

Syosset

SEPTA

Special Education Parent Teacher Association

SEPTA PROCEDURES

<p>Adopted: 1/30/24</p>	<p>Allison Berch and Sarika Shah, Co-Presidents <i>Allison Berch</i> <i>Sarika Shah</i></p>
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What is SEPTA?

SEPTA: SEPTA is a district wide PTA whose primary role is to promote acceptance and inclusion of all by providing resources and support to parents, teachers and children who receive special education services through an IEP, 504 Plan, related support services such as resource room, counseling, speech, occupational or physical therapy and students who are twice exceptional or gifted

What are “procedures”? Why are they needed?

Procedures (Standing Rules) are essential. They are a cumulative record of the association’s experience and serve as a guideline for current and future officers and chair people.

Procedures are details of PTA work that may be changed from year to year or from meeting to meeting. Procedures complement bylaws by providing details not outlined there. Together, the bylaws and procedures provide for the authority and administration of the affairs of the PTA.

Procedures are adopted and may be amended at any regular meeting of the executive board by a majority vote of members present and voting with prior notice; otherwise, a 2/3 vote is needed. Additional procedures may be adopted by a majority vote. They can be suspended for the duration of any session by a majority vote.

Procedures should be amended automatically to conform to New York State PTA and National PTA bylaws. They should be considered a living document and be constantly updated in accordance with the procedures adopted at any meeting.

Basic Information

Become familiar right away with Unit Bylaws, Syosset Council of PTAs Procedures and NYS PTA Resource Guide

SEPTA should adhere to the Unit Bylaws and PTA Guidelines to preserve the unit's PTA charter. All PTA activities also need to preserve the unit's nonprofit status.

Executive Committee: consists of Co-Presidents (or President), Vice President, Treasurer, Corresponding Secretary, Recording Secretary, (Elected Officers). (Consult Bylaws for most updated list of positions)

Executive Board: Officers (see above), Committee Chairs and Council Delegates.

PTA General Membership: All SEPTA members.

Meeting Schedule

Assistant Superintendent for Pupil Personnel Services & presidents meet a few times a year.

Executive Committee – have a meeting in the beginning of the year, but more often, information is sent via email. Meetings are not typically held during the year. If schedules do not permit in person meetings, google meets or zoom meetings are possible.

Maintaining Positivity in the PTSA

While not always easy, the Presidents must balance the responsibility of the position with personal feelings and relationships. The SEPTA presidents should always strive to be impartial and make decisions for the good of the entire membership. Remember, when you speak it must be on behalf of the SEPTA, not your own point of view. When needed, the Presidents should consult the Executive Committee when deciding on important matters.

The SEPTA Presidents should always maintain confidence and lead by example. Although rare, there can be a time where an issue arises that needs to be kept confidential. The Presidents should honor that at all costs. Conversely, the Executive Committee should always be kept in the loop, so they are fully aware of the activities and decisions of the Presidents.

Weekly Email Blasts

As needed weekly email are sent out on, the SEPTA Presidents send out a “blast” to members via MemberHub. These emails can include reminders, thank-you’s, links, unit events, Council events, District news, etc.

Reminders can be kept for more than one week, but the reminder should be removed when the event/activity is concluded. It is good to check the President’s email in-box and old sent emails for the previous week to make sure everything is included for that week. In addition, the Council President will send an email by the end of the week, usually on Fridays, and may ask for certain information to be included.

Budgeting & Reserves

The Co-Presidents should work with the Executive Committee to manage income and expenses each month. The Budget section of the Resource Guide has practical information for doing so. If a scenario exists where less income is coming in, expenses should be adjusted down or cut. If a line item needs to be increased, the Committee Chair should make a motion to increase the budget at the next SEPTA meeting. Then a vote is conducted at the meeting.

Budget is developed in the Spring with input from the treasurer.

Monthly Budget Updates

The treasurer should update the budget each month after receiving the bank statement. All expenses and income should be reviewed monthly to ensure the budget stays on track. The treasurer should also be reminded before every SEPTA meeting that they are expected to provide a monthly reconciliation report at the meeting. The books should also be reviewed by a SEPTA executive board member before every meeting.

Banking

When a new treasurer and/or president takes over a new signature card will need to be completed at the bank. Typically, the bank will require Minutes from the meeting where the new officers were installed and a letter from the SEPTA. The previous year's letters are kept in the SEPTA presidents or treasurer's "financial" shared google drive.

Taxes

The taxes should be prepared and filed by the Treasurer in the Fall. NYS PTA will send reminders and information on how to file.

