

# **Morris County School of Technology**

## **PTO Meeting Minutes**

**Tuesday, March 19, 2024 – 7 PM via Zoom**

**President** – Lisa Tubbs

**Vice President/Membership Chair** - Jen Vnencak (absent)

**Secretary** – Amy Ghelli

**Treasurer** – Katia Yousuf (absent)

**Hospitality Chair** - Anisha Patoir

**Scholarship Chair** – Gioia Degenaars

**Fundraising Chair** - Debbie Arntzen

**Apparel Chair** – Kathy Felch

Call to Order: 7:02 PM Total attendees: 17

### **Principal Menadier's Message:**

- NJSLA coming up in April
- For Juniors: seminar for senior year planning WED Day tomorrow 3/20
- MCST Talent Show Friday 3/22 at 6PM.

### **President's Report (Lisa Tubbs):**

- MCST Summer Camp 7/15-19 Arts & Human Services and 7/22-26 STEM. Free for students entering Grades 7-8. Registration opening soon.
- Incoming Fall '24 Freshman Welcome Event in April, PTO to supply Devils magnets.
- 4/13 HackMCST will host 9<sup>th</sup> annual Hackathon. PTO is a sponsor. Interested students can register here: [www.hackmcst.dev](http://www.hackmcst.dev)

### **Vice President's/Membership Report (Jen Vnencak):**

- No update

### **Treasurer's Report (Katia Yousuf):**

- No update

### **Hospitality Chair Report (Anisha Patoir):**

- Career Technical Education (CTE) Month treats on 2/14 Valentine's Day. Thank you to all parents that purchased items from Amazon Wish List for grab & go snacks donations.
- Teachers and Staff Appreciation Lunch will be in early May. Date TBD.
- Junior Alumni event in early June. Date TBD. College freshman from Class of 2023 will return to speak to the junior class about what they have learned during their first year at college.

**Apparel Chair Report (Kathy Felch):**

- Approx. \$164 in Squad Locker profit to date. Store is open all year and ships directly to your house. Link is on Facebook page. <https://teamlocker.squadlocker.com/#/lockers/mcst-general-store>
- Spring sale sold blanket hoodies. \$52 in profit.
- Class of 2024 Graduation lawn signs being sold currently until May 1 for \$20/each. Sold 50 to date.
- Grad Fest will be June 13 & 14 after graduation rehearsals at MCST. We will be asking for donations from parents for this event when it gets closer.

**Fundraising Chair Report (Debbie Arntzen):**

- Talent Show Friday, March 22 at 6PM in the cafeteria. We have 14 acts and over 60 tickets sold. Tickets are \$5/each.
- Spring Bingo+ Night is on Friday, May 3. Looking for donations for the baskets, especially gift cards.

**Scholarship Chair Report (Gioia Degenars):**

- There are 44 seniors eligible to apply for the senior scholarships.
- Thank you to the parents who volunteered to be on the committee: Christine Zimmerman, Pallavi Makhija, Aparna Pandruvda, Amanda Quinn, and Alla Garber. Alternates: Leanne Desaulinier, Kedar Kulkarni, Christine Melamed.
- Applications are due to Ms. Brooks in Guidance Office on April 29, 2024.

**Other Items:**

- Special Meeting to be held on Tuesday April 16<sup>th</sup> at 7pm to receive report from Nominating Committee. Debbie & Anisha have volunteered for this committee. Need to secure 1 more for committee, and 1 alternate. Elections held during May 19 General Meeting. Officer positions open include Treasurer, Vice President of Membership and Secretary.
- Revisions to bylaws: Committee comprised of Debbie Arntzen, Kathy Felch, Lisa Tubbs & Katia Yousuf looked for more logical template and split sections amongst committee for a deep dive then did a full review as a group. Proposed by-laws document emailed to parents/guardians (See attachment). Formal vote to adopt will take place during May 19 General Meeting.

