assets shall be distributed to Boyce Middle School to be dispersed by the principal in a manner agreed to by a two-thirds majority vote of the membership and designed to benefit the school and/or students.
- g. The PTO or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- h. Members of the executive board and committee chairs will review and abide by the conflict of interest policy of this PTO.

#### **Article IV: By-Laws**

Section 1. This PTO shall adopt such bylaws for the government of this PTO as may be approved by a two-thirds majority vote of its membership.

Section 2. This PTO's bylaws and conflict of interest policy shall be updated every three (3) years and shall be submitted to the Upper St. Clair Parent Teacher Council upon adoption.

Section 3. Amendments:

- a. These bylaws may be updated or amended at any general membership meeting of this PTO by a two-thirds majority vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least twenty-eight (28) days prior to the meeting at which the amendment is voted upon.
- b. Amendments of by-laws shall be submitted to the Upper St. Clair Parent Teacher Council for approval upon adoption.

**Article V: Voting**

Section 1. Only members of this PTO who have paid dues for the current membership year may vote on the business of this PTO.

Section 2. Current membership must be verified for voting privileges.

Section 3. The bylaws of this PTO shall prohibit voting by proxy.

**Article VI: Membership & Dues**

Section 1. Membership in this PTO shall be made available without regard to race, color, creed, or national origin, under such rules and regulations.

Section 2. This PTO shall conduct an annual enrollment of members, but may admit individuals to membership at any time.

Section 3. Dues:

- a. Each member of this PTO shall pay such annual dues to said PTO as may be prescribed by the PTO.
- b. The treasurer of this PTO shall keep records of the member dues separate from records of the general funds of this PTO.

Section 4. Local PTO Membership:

- a. Upon payment of dues, a person of Full Age shall become a member of this PTO and shall be entitled to all privileges of membership, including holding office and voting.
- b. Full Age: Of the age of eighteen years or over, as set forth by the Pennsylvania Consolidated Statutes, Title 15, Corporations and Unincorporated Associations.

Deleted: Section 1. Every individual who was a member in good standing of the Boyce Middle School PTA as of the date of the formation of this PTO shall automatically become a member of this PTO for the duration of the 2014-2015 school year and is entitled to all the benefits of such membership. ¶

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**Article VII: Officers**

Section 1. The officers of this local PTO shall consist of:

- one (1) president;
- two (2) vice presidents;
- one (1) secretary;
- one (1) treasurer; and
- one (1) board advisor

Section 2. Officers shall be elected by the month of May.

Section 3. The vote shall be conducted by written ballot unless there is only one candidate for office, at which time a voice vote may be held. A majority vote shall be required for election.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the **Boyce Middle School PTO**:

- a. Each officer shall be a member of this local PTO.
- b. A person who has served in an office for more than one-half of a full term shall be deemed to have served a full term in such office.
- c. No person may serve in more than one (1) elected position in this PTO simultaneously.
- d. Each officer of this PTO shall have been a member of an Upper Saint Clair PTA, PTSO or PTSO for six (6) months.
- e. No officer may be eligible to serve more than two (2) consecutive terms in the same office other than the office of the treasurer, which cannot serve more than one (1) consecutive term.
- f. To be eligible for the presidency a person must have served on the executive board of this PTO for one (1) year.

Section 5. Officers shall assume their official duties on the close of the meeting in May or June. The president, first vice-president, second vice-president, secretary and board advisor shall serve for a term of one (1) year, or until their successors are elected. The treasurer shall serve a term of two (2) years, or until their successor is elected. A candidate for treasurer may be considered for a one (1) year term with prior approval from the executive board.

Section 6. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the first vice-president. A vacancy in any office other than the president shall be filled by a member elected by the executive board.

Section 7. The opportunity to serve on a nominating committee shall be announced by this PTO at a regular meeting in February. A nominating committee may be composed of three (3) members. In the event three members do not volunteer to establish a nominating committee, then the executive board shall serve as the nominating committee.

- a. The committee shall be chaired by the board advisor.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees to the general membership in March or April. Before the election takes place, the president shall call for nominations from the floor.
- c. Only those individuals who have met the qualifications as outlined in Article VII, Section 4 and who have signified their consent to serve if elected, shall be nominated for, or elected to, such office.