Insurance

Insurance renewals will be sent in the Spring and should be completed promptly. Insurance policy will not be sent until they have received a check and the Form A has been completed on Member Hub. You do not name the school district as an additional insured.

Membership Payments

MemberHub will provide the dates and amounts for each state payment. The first payment is usually due on or around October 31. The final payment will be due by May 31. Payments must be made on time to keep the unit in good standing. There are awards for paying at a certain time. Review awards schedule to see which one we qualify for each year.

Council Dues

Syosset Council of PTAs dues- council will send an invoice directly to the treasurer a due date will be on the statement SEPTA has a different amount due (less) than all the other units.

Treasurer Forms

The treasurer should update each year, as needed, the Tax-Exempt form, cash/check deposit form and check request/reimbursement form. All committee chairs should be provided with these forms. Nassau Region PTA can help secure a Letter of Determination form from the IRS should it be needed.

Email Account

SEPTA, has a Gmail account– Syossetnysepta@gmail.com. While it is completely up to each President, a good system is to file an email once it has been handled. Emails should be retained to preserve the history of each committee/presidency. Incoming presidents can delete and reorganize the president's account at their discretion.

Approvals

Assistant Superintendent for Pupil Personnel Services approves flyers/materials that for all SEPTA events. Approved flyers received from the Syosset Council of PTAs can just go out. All flyers or PTA materials must have the SEPTA logo or the words "SEPTA" on it. You should typically give Assistant Superintendent for Pupil Personnel Services 1-2 days for approval. Only the Presidents send materials to Assistant Superintendent for Pupil Personnel Services for approval. Everything is sent electronically to parents.

Preparing for Monthly Meetings

Prior to each meeting the documents should be shared with all SEPTA members: the previous month's minutes and the monthly budget update. Often it is easiest to edit the agenda from the previous year. The full detailed agenda should be prepared before the meeting and sent to the recording secretary. If the meeting is in person the recording secretary should bring to the meeting copies of minutes from the last meeting,

an attendance sheets. The attendance sheets should be circulated at the start of each meeting. Be sure to check for a quorum (stated in the bylaws – 12) at the start of each meeting so you may conduct business.

Voting

Voting During Your Meeting

Each year, the Council of PTAs presidents will send out scripts for many of the votes, but here is a sample to use when needed. Before you take a vote at a meeting it is good to explain the procedures to your meeting attendees:

Suggested script:

As many of you know from time to time, we need to vote at our SEPTA meetings. In order to have a vote we will need a quorum of 12 members. Please remember that you may only vote if you have a SEPTA membership for this year. As Co-Presidents we can only vote together as one vote. Traditionally presidents do not vote unless there is a need to break a vote that is tied.

When we conduct a vote, a motion will be made. If the motion is coming out of a committee it will not need a second. The person making the motion will explain their motion briefly and then say, 'I move to....' and then the co-presidents will say 'Is there any discussion? Then the co-presidents will restate the motion: 'A motion has been made to.... (Conduct vote – see next bullet) The (motion, budget, etc.) has been approved/adopted.'

If you have to conduct a vote at your virtual meeting the recommended option is to conduct a roll-call vote. For a roll call vote you explain the vote to your attendees, ask them if there is any discussion, remind them that only members can vote and then your recording secretary calls the name of each member. Please remind your members they have the option to abstain, vote yes or no for each item. The recording secretary should record each person's vote. This is recommended as the most accurate and transparent way to vote.

The recording secretary can set up a vote on Zoom using the polling feature. The recording secretary can then record each vote by viewing the poll.

If you have more than one item to vote on you are permitted to conduct a block vote. In this case you would explain any items that need to be voted on and ask

members to vote once. For example, "Today we need to approve the budget for the year and vote on NYS PTA Legislative Resolutions. When we call each name (or when you enter your response in the Zoom poll) you need to state whether you are abstaining from the vote or voting yes or voting no. Be aware that if requested any item in the block can be discussed individually before the block vote is conducted.

To get your Minutes approved at each meeting, you should make sure the previous month's Minutes have been emailed in advance of your meeting. As per the NYS PTA Resource Guide Unanimous (General) Consent is a useful shortcut in voting, permitting the assembly to take action without going through the process of a formal vote. It is an excellent time saver and should be used wherever there seems to be general agreement among the members. For example, "Minutes were emailed before our meeting. Are there any corrections to the Minutes? If there are no corrections the Minutes stand approved." Should one or more persons say, "I object," then the motion must be put to a formal vote.

