

CT Plunkett PTG Meeting Minutes – 6/13/2017

Attendees: Erin Mucci, Jennifer Andrews, Michelle Colvin, Shannon Nicol, Laura Scholz, Peter Bachli, Deb Ziaja

Meeting Called to Order by Erin Mucci @ 4PM

1. Approval of minutes from May meeting, motion Shannon, 2nd Laura, approved.
2. Regular Business

Principal's Report – Middle school open house Thursday June 15 @ 5:30 in the auditorium - tours, meet with staff, learn about new curriculum and structure. Discuss PLTW. No Q&A but building will be open all summer for families to meet with staff and tour individually.
Mr. Bachli – Cheshire PTG has several boxes of supplies for family fun night, give-a-gift, etc. to bring to CT Plunkett.

Chairman's Report – welcome Mr. Bachli to the PTG!

Treasurer's Report – estimated amount in holding accounts \$10,577 and free cash is \$13,877.

Arts Enrichment Report – no report
3. New Business
 - a. New playground equipment – vote to approve spending approximately \$10,000 to install a new slide play structure that is geared to 2-5 year old children. Order will be placed through Site Specifics for \$7k piece plus installation, concrete, etc. The 2 pole spinners will be relocated to make room for this larger piece of equipment. Motion to move \$3500 from air conditioning holding account to playground fund, approved.
Spend \$10K on playground, approved.
 - b. Bylaws – several amendments to the PTG bylaws were presented by Erin Mucci. See attached revisions. Approved
 - c. Teacher Request – none
 - d. A discussion of financing 2 separate PTG committees. Vote to allocate \$5000 cash + \$10k playground piece to elementary school, and allocate \$8877 to middle school. Approved
 - e. Fundraising – start of year kickoff with Yankee at elementary, middle school will do pies & cookie dough. A more detailed fundraising plan will be developed in September-October with input from new membership next year.
 - f. Election of officers – postponed to September. Each school will call meeting in September and recruit new members and officers.
4. Next Meeting – September
5. Meeting Adjourned at 4:53

**CONSTITUTION AND BY-LAWS
OF**

CT PLUNKETT ACRSD PARENT-TEACHER GROUP

ARTICLE I – NAME

This organization shall be called **CT Plunkett ACRSD** Parent-Teacher Group (PTG).

ARTICLE II – OBJECTIVES

SECTION 1 – To bring together all persons interested in the welfare of the students of **CT Plunkett Elementary School of Adams, Massachusetts** ~~the Adams-Cheshire Regional School District~~; to promote a free-flow of ideas by parents, teachers and children; to assist the teachers in carrying out their programs in teaching the children to become good citizens; to use the meeting forum as a sounding board for suggestions or ideas by parents, teachers and students in order to develop the potential of the children, the community and the school.

SECTION 2 – All proceeds realized by the organization shall be expended for the welfare of our children and our school(s).

ARTICLE III – MEMBERSHIPS

SECTION 1 - Voting members shall consist of all faculty and staff members currently at **CT Plunkett Elementary School** ~~ACRSD elementary and middle schools~~, parents and legal guardians of students currently enrolled at **CT Plunkett Elementary School** ~~the ACRSD elementary and middle schools~~.

SECTION 2 - Non-voting members include: the Principal of **the CT Plunkett Elementary School**, ~~the Principal of the middle school~~, and all other interested parties.

SECTION 3 - No fee shall be required for membership.

ARTICLE IV – MEETINGS AND FISCAL YEAR

SECTION 1 – Regular meetings will be held one day each month, except for the months of December, July and August. Meetings shall take place at ~~CT Plunkett Elementary School~~ both the elementary and middle school. Meeting dates or times are subject to change, and may be changed by a majority vote of those present at a previous meeting.

SECTION 2 – The Co-chairman may call special meetings by stating the time, location and purpose of the meeting, giving sufficient notice to the general membership.

SECTION 3 – Three members will constitute a quorum at a meeting. If a meeting is adjourned for lack of quorum, another meeting shall be duly called.

SECTION 4 – The fiscal year of the organization shall begin the 1st day of July and end the 30th day of June.

SECTION 5 – Speakers or programs at meetings should present pertinent educational or entertaining information.

SECTION 6 – Babysitting shall be provided at Board/General Meetings. Babysitters will be paid with PTG funds when volunteers are unavailable. Up to 2 sitters will be allowed per meeting.

SECTION 7 – Meeting agenda will follow this format: One of the ~~Co~~ chairmen will call meeting to order. Previous meeting's minutes will be read and accepted. Treasurer's Report will be given and accepted. The written agenda for said meeting will be followed. New business will be heard at end of meeting. Meeting will be closed.

ARTICLE V – OFFICERS

SECTION 1 – The officers of the organization shall include: ~~Two~~ a chairperson, a secretary, a treasurer, and an arts enrichment coordinator for each school.

SECTION 2 – The officers shall perform the duties described as follows:

- A. Co-chairpersons: The presiding ~~co~~ chair shall conduct the meeting and cast the deciding vote in the event of a tie. ~~Co~~ chairpersons shall be familiar with relaxed parliamentary procedure according to Robert's Rules of Order. ~~Co~~ chairpersons shall be responsible for preparing an agenda for every meeting.
- B. Secretary: The secretary shall maintain written minutes of all meetings including all actions taken by the organization. The minutes must be made available at the next monthly meeting for review and acceptance by the membership present.