## **Article VIII: Duties of Officers**

### Section 1. The president shall

- a. preside at all meetings of this PTO;
- b. serve as an ex officio member of all committees except the nominating committee and the auditing committee, if authorized to sign checks;
- c. coordinate the work of the officers and committees of this PTO in order that the Purposes may be promoted;
- d. send contact information (name, address, phone, email) for the incoming officers to the USC Parent Teacher Council;
- e. perform other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the executive board; and
- f. have a current copy of this PTO's bylaws available for membership review.

### Section 2. The first vice-president shall

- g. act as aide to the president;
- h. perform the duties of the president in the president's absence or inability to serve;
- i. appoint standing committee chairpersons for the following school year; and
- j. secure volunteers for PTO activities as directed by the executive board.

Section 3. The second vice-president is an ex-officio member of the executive board and shall be the principal of the school.

### Section 4. The secretary shall

- a. record the minutes of all meetings of the PTO;
- b. file the monthly financial report to the membership as part of the monthly minutes;
- c. attach the membership list to the minutes of the November and January general meetings;
- d. maintain a current copy of the bylaws, standing rules, conflict of interest policy and membership list;
- e. present a written copy of the previous meetings records at each meeting; and
- f. have at each meeting, written records available for review by members, for at least the previous year's meetings.

### Section 5. The treasurer shall

- a. have custody of and maintain a full account of the funds of this PTO;
- b. submit dues as directed in Article VI Membership & Dues Section 4 of these bylaws;

- c. make disbursements as authorized by the executive board, or this PTO in accordance with the budget adopted by this PTO;
- d. have checks or vouchers signed by two officers (the treasurer and the president or board advisor);
- e. provide a written financial statement to the executive board at each meeting;
- f. report the findings of the annual audit in writing to the executive board and present an annual report of the financial condition of this PTO to the membership;
- g. present all audit reports to the general membership for adoption at the first general membership meeting held after the completion of the report;
- h. have the accounts examined annually by an auditor, certified accountant or an auditing committee of not fewer than three (3) members, who are not authorized to sign checks. If satisfied that the treasurer's annual report is correct, they shall sign a statement to that fact at the end of the report. The auditing committee shall be elected by the executive board at least one (1) month before the meeting at which new officers assume duties;
- i. open to inspection such books of account and records, at all reasonable times, by an officer of this PTO;
- j. in accordance with articles of incorporation, notify the Pennsylvania Department of State, Bureau of Incorporation, when there is a change of officers;
- k. require a certified accountant to prepare and file Form 990N, 990 or 990EZ on behalf of this PTO as required by IRS or state regulations;
- l. file to the appropriate state office each year upon completion, an updated list of incorporated officers, a copy of the Form 990N, 990, or 990EZ as required per IRS regulations and any other documents required to remain in compliance with IRS or state regulations;
- m. forward a signed copy of all audit reports to the USC Parent Teacher Council immediately following their adoption by the general membership and will notify, in writing, to USC PTC that they have submitted the required forms by October 15 of each calendar year. If a unit is requesting an extension on any filing, they will provide that information to USC PTC.
- n. upon resignation of an officer with check signing privileges during a term, have the accounts examined by an auditor or an auditing committee following the fiscal year end auditing procedures.

Section 6. The board advisor shall

- a. serve as by-law chairperson for this PTO; and
- b. serve as chairperson of the nominating committee.

Section 7. All officers shall perform other duties as may be provided for in these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive board.

## **Article IX: Executive Board**

Section 1. The business of the **Boyce Middle School PTO** shall be managed by the executive board in the intervals between PTO general membership meetings.

Section 2. Each executive board member shall be a member of this local PTO.

Section 3. The members of the executive board shall be elected officers and the principal who shall serve as the second vice-president.

Section 4. Duties of the executive board shall be to:

- a. transact business as may be referred to it by the membership of this local PTO;
- b. create special committees as needed and appoint chairmen for each special committee;
- c. approve plans of work of the committees;
- d. present a report at the regular general meeting of this PTO;
- e. select an auditor or an auditing committee to audit the treasurer's accounts;
- f. prepare and submit an annual budget to this PTO general membership for adoption; and approve payment of routine bills within the limits of the approved budget.
- g. elect a parliamentarian from the executive board members, as needed.

Section 5. If any member of the executive board shall at any time cease to meet the qualifications or fulfill the duties of the position as listed in the bylaws, that person shall be removed from the position by a motion adopted first by the executive board and then by the general membership. The vote shall be by a majority.

Section 6. Regular meetings of the executive board shall be held with the date and time to be fixed by the board at its first meeting of the year.