**Meeting Adjourned: 7:35 PM**

**Next Meetings:       Special Meeting Tuesday, April 16, 2024, at 7PM via Zoom.**

**General Meeting Tuesday, May 19, 2024, at 7 PM via Zoom.**

**By-Laws of  
The MORRIS COUNTY SCHOOL OF TECHNOLOGY  
PARENT-TEACHER ORGANIZATION (MCST PTO)**

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## **ARTICLE I: NAME**

The name of this organization shall be the **Morris County School of Technology Parent Teacher Organization** (hereinafter the "PTO") and its principal place of business shall be **Morris County School of Technology, 400 East Main Street, Denville, NJ 07834.**

## **ARTICLE II: PURPOSE**

The purpose of this PTO is to enhance and support the educational experience at Morris County School of Technology, to develop a closer connection between school and home by encouraging parent and student involvement, and to foster community spirit by improving the environment at Morris County School of Technology through volunteer and financial support.

## **ARTICLE III: DESCRIPTION**

This PTO shall not seek to direct the administrative activities of the school or to control its policies. The PTO agrees to adhere to Morris County Vocational School District Board of Education Policy 5020.

The PTO is organized exclusively for charitable, and educational purposes including, for such purposes, the making of distributions to organization that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. This shall be a nonprofit, nonsectarian, nonpartisan, and nondiscriminatory organization. The use of funds and proceeds derived by this organization shall be for the improvement of the quality of education at Morris County School of Technology.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose clause hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purposes not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

## **ARTICLE IV: MEMBERSHIP**

### **Section 1: Membership**

Any parent or guardian of an enrolled or alumni Morris County School of Technology full-time or share-time student in any district location, or a current Morris County School of Technology faculty or staff member who subscribes to the purpose of this PTO may become a member of this PTO upon payment of annual dues. In the case in which one paid membership fee covers two (2) parents or guardians in one household, each household shall be recognized as one (1) voting member and each shall be entitled to one (1) vote. Membership in this PTO shall be available without regard to race, color, creed, sexual orientation, gender identity or national origin. The PTO shall conduct an annual enrollment of members but may admit individuals to membership at any time. Members in good standing in the PTO are those who abide by their current bylaws and who have paid current dues.

### **Section 2: Dues**

Dues will be established annually by the Executive Board and approved by the General Membership at the Spring General Membership meeting. It shall be the responsibility of the Executive Board to set the dues at a reasonable amount. The PTO membership year shall be from July 1 through June 30. Only members of the PTO who have paid dues for the current membership year may serve as Officers, Standing Committee Chairpersons, Standing Committee Members, or participate in the business of the PTO.

### **Section 3: General Membership Meetings**

- A. General Membership meetings shall be held at a minimum of four times per school year, or as called by the Executive Board and/or the President. Meetings may be rescheduled for due cause at the discretion of the President. The first General Membership meeting of each school year shall be held no later than September 30 and shall include approval of the PTO's current year budget. Another General Membership meeting shall be held in the spring of each school year and shall include for the upcoming school year the election of the Executive Board, the ratification of the Standing Committee Chairs and the approval of membership dues.
- B. General Membership meetings shall be open to any interested persons; however, the privilege of making motions and voting shall be limited to members in good standing. Members in good standing are those who abide by the current PTO bylaws and have paid the current year's membership dues.
- C. The General Membership shall be notified of the time and place of each regularly scheduled General Membership meeting by direct mail, electronic media, circular, message, or telephone at least seven (7) days in advance of such meetings. Meetings of the PTO may be held in person, or virtually, provided that all participants have the ability to communicate in real-time. Special meetings of the General Membership must be announced with 48 hours' notice by any of the methods mentioned above; and may be called by the President, any two (2) Executive Board members, or five (5) general members submitting a written request to the Secretary.
- D. The quorum at any General Membership meeting shall consist of no less than nine (9) voting members.

- E. All meetings shall be conducted within the framework of accepted parliamentary procedure and Robert's Rules of Order shall be the definitive authority for questions of procedure, which cannot be satisfactorily resolved by the presiding officer.

## **ARTICLE V: EXECUTIVE BOARD**

The Executive Board shall consist of the Officers, Standing Committee Chairs, and Principal or designated MCST Staff Member.

The duties of the Executive Board shall be to transact business of the PTO, create standing rules and policies, create standing and temporary committees, approve the plans of work of the standing committees, prepare and submit a budget to the membership, approve expenditures, and prepare reports and recommendations to the General Membership.

