

TO: Gearl Loden, Ph.D.
FROM: Leigh B. Mobley, Ph.D.
DATE: January 29, 2016
RE: Board Policy Revisions

Pursuant to board Policy BDE:

The board policy manual will be reviewed on a regular basis under the direction of the superintendent or designee, in consultation with appropriate Directors, Principals and Staff, and reported to the superintendent according to a minimum schedule. This schedule lists a review of policies in sections K, L, and M in February of every even year. The policies in sections K, L, and M have been reviewed with the following outcome of said review:

Policies in Section K: General Public Relations have been reviewed with no changes or revisions indicated.

Policies in Section L: Organizational Relations have been reviewed. Revisions to policy LEB are attached for your consideration.

Policies in Section M: Educational Agency Relations have been reviewed with no changes or revisions indicated.

Respectfully Submitted:



Leigh B. Mobley, Ph.D.

District: Tupelo Public School District
Section: L - Organizational Relations
Policy Code: LEB - Relations With Parent Organizations

RELATIONS WITH PARENT ORGANIZATIONS

1. The Board of Trustees welcomes and seeks the participation of parent organizations to promote the educational experiences of District students.
 - a. The Board recognizes parent 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.
 - b. 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 organizations shall be to promote united efforts between educators and parents/guardians to provide for 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 **District name, a District schools' name, or a District school's team name or any logo** or offices of the District to organize students must obtain the approval of the ~~Board~~ **superintendent** as a prerequisite. **Consent to use the organization or club has bylaws containing the following:**
 1. **The organization's or club's name and purpose, such as to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities;**
 2. **The rules and procedures under which it operates;**
 3. **An agreement to adhere to all Board policies and administrative procedures;**
 4. **A statement that membership is open and unrestricted, meaning that membership is open to parents/guardians of students enrolled in the school, District staff, and community members, or an agreement not to engage in discrimination based on someone's innate characteristics or membership in a protected class;**
 5. **A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members;**
 6. **An agreement to maintain and protect its own finances; and**
 7. **A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.**

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club, regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos

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. Parent organizations must comply with all Mississippi laws and regulations relative to non-profit organizations, including but not limited to registration requirements, in order to be recognized by the District and conduct business on District property.
6. The Board authorizes the superintendent to establish administrative procedures in furtherance of this policy.

LEGAL REF: MCA § 37-7-301

Last Review Date: _____

Review History:[1/1/1900][1/1/1901]

[Relations with Parent Organizations LEB – E1.pdf](#)

ADMINISTRATIVE PROCEDURE

1. Definitions

- a. "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.
- b. 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

- a. Each parent organization must have a copy of its constitution and by-laws 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.

By-laws should reference the organization's requirement to comply with all

registration requirements mandated by the State of Mississippi.

- b. 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.
- c. 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

- a. Officers of each organization should include President, Vice-President, Secretary, and Treasurer.
- b. 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.)
- c. The Executive Board should be reflective of the various geographic communities and the ethnic composition of the school zone.
- d. Each parent-teacher organization shall provide a representative to serve on the District Parent Council.

4. School Representative : The school principal, or designee of the superintendent, will serve as the representative of the Board in matters involving parent organizations. It will be the responsibility of this representative to review and approve all actions, meetings and activities of the parent organization to ensure focus and agreement with the policies and procedures of the District.

5. Financial Records and Reviews

- a. 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.
- b. Additionally, an annual review of the financial transactions of all parent organizations 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.
- c. Copies of the financial report and review shall be filed with District Finance Office no later than September 30th for the previous fiscal year.
- d. The review committee should not include any Executive Board members who have issued checks in behalf of the organization.
- e. A review form is attached to this policy as an exhibit.
- f. 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:** Every September and January, each parent organization shall provide to the Board and superintendent a calendar of major school activities that have been scheduled and approved.
7. **Construction on School Property**
 - a. Parent organizations that wish to construct anything on school property must have the permission of the Board in advance of the construction project.
 - b. The organization must provide the Board, in writing, proof of financial stability and that funds are available for the construction project.
 - c. 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.

Adopted Date: 11/9/2010

Approved/Revised Date:

Relations with Parent Organizations LEB – E1

An annual audit of the financial transactions of all parent organizations should be conducted by three members of the Executive Board and a copy filed with the financial office of the school district no later than September 30th of each year for the period of July 1st through June 30th. The audit committee should not be inclusive of Executive Board members who have issued checks on behalf of the organization.

Information necessary for the audit confirmation is as follows:

Beginning Cash July 1, 20__	\$ _____
Revenue July 1 through June 30	\$ _____
Expenditures July 1 through June 30	\$ _____
Ending Cash June 30, 20__	\$ _____

The above information submitted by _____.
Treasurer

Name of Parent Organization _____
Please Print

The audit was conducted by the following individuals:

1. _____ Board Position _____
Signature
2. _____ Board Position _____
Signature
3. _____ Board Position _____
Signature