



## Special PTA Meeting Notes

*November 2, 2016 @ UTES Cafeteria, 9:30am*

### 1. Opening

- a. Jen Sigler called the meeting to order.
- b. Casie Fariello seconded the motion.

### 2. Pledge of Allegiance

### 3. Special Meeting

- a. A special PTA meeting was called because we had to ask our current President to step down due to violations of our PTA Bylaws and IRS non-profit laws.
- b. An official resignation letter was received from the President on Monday, Oct. 31, 2016.
- c. These violations occurred because complications in her personal life have left her without the time and ability to give the necessary attention to her duties as President.
- d. Guidance and support in recent weeks was provided to the Board by Rose Acerra, President New Jersey PTA

### 4. Violations--The violations include:

- a. #1 Failure to submit an audit to the NJ State PTA for the 2014-2015 fiscal year, as well as failure to provide proof that the 2014-2015 taxes were filed; these are in violation of our bylaws and mean that our PTA is non-compliant.
- b. #2 Checks have been sent on behalf of the PTA with only one signature; this is in violation of the IRS non-profit laws which require two signatures
- c. #3 Failure to transition the Treasurer materials to her successor, Julie Korson, within 10 days of the beginning of the new board's term, which began on July 1st. This is a violation of our bylaws. Despite repeated requests, the books were never transferred to Julie, and as a result, Julie resigned in September. Additionally, although Anna Shustack was elected as Treasurer on October 14th (to replace Julie), she did not receive the Treasurer materials until October 31st.
- d. These violations kept our PTA from functioning as an advocacy association for our students.
- e. For the reasons outlined above, the remaining Board Members felt it best to ask the current President to step down and finish the term with a new President.

### 5. Resignations--Additionally, two board members recently resigned:

- a. Amy Masters (who was elected in May) resigned from the position of VP of the Middle School on October 19th.
- b. Jeaneen Vega (who was voted in as VP of UTES when Anna Shustack moved to Treasurer on October 14th) resigned from the position of VP of the Elementary School on October 30th.
- c. These positions are open for anyone who would like to serve on the Board
- d. A question was asked about the roles of the VPs; their basic tasks include coordinating assemblies for each school.
- e. An email will be distributed outlining each position and what is involved to assist members in deciding if they are interested a position.

## **6. Open Position for President-**

- a. NJ State By Laws allow, in the event of a vacancy at the President position, for the remaining Board members to appoint a new President from those who have served or are currently serving on the Board. The remaining Board members chose Julie Korson (previously elected Treasurer) to complete the unexpired term as President of UTS PTA.

## **7. Background of new President**

- a. Julie was Treasurer of her PTA for two years in Grand Rapids, MI
- b. She is organized and follows through with tasks
- c. She values open communication; if a member has a question, comment, or feedback, she asks that you tell the PTA Board directly
- d. Julie has reviewed the State and National ByLaws
- e. Has requested a meeting with Dr. Hoffman and Fran Suchovic to see how the PTA can align and support their goals for the year

## **8. By Laws**

- a. The ByLaws were not approved & voted in by  $\frac{2}{3}$  of its members at the September 2016 meeting, therefore they have not been executed properly.
- b. The Board is currently looked at getting the ByLaws approved at the November meeting scheduled for 11/29.

## **9. Current Finances**

- a. At this time, we do not have a current picture of the financials because we have been unable to retrieve all the necessary paperwork (access to the bank, statements, stubs, and the like).
- b. The Board is actively working with Unity Bank to obtain all pertinent information
- c. Two additional signers will be added to the bank as co-signers for ALL checks written
- d. Members expressed frustration with the lack of communication from the current board, as well as transparency regarding the finances
- e. A question was raised about who is auditing the books for 2015/2016-this will be determined once all the Treasurer material is handed over
- f. Tiger Club payments are due shortly for Fall Clubs (approximately \$4500)

## **10. Membership/Website**

- a. Question was asked about current PTA Membership levels--more members have been signing up and continue to do so.
- b. Current membership is near 200, plus 32 teachers
- c. Cathy Masiello who handles membership as well as PayPal and WuFoo forms is stepping down at the end of this term, so her spot will need to be replaced.
- d. Directory Spot invoice was paid
- e. Magda Doss offered to assist in updating/revamping our PTA Website

## **11. Vision of PTA Going Forward**

- a. Members expressed interest in moving forward in a positive light to fix the current situation and determine how to best support our Teachers and Students
- b. Thanked Julie and current Board for staying on and dealing

## **12. Adjournment**

- a. Motion to end the meeting by Kara Cherney
- b. Seconded by Marie Cascio