### **Section 1: Officers**

The Officers of the PTO shall consist of the following: President, Vice President of Membership, Treasurer, and Secretary.

- A. The **President** shall preside over meetings of the PTO and Executive Board, serve as the primary contact for the Principal, represent the PTO in the community, and coordinate the work of all the officers so that the purpose of the PTO is served. The President can serve as an ex-officio member of the Executive Board for one (1) term after his/her term as President expires, on all committees except Nominating.
- B. The **Vice President of Membership** shall build a strong PTO membership base through an annual enrollment and maintain accurate and current records of PTO membership. The Vice President shall have a current membership list available at every meeting. The Vice President of Membership shall assist the President and carry out the President's duties in his/her absence or inability to serve
- C. The **Treasurer** shall receive all monies collected by the PTO, keep an accurate record of receipts and expenditures, pay out funds only as authorized by the PTO, present a financial report for review at each meeting and inform the Executive Board of special financial problems and budget considerations. The Treasurer shall be responsible for the preparation and submission of all Federal and State compliance filings. The Treasurer shall not be an employee of Morris County School of Technology.
- D. The **Secretary** shall record the minutes of all meetings of the PTO and shall distribute these minutes to the Executive Board in a timely manner. The Secretary shall keep a copy of all PTO records including a copy of the approved bylaws, and these shall be stored at Morris County School of Technology. The Secretary will be responsible for receiving and writing correspondence pertaining to the PTO's activities.

### **Section 2: Standing Committees**

Standing committees of the PTO shall include Fundraising, Apparel/Spirit, Hospitality, and Scholarship. The Executive Board may create additional standing committees as needed by a two-thirds (2/3) majority vote of a quorum of the Executive Board. Either one (1) or two (2) chairpersons shall manage each standing committee. In the case of two (2), they shall only be entitled to one (1) voting right collectively.

### **Section 3: Nominations, Elections and Ratifications**

There shall be a Nominating Committee composed of three (3) members elected by the PTO at a regular general membership meeting at least one month before the election of officers. An alternate/alternates to the Nominating Committee shall be elected in the same manner. The first member elected shall call the committee together and the committee shall elect its own chairman.

The Nominating Committee shall select at least one (1) eligible candidate for each office. The Nominating Committee shall report its slate of nominees immediately to the President, as a courtesy. At least 30 days prior to the election meeting, the General Membership shall be informed of the report of the Nominating Committee. Only persons who have signified their consent in writing shall be eligible to be nominated to such an office, either by committee or from the floor. Note: Nominating Committee members can be considered for office; they should not be penalized from this process by serving on the nominating committee.

Elections will be held at the subsequent General Membership meeting, annually or in May. At that General Membership meeting, nominations may also be made from the floor. Voting shall be by voice vote on the slate presented. If more than one person is running for a position, a ballot vote shall be taken. The Bylaws of the PTO shall prohibit voting by proxy. A majority vote of the members present shall be required for election.

### **Section 4: Eligibility**

Any parent, guardian or other adult standing in loco parentis for a student at the school or any parent, guardian or other adult standing in loco parentis for an alumnus of the school who has been a PTO member in good standing for 30 days is eligible to serve in any position on the Executive Board. Members in good standing are those who abide by the current PTO bylaws and have paid the current year's membership dues. A PTO member shall not serve as a voting member of the PTO Board while serving as a paid employee of or under contract to the PTO.

### **Section 5: Terms of Office**

Executive Board members shall serve for two (2) years commencing July 1. No Executive Board member may serve for more than two (2) consecutive terms in the same position. A person who has served more than one-half of a term shall be deemed to have served a full term in such office. Each officer shall be at least 18 years old as of the election date. Each Executive Board member shall hold only one (1) elected position at a time. All officers shall deliver to their successors all official material not later than thirty (30) days following the close of the meeting in May or in case of a resignation.

### **Section 6: Vacancies**

If there is a mid-year vacancy in the office of President, the Executive Board shall elect a president from among those who have served or are serving on the board. If there is a vacancy in any other Executive Board position, the position shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

### **Section 7: Removal from Executive Board**

If an Executive Board member, with the exception of Principal or designated MCST staff member, has missed three (3) consecutive Executive Board meetings or has not fulfilled the duties of his/her position, the Executive Board may remove the individual from his/her position by a simple (51%) majority vote of a quorum of the Executive Board at a regular meeting where previous notice has been given.

