

## RELATIONS WITH PARENT ORGANIZATIONS

Descriptor: KMA Draft 11-1-10  
Rescinds KMA Issued 06/22/1999  
KMA-E Issued 05/25/1999

### BOARD POLICY

1. The ~~TPSD~~ Board of Trustees welcomes and seeks the participation of ~~parent teacher organizations and booster organizations~~ to promote the educational experiences of District students. ~~in determining educational goals and objectives which will meet the individual needs of students in the District.~~

1.1. The Board ~~further~~ recognizes ~~parent teacher organizations and other school related organizations~~ as important channels of communications through which school personnel, parents, and other citizens may address needs for lifelong learning opportunities by working together toward a mutual solution.

1.2. The Board further recognizes that the endeavors and objectives of booster organizations can be a valuable means of stimulating interest and endorsement of the aims and achievements of the District.

2. The purpose of ~~parent teacher and booster~~ organizations shall be to promote united efforts between educators and parents/guardians to provide for ~~every child~~ District students the highest physical, intellectual and social development and to encourage parental/guardian involvement in the life of the school.

3. However, in using the name of the District or its schools and in organizing a group whose identity derives from a school(s) of the District, parent organizations share responsibility with the Board for the welfare of participating students. Parent organizations desiring to use the name or offices of the District to organize students must obtain the approval of the Board as a prerequisite.

4. Principals and staff members need to work closely with the officers of all parent organizations to provide a sustained system of activities that increase and enhance the educational opportunities for students. The activities must be integrated and balanced in accordance with the total District educational program as well as District goals and objectives, and must comply with all state and local laws and regulations.

5. The Board authorizes the superintendent to establish administrative procedures in furtherance of this policy.

## ADMINISTRATIVE PROCEDURE

### 1. Definitions.

1.1. "Parent organizations" shall include parent-teacher organizations, booster clubs and any other school related organization formed to support District school(s), students, and/or student-athletes, etc.

1.2. The term "activities" as used herein shall mean plans, projects and activities that have been submitted to, and received approval from, the superintendent/designee. All activities shall be evaluated and promoted in light of their stated contribution to the curricular as well as the extracurricular programs of the District.

### 2. Required Documentation.

2.1. Each parent-~~teacher or booster~~ organization must have a copy of ~~the~~ **its** constitution and by-laws ~~of that organization~~ on file in the office of the superintendent for Board review. This constitution should clearly outline the process for expending funds of the organization and the procedures for electing officers. ~~of the organization.~~

2.2. Parent organizations must keep on file in the superintendent's office a record of officers, mailing addresses and other pertinent information as may be required by the superintendent.

2.3. Annually, booster organizations must submit to the superintendent or designee their tentative goals and objectives along with their fund-raising plans for the next school year for review by the Board. Should the goals and objectives or fund-raising plans change during the school year, the superintendent or designee is to be advised before any final revisions are made.

### 3. Officers and Executive Board.

3.1. Officers of each organization should include President, Vice-President, Secretary, and Treasurer.

3.2. The Executive Board of the organization should consist of the officers, representative of the school, teacher representatives and parent/guardian representatives. **(Smaller booster organizations may opt not to have an Executive Board.)**

3.3. The Executive Board should be reflective of the various geographic communities and the ethnic composition of the school zone.

3.4. Each parent-teacher organization shall provide a representative to serve on the TPSD **District** Parent Council. ~~in accordance with the by-laws of the District wide organization.~~

### 4. School Representative.

The school principal, or designee of the superintendent, will serve as the representative of the Board in matters involving parent-~~teacher or booster~~ organizations. It will be the responsibility of this representative to

review and approve all actions, meetings and activities of the parent ~~teacher~~ organization to ~~insure~~ ensure focus and agreement with the policies and procedures of the District.

## 5. Financial Records and Reviews.

5.1. Parent organizations shall handle their own accounting and bookkeeping procedures and maintain their own separate accounts for income and expenditures. However, each organization shall be required to submit an annual financial report to the Board giving a full accounting of their financial dealings for the year including money raised and expended.

5.2. Additionally, an annual review ~~audit~~ of the financial transactions of the all parent organizations ~~should~~ shall be conducted by at least three members of the Executive Board. Booster clubs without an Executive Board are also required to submit an annual review.

5.3. A Copies of the financial report and review shall be filed with District Finance Office ~~of the school District.~~ no later than September 30<sup>th</sup> for the previous fiscal year.

5.4. The review committee should not be ~~inclusive of~~ include any Executive Board members who have issued checks in behalf of the organization.

5.5. A review form is attached to this policy as an exhibit.

5.6. Any parent organization failing to submit an annual financial report and review as required by this policy shall be subject to having its Board approval withdrawn and will no longer be allowed to raise funds on behalf of the school(s) or use the name of any school or of the District in any way to imply that it is a school associated organization.

## 6. Approved Activities.

In Every September and January, each parent ~~teacher and booster~~ organization shall provide to the Board and superintendent a calendar of major school ~~events~~ activities that have been scheduled and approved.

## 7. Construction on School Property.

7.1. Parent organizations that wish to construct anything on school property must have the permission of the Board in advance of the construction project.

7.2. The organization must provide the Board, in writing, proof of financial stability and that funds are available for the construction project.

7.3. Prior to seeking Board approval, detailed plans must be submitted to Executive Director of Operations.

## 8. Tax Identification Number

Parent organizations are not permitted to use the District's federal or state tax identification numbers. Parent organizations may apply for their own tax identification numbers.

**EXHIBITS**

None

**REFERENCES**

MCA § 37-7-301

**FORMS**

KMA 1.1010

**\*RESCINDS**

KMA Issued 06/22/1999; KMA-E Issued 05/25/1999 (the audit form)

**PARENT ORGANIZATION/BOOSTER ORGANIZATION  
ANNUAL REVIEW FORM**

An annual **review** of the financial transactions of all parent organizations should be conducted by **at least** three members of the Executive Board and a copy filed with the District Finance Office no later than September 30th of each year for the previous fiscal year July 1st through June 30th. The **review** committee should not include Executive Board members who have issued checks on behalf of the organization.

Information necessary for **review** confirmation is as follows:

Beginning Cash July 1st, \_\_\_\_\_ \$ \_\_\_\_\_

Revenue July 1st thru June 30th \$ \_\_\_\_\_

Expenditures July 1st thru June 30th \$ \_\_\_\_\_

Ending Cash June 30th, \_\_\_\_\_ \$ \_\_\_\_\_

The above information is submitted by: \_\_\_\_\_  
Treasurer

Name of Parent Organization: \_\_\_\_\_  
Please print

The **review** was conducted by the following individuals:

1. \_\_\_\_\_ Board Position \_\_\_\_\_  
Signature Please print

2. \_\_\_\_\_ Board Position \_\_\_\_\_  
Signature Please print

3. \_\_\_\_\_ Board Position \_\_\_\_\_  
Signature Please print

All purchases by such organizations shall be billed directly to them and sent to their mailing addresses and not to the schools or the District. Equipment and material purchased by these organizations and presented to the school shall become the property of the school and under the control of the Board.