

No. _____



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC _____ Second Reading of Policy GE (LOCAL): Relations with Parent Organizations

SUBMITTED BY: Gloria S. Rendon **OF:** Asst. to the Superintendent

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: July 21, 2010

RECOMMENDATION:

It is recommended that the United ISD Board of Trustees approve Second Reading of Policy GE (LOCAL): Relations with Parent Organizations

RATIONALE:

BUDGETARY INFORMATION

BOARD POLICY REFERENCE AND COMPLIANCE

RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

PARENT ORGANIZATIONS	District-affiliated school-support or booster organizations shall organize and function in a way that is consistent with the District's goals , philosophy and objectives, within adopted Board policies and in accordance with applicable UIL guidelines, and District approved Parent Organization Guidelines. [See also CFD]
USE OF DISTRICT FACILITIES	District-affiliated school-support or booster organizations may use District facilities with prior approval of the appropriate administrator. Other parent groups may only use District facilities in accordance with policy GKD.
PURCHASES FOR THE SCHOOL	Before parent groups or other groups working with the school purchase equipment for the schools, including computer hardware and software, they shall notify the principal of their plans. In consultation with the Superintendent or designee, the principal shall determine the type or brand of equipment to buy to ensure compatibility with current District equipment.
PARENTAL INVOLVEMENT	The Board recognizes that parent organizations and booster clubs are separate entities from the District but are mediums through which District personnel, parents, and other community members may strengthen ties with the school and District and work to enhance educational progress for all students.
BOARD RESPONSIBILITY	The Board is responsible for the oversight of the District, including oversight of parent or booster organizations that use the District or a campus name or claim any connection with the District or a particular campus. The Board shall approve and recognize, through the Superintendent or designee, only those organizations that, in the opinion of the Superintendent or designee, follow the guidelines established herein and operate for the benefit of the school and its students or a particular student group or activity. These organizations must also comply with guidelines established by policy in order to continue to use the school or District name or claim any connection with the school.
SUPERINTENDENT DESIGNEE	For the purposes of this policy, the Superintendent's designee for purposes of campus affiliated organizations is the principal of each campus if not otherwise designated.
GENERAL GUIDELINES	All District-affiliated parent and booster organizations must comply with the following guidelines. Any organization operating under this policy that, in the opinion of the school administration, does not adhere to this policy and any regulation established by the school administration, will cease

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to be recognized by the Board as a legitimate school-related club or organization and will not be eligible to use school facilities or services except in accordance with GKD (LEGAL) and (LOCAL) and will be disallowed from using District or campus names or claiming any connection with the District or a particular campus.

Each organization shall:

- 1. Operate under a constitution and/or by-laws approved by the Superintendent or designee;**
- 2. Maintain a current listing of officers and the designated check signers for each organization. The list should be submitted to the Superintendent or designee;**
- 3. Schedule all meetings through the Superintendent or designee;**
- 4. Conduct all business in an open meeting with notification of all meetings provided to the membership;**
- 5. Report the minutes of the last meeting and the treasurer's report at each regularly scheduled meeting and submit a copy of both to the campus principal or designee;**
- 6. Prohibit any student's benefit from any group activity to be dependent upon whether their parents or guardians are members of the parent group;**
- 7. Follow University Interscholastic League (UIL) Booster Club Guidelines if a booster organization for music, fine arts, academic, athletic groups or otherwise applicable;**
- 8. Make no attempt to have authority in directing or influencing District employees in the administration of their duties;**
- 9. Ensure that that the organization's sole function is to support the educational activities of the designated program area; and**
- 10. Understand that the superintendent or designee has the authority to revoke the recognition of the group or disallow the continued association of any school program with a parent or community organization that has been judged to be disruptive to the educa-**

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tional activities or goals of the program or group or fails to comply with board policy and guidelines.

LIAISON

The campus principal may serve as a District liaison with any parent organization affiliated with the school. If an organization is affiliated with a specific student group, the faculty sponsor of such student group may be designated by the principal to act as liaison. The liaison shall:

1. Approve all student/school-related activities of such organizations whether non-fundraising and fundraising;
2. Work with such organizations to establish approved goals and student support activities for the respective organizations;
3. Assist in setting the budgets of such organizations and ensure expenditures of such organizations are in direct support of the goals of the designated programs;
4. Ensure that lists of officers of the respective organizations are filed with the school principal at the beginning of each school year, and that such lists are revised as officers change during the school year;
5. Ensure that lists of organization activities for the coming year are submitted to the campus principal at a date established by the campus principal.

**FIDUCIARY
RESPONSIBILITY**

The officers of the parent or booster organization shall be responsible for the proper administration of their organization's funds in accordance with federal and state law, local policy, and the District's Parent Organization Guidelines. The following financial guidelines shall apply for all District-affiliated parent and booster organizations:

1. The responsibility for the accounting and safeguarding of the parent or booster organization's assets rests with its officers. The principal may not hold an office in the parent organization.
2. Parent or booster organizations are fully responsible for all taxes, debts, and other financial commitments incurred by the organization.

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3. **Parent or booster organizations do not have the authority to commit or to represent in any way that the District is responsible for any of the Parent or booster organization's financial or contractual obligations.**
4. **Parent or booster organizations may not use the District's Federal Identification Number for conducting business of the organization.**
5. **All bills should be paid by check. The bylaws of the parent or booster organization must require that checks be signed by two officers.**
6. **Receipts must be issued for all money received.**
7. **No district employee shall be an authorized check signer of a parent or booster organization without written approval of the superintendent or designee.**
8. **Funds must be deposited into the organization's authorized bank account.**
9. **Periodic financial statements itemizing all receipts and expenditures shall be made to the general membership and the superintendent or designee at least twice a school year.**
10. **Parent organizations shall assume liability for any and all personal injuries or property damage arising from their activities**
11. **All parent organization fund-raising efforts shall be within federal, state and District guidelines and shall be for the purpose of supporting the school program or group activity for which the organization was formed. [See GKB]. All fundraising activities require prior approval from the superintendent or designee or the designated liaison.**

**CEASING
OPERATIONS**

Organizational bylaws shall include provisions for disposal of funds and/or property to the District in case said organization disbands or ceases to operate. Exceptions shall be made for PTA and other nationally affiliated organizations with bylaws constraints regarding dispersal of funds.