### **Section 8: Executive Board Meetings**

The Executive Board shall meet once per month, if necessary, from July through June. The subsequent meeting will be scheduled by the close of each current meeting. Executive Board meetings shall be open to any interested member of the PTO.

### **Section 9: Special Executive Board Meetings**

The President or any two (2) members of the Executive Board may call special meetings. Notice of the special meeting shall be sent to the Executive Board members at least 24 hours prior to the meeting.

### **Section 10: Quorum**

A quorum will consist of five (5) Executive Board members.

### **Section 11: Voting**

Executive Board meetings shall be open to any interested persons; however, the privilege of making motions and voting is limited to the Executive Board.

### **Section 12: Remuneration**

No member of the Executive Board shall receive any compensation for his/her services. No member of the Executive Board shall profit financially from any of the PTO's activities.

### **Section 13: Policies and Procedures**

Daily operation of the PTO will be in accordance with established Policies and Procedures. The Officers of the PTO shall review the current Policies and Procedures at the beginning of each fiscal year. Any recommendations for changes to the Policies and Procedures shall be presented to the Executive Board for ratification before the first General Membership meeting of the school year.

## **ARTICLE VI: STANDING COMMITTEES OF THE PTO**

Standing committees of the PTO shall include the Fundraising, Apparel/Spirit, Hospitality, and Scholarship. Other standing committees may be added by a simple (51%) majority vote (assuming a quorum) of the Executive Board. The chairperson(s) of the standing committees shall be elected/appointed by the executive board for a term of one (1) year. The president shall be ex-officio member of all committees except the nominating and auditing committees.

- The **Fundraising standing committee** is responsible for planning, organizing, and executing fundraising activities to support the financial needs of PTO-mission activities.
- The **Apparel/Spirit standing committee** shall offer the MCST community an opportunity to purchase school approved apparel and/or spirit items. Sales may be for a limited time and/or via an ongoing store.
- The **Hospitality standing committee** creates an inclusive and supportive atmosphere within the school community, enhancing engagement and relationships among parents/guardians, staff, and students. Examples of events may include activities for Welcome Back to School in the fall, Career and Technical Education Month, and Teacher/Staff Appreciation Week.
- The **Scholarship standing committee** is responsible for the administration of the annual graduating class PTO scholarship. The Scholarship chairperson must not be a parent of a senior student. The Scholarship committee must document and maintain Policies and Procedures for scholarship application evaluation.

- A. At least ten (10) days prior to the first General Membership meeting of the school year, all standing committees of the PTO must submit a copy of their current Policies and Procedures, budget and contact information to the Executive Board of the PTO. The chairpersons of all standing committees shall present plans of work to the executive board for approval, and no committee work shall be undertaken without the approval of the executive board.
- B. Each Standing Committee of the PTO shall monitor expenditures related to its annual budget. No expenditure will be honored which places a standing committee's budget in a deficit position without a simple majority vote of the Executive Board.
- C. Standing committees shall only use the PTO's state tax-exempt number or Federal ID number as approved by the Executive Board. Such approval must be documented in the minutes of the PTO.
- D. No standing committee or any other group representing either the PTO or Morris County School of Technology, shall use the PTO's affiliation to open any type of bank account without the approval of the Executive Board. Such approval must be documented in the minutes of the PTO.

## **ARTICLE VII: FINANCES**

### **Section 1: Fiscal Year**

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

### **Section 2: Budget**

A tentative budget of the PTO shall be drafted by the Treasurer and approved by the Executive Board, at least ten (10) days prior to the first General Membership meeting of the school year. Any modifications to the budget must be approved at an Executive Board meeting.

### **Section 3: Records**

The Treasurer shall keep accurate records of any receipts, disbursements, and bank account information of the PTO. The bank account(s) shall be reconciled monthly and reviewed by the President.

### **Section 4: Restricted Funds**

Restricted funds received by the PTO for specific purposes (e.g., library, choir, etc.) will be accounted for separately by the Treasurer.