Section 7. Special meetings of the executive board may be called by the president or when requested by a majority of the executive board members upon three (3) days' written notice to each member of the board.

Section 8. At all meetings of the executive board, a majority of the members of the board shall constitute a quorum for the transaction of business.

Section 9. Upon the expiration of the term of office or when individuals cease to hold the position, all records, books, and other materials pertaining to the position shall be turned over to the president within ten (10) days.

## **Article X: Committees**

Section 1. Only members of this PTO shall be eligible to serve as chairpersons. The executive board shall create standing and special committees as needed and appoint chairpersons for each

committee.

Section 2. The standing committees of this PTO shall be listed in the standing rules.

Section 3. The term of office of each committee chair shall be one (1) year or until the selection of a successor.

Section 4. No chairperson may be eligible to serve more than two (2) consecutive terms in the same chairmanship without approval of the executive board.

Section 5. ~~No committee work shall be undertaken without the consent of the president.~~

~~Deleted: Each committee chair shall present a plan of work to the executive board for approval.~~

~~Deleted: an executive board member.~~

Section 6. Standing committees of this PTO will be reviewed on an annual basis. Standing committees may be discontinued by a majority vote of the executive board. Notification of the vote will be provided to the membership at the following general meeting.

### Article XI: General Membership Meetings

Section 1. At least three (3) general membership meetings of this PTO shall be held during the school year. Dates of meetings shall be determined by the executive board and announced at the first general membership meeting of the year. Three (3) days' notice shall be given to the membership of a change of date.

Section 2. Special meetings of this PTO may be called by the president or by the majority of the executive board on three (3) days' notice having been given.

Section 3. The annual meeting shall be held in May at which time the budget and slate of officers for the upcoming year shall be presented to the membership for a vote.

Section 4. A quorum of seven (7) members in addition to any executive board members is required for the transaction of business in any meeting of this PTO. In the event of approval of general meeting minutes, if a seven member quorum is not present, a majority of the executive board may approve the minutes.

### Article XII: USC PTC Membership

Section 1. This PTO shall be represented in executive board and general meetings of the Upper Saint Clair Parent Teacher Council (USCPTC) by the president or appointed alternate and by the first vice-president or appointed alternate, each of whom shall serve for a term of one year.

- a. All representatives to the Upper Saint Clair PTC must be members of this PTO.
- b. Alternates shall be selected by the executive board.

Section 2. This PTO shall also be represented in general meetings of the USCPTC by its principal or their alternate.

Section 3. This PTO shall pay annual membership, by November 1st, to the Upper Saint Clair PTC, as provided in the council bylaws.

~~Deleted: dues of \$1.00 per member, by December 1.~~

**Commented [PM2]:** This was the approved change to the bylaws voted on last year.

### **Article XIII: Fiscal Year**

The fiscal year of this PTO shall begin on July 1 and end on the following June 30.

The fiscal year of this PTO shall be the same as its accounting year and shall be in accordance with the information provided on the SS-4 form currently filed with the IRS.

### **Article XIV: Dissolution & Withdrawal of Charter**

A PTO considering dissolution must:

- a. upon decision to recommend dissolution of the unit, present the resolution to the members at the next general meeting for their information;
- b. announce that a vote on the dissolution will be taken at the next general meeting. A two- thirds majority vote is required to dissolve this PTO;
- c. require each person voting to dissolve be a member of this PTO for at least ninety (90) days;
- d. arrange for the proper disposal of PTO funds and property according to the provisions of these bylaws and applicable law, including those of the State of Pennsylvania and the Internal Revenue Service; and
- e. provide for the dissolution to take effect within the timeframe required by applicable law and transfer all PTO books and records to the USCPTC.

### **Article XV: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this PTO and in all cases in which they are applicable and in which they are not in conflict with these bylaws or the articles of incorporation.

**SIGNATURE/APPROVAL PAGE**  
**Bylaws of the Boyce Middle School PTO**

Approved by the general membership at its meeting on \_\_\_\_\_.  
Date of Approval

Attached is a copy of the minutes for the meeting when the bylaws were approved by the general membership.

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
President's Name – Printed

\_\_\_\_\_  
Secretary's Signature

\_\_\_\_\_  
Secretary's Name – Printed

Reviewed by USC Parent Teacher Council Bylaws Chairperson

\_\_\_\_\_  
Council Bylaws Chairperson's Signature

\_\_\_\_\_  
Date Reviewed

\_\_\_\_\_  
Council Bylaws Chairperson's Name – Printed