- C. Treasurer: The treasurer shall be responsible for receipt and custody of all monies of the organization and for the disbursement thereof as authorized by the ~~co~~-chairpersons. The keeping of accurate accounts of monies received and paid out, oversights of contracts or other instruments authorized by the organization and its members. Preparation and issuance of financial statements shall be made available at the next monthly meeting for review and acceptance by the membership present at the meeting. A special finance review committee made up of members of the organization shall review the accounts on an annual basis. If there are any discrepancies noted at the discretion of the finance committee, an audit will be required and performed by a Certified Public Accountant. The organization will be responsible for any fees incurred during the audit. At least one ~~co~~-chairperson and the treasurer shall be on the PTG account signature card that is on file with the financial institution.
- D. Arts Enrichment Coordinator: The arts enrichment coordinator will prepare a schedule of arts and cultural activities for students at all grade levels. The coordinator will work within the approved PTG budget to select and schedule said activities. A schedule will be presented at monthly meetings and updated as needed.

SECTION 3 – Officers must attend at least (6) meetings per school year. Absence from (4) meetings of the Parent Teacher Group in one term without previous notification or a valid reason shall be considered a resignation. Notification of absence may be given via telephone or electronically. The Parent Teacher Group shall be vested with the authority to remove any officer from office for cause. The PTG may convene with at least one week’s notice to vote for removal of an officer.

SECTION 4 – Interim appointments of vacant officer seats may be made at the discretion of the ~~Co~~-chairmen.

ARTICLE VI – ELECTION OF OFFICERS

SECTION 1 – All parents, guardians, teachers and staff with the exception of the Principals of ~~CT Plunkett Elementary School~~ the elementary and middle schools are eligible to hold office.

SECTION 2 – The election of officers shall be held annually in May at the regular monthly meeting by ballot of those members present, unless waived by a majority of the members present. Officer terms shall begin upon adjournment of the annual meeting in June. The terms will be for one year.

SECTION 3 – Bylaws shall be made available and shall be distributed annually to members present at the first monthly organizational meeting held in September.

ARTICLE VII – BANK ACCOUNT AND FUND RAISERS

SECTION 1 – The organization shall keep one bank checking account for each school for all general funds. Other accounts may be opened for purposes voted on at any regular business meeting. Deposits will be made in the name of the organization. The signing officer or Treasurer will sign all withdrawals.

SECTION 2 – The organization shall hold fundraisers as needed during the school year.

ARTICLE VIII – COMMITTEES

SECTION 1 – The organization shall form committees for the purpose of aiding its goals. Volunteers will be sought to form the committees. The approval and acceptance of the committee by the general membership will constitute formal establishment.

SECTION 2 – The committee to be formed may include, but not be limited to, room parents, special projects, publicity, and meeting protocol.

SECTION 3 – A committee chairperson shall give a full report of an event to the group at monthly meetings. Gross receipts from all events along with a financial report shall be given to the Treasurer. The Treasurer, upon approval of the organization, will pay the expenses of each committee.

ARTICLE IX – POLICIES AND PROCEDURES

SECTION 1 – All motions shall be passed by a majority vote of the PTG members in attendance.

SECTION 2 – At the first meeting of the school year in September, the PTG officers will present a budget outline, based on the previous year's expenses. This proposed budget shall be voted on by all who are present and will require a majority vote to pass. The PTG officers will authorize expenditures based upon funds being available.

SECTION 3 – Most proposed expenditures (including teacher requests) will be presented to PTG members at the monthly meetings. All expenditures must be approved by a majority vote of the PTG members who are in attendance at the meeting in which the expenditure is being proposed.

SECTION 4 – Request for expenditure must be accompanied by a detailed estimate of cost. A receipt for expenditure must be provided to the PTG Treasurer upon purchase.

~~SECTION 5 – The Parent Teacher Group will fund activities surrounding 5th grade graduation each year, based on the need for that year. The dollar amount for these activities will be left to the PTG’s discretion.~~

SECTION 56 – All members wishing to volunteer for the Parent Teacher Group shall be allowed to do so following successful completion of a CORI check as required by the Adams-Cheshire Regional School District.

ARTICLE X – AMENDMENTS OF THE CONSTITUTION AND BY-LAWS

SECTION 1 – This constitution and by-laws is the governing body of the organization. First, a motion to make amendments to the constitution and by-laws must be made. The motion must then be 2nd. Finally, it may be altered, amended or repealed by a majority vote of the members present at any regular meeting.

SECTION 2 – All amendments must be presented in writing, read by the Secretary to be voted on at the following meeting.

ARTICLE XI – DISSOLUTION OF THE ORGANIZATION

SECTION 1 – This organization may be dissolved voluntarily by a majority vote of the active membership. A motion for dissolution of the organization must be made in writing. A written notice must be given to all members in good standing at least seven days prior to the meeting.

SECTION 2 – Upon dissolution of the organization, all remaining funds and property of the organization shall be transferred to the Adams-Cheshire Regional School Committee to be used as directed by a vote of the organization for the benefit of the students at CT Plunkett Elementary School.