As a reminder, unless otherwise noted, most votes can be conducted as a majority vote for approval. Scenarios where a 2/3 vote is needed (also check your Bylaws) and general voting guidelines can be found here: https://nyspta.org/wp-content/uploads/2019/12/07-Bylaws_Procedures-19-CVR.pdf

Fundraising

Be sure to remember that fundraising should never become the primary mission of the SEPTA. It's important to follow the SEPTA fundraising guidelines in the Resource Book – for every fundraiser there should be three student/family activities/events. Your fundraisers do not have to directly support your activity individually but should fund your general budget.

The main fundraiser for the SEPTA is membership. Additional fundraisers are generally, food related fundraisers, spirit wear fundraisers, movie family night, resource fair, etc....

Event Guidelines

- Committees should submit in writing the list of necessary items (e.g., tables, chairs, etc.) at least three weeks prior to the event. Do not assume all the needed materials are at the school.
- Building requests are completed by the SEPTA presidents through the School Dude system. Chairpersons must request the way the space is set up (chairs, tables, projectors, etc) and wifi access.

- Special care should be given to make sure the event appeals to as wide an audience as possible. Always remember that SEPTA is a diverse community. Events should be inclusive and accessible to everyone.
- The Resource book insurance section outlines activities that could jeopardize insurance if conducted.

Sending Reminders

As a courtesy, it is nice to send reminders via email before an event or due date.

Scheduling Events

All events must be scheduled by confirmation with the and once approved, scheduling space using the School Dude system. All events should include access to Wifi whether you think you need it or not. Cellular service in the building is sparse. For more information on how to log into school dude and how to enter your information, go to the SEPTA Technology admin sheet in the google drive.

Special Committees

Audit – Three people will be appointed by the SEPTA presidents. The Audit committee receives materials from the Treasurer in June. Each year three new people will need to be appointed.

Nominating – Follow bylaws for rules on selecting the nominating committee. Three members come from and are elected by the Executive Board. Two members come from and are elected by the general membership. Elections for the nomination committee members should be held in November or any time before. The Nominating Committee needs to follow specific guidelines – see Resource Book and Bylaws. The election of officers is held in March. The group of members elects a chair or member can volunteer to chair who then can then update the materials and send them to the Presidents so they can distribute them to the membership.

Awards - Committee members are appointed by the SEPTA presidents. The Committee members will be given the awards section of the resource guide. They should also be given the Historian Report (which comes from Council). The committee needs to update the materials/flyer and send them to the Presidents so they can distribute them to the membership.

Assistant Superintendent for Pupil Personnel Services / can help coordinate the presentations and family attendance for staff awards. The awards committee should prepare presentations and contact families for the SEPTA member awards. For both staff and SEPTA members, the Awards Committee should purchase flowers for each recipient. Names of award recipients need to be provided to the Council Historian.

Council Committees

SEPTA does not have a delegate sit on the following committees' reflections, & scholarship mailing. If you do not have a chair for a Council Committee, it needs to be assigned to a president/VP. They need to act as the committee chair until one can be found. A paid SEPTA member can be a council committee chair for SEPTA. It is very important to check in on Council committees to make sure SEPTA is represented. Council Delegates are expected to attend Council meetings and report back at monthly SEPTA meetings.

In the Spring Council we will ask SEPTA Delegates to complete a committee selection form. Once the Council committees are formed, Council will let you know which committees your delegates will serve on. As president, you must find a chairperson for any other open Council committees.

Gifts & Donations

The SEPTA cannot make a monetary donation to another charity. Should there be an occasion to send sympathy on behalf of the SEPTA, no money can be used from PTA funds. The Executive Committee can collect directly from parents if desired. Regardless, a sympathy card can always be sent by the corresponding secretary. The same applies for gifts of congratulation

General Information

Member units must be units in good standing.

Each officer shall be a member of SEPTA.

Special meetings of the executive committee may be called by the president or upon the request of the majority of the members. At least two (2) days' notice shall be given.

A majority of the executive committee shall constitute a quorum.

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

All contracts must be approved and signed by SEPTA presidents

All checks require two signatures treasurer & president- names must be filed at the bank

All reimbursements require a check request form & a receipt
(no tax will be reimbursed)

Deposit all funds received in PTA account immediately following an event. For night functions, arrange for a night deposit drop, if possible. All deposits require deposit form

When committee chair make purchase they should use the Tax- exempt form

Only members who have paid dues for the current membership year shall be eligible to participate in the meetings of the PTA or serve in any of its elective or appointive positions.

Issues of a personal nature should be discussed with the proper administrator privately and not during PTA meetings.