### **Section 5: Disbursements**

The treasurer will make disbursements in accordance with the budget adopted by the PTO.

All disbursements by the PTO require a check request form approved by the President and the Vice-President. Check request forms for standing committees must be approved by the committee chair and submitted to the PTO Treasurer. The principal of Morris County School of Technology shall approve faculty requests.

All Checks greater than \$100. shall be signed by the president and treasurer. Checks for \$100. or less require only one signature, either the president or treasurer. In an emergency, or the unavailability of the president or treasurer, the recording secretary may sign in place of one of the other signatories.

## **Section 6: Reporting**

The Treasurer shall prepare a monthly financial report of the PTO for review and approval by the Executive Board.

Annually, the Treasurer shall prepare a consolidated End of Year financial report of the PTO and its sub- groups for review and approval by the Executive Board.

## **Section 7: Financial Audit**

The treasurer's accounts shall be examined annually or upon change of officer, by an auditing committee or an auditor (CPA) who, satisfied that the treasurer's annual report is correct, shall sign a statement to the facts at the end of the report.

An audit committee should consist of two to four people who have not had access to the PTO checkbook or bank account. Because questions might arise about the details of PTO operations, it is advised to include an Executive Board member as a member of the audit committee. The others should be volunteers from the general PTO membership. The treasurer should be available to answer questions but should not sit on the committee.

The auditor (CPA) or the auditing committee shall be appointed by the president with approval of the executive board and shall report at the meeting.

## **Section 8: Insurance**

PTO shall purchase insurance to protect members and officers against accidents and crime.

## **Section 9: Tax Returns and Licenses**

The treasurer shall file tax returns using Form 990-N (e-Postcard) or any other form as directed by the Internal Revenue Code, or corresponding section of any future federal tax code.

The treasurer shall file all other required federal, state and local reports, such as but not limited to the State of New Jersey Annual Report.

The treasurer and the Fundraising standing committee shall maintain a current and valid Legalized Games of Chance License.

## **Section 10: Commitments**

- A. No contract or commitment binding on the PTO shall extend beyond the current school year. No contract or commitment shall be made which places the PTO in a deficit position. No loans may be executed by the PTO, the Executive Board or general membership of the PTO.
- B. All contracts or binding commitments of the PTO, or its sub-groups, must be approved by the Executive Board or authorized individuals of the sub-group. Approved contracts must be signed by two (2) members of the Executive Board or authorized individuals of the sub-group. All contracts must be in the name of the PTO or appropriate sub-group, not under Morris County School of Technology.
- C. Sub-groups entering contract situations will be responsible for upholding said contract. Should any breach of contract arise, the signing sub-group will be liable.

- D. Anyone signing a contract on behalf of the PTO or sub-group without the approval of the Executive Board or sub-group will be held liable and responsible for all expenses incurred from any breach of the contract.
- E. All contracts or binding commitments entered into by a sub-group must be reported at the next monthly Executive Board meeting.

### **Section 11: Dissolution**

Upon dissolution of the PTO, any remaining funds should be used to pay any outstanding bills and with the General Membership's approval, spent for the benefit of Morris County School of Technology.

## **ARTICLE VIII: AMENDMENTS**

These by-laws may be amended at any General Membership meeting of the PTO by a two-thirds (2/3) vote of the members present, provided that notice of the proposed amendment shall have been given at least ten (10) days before the General Membership meeting.

## **ARTICLE IX: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall govern meetings of this PTO when they are not in conflict with the PTO's by-laws.

## **ARTICLE X: DISSOLUTION**

The PTO may be dissolved at any General Membership meeting by a two-thirds (2/3) vote of the members present, provided that notice of the proposed dissolution shall have been given at least ten (10) days before the General Membership meeting. In the event of a dissolution, all remaining assets of the PTO shall be forwarded to Morris County School of Technology immediately after payment of all outstanding debts of the organization.

The bylaws are hereby adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By:

Name \_\_\_\_\_  
Incorporator (printed name)

Name \_\_\_\_\_  
Incorporator (printed name)

Name \_\_\_\_\_  
Incorporator (printed name)