

No. _____



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC First 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: June 16, 2010

RECOMMENDATION:

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

RATIONALE:

BUDGETARY INFORMATION

BOARD POLICY REFERENCE AND COMPLIANCE

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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, 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 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 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 parent or booster organizations that use the school name or claim any connection with the school. The Board shall approve and recognize, through the Superintendent or designee, only those organizations that meet established guidelines and, in the opinion of the Superintendent or designee operate for the benefit of the school and its students or a particular student group or activity.

SUPERINTENDENT DESIGNEE

For the purposes of this policy, the Superintendent's designee is the principal of each campus. The principal shall:

- 1. Approve the formation of the organization.**
- 2. Approve the constitution and bylaws of each organization.**
- 3. Ensure that each organization's sole function is to support the educational activities of the designated program area.**
- 4. Approve all fundraising activities of the organization.**

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5. Have 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 by the principal to be disruptive to the educational activities or goals of the program or group or failure to comply with board policy and guidelines.

LIAISON

The campus principal shall serve as 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 designated individual acting as the liaison shall:

1. Approve all student/school-related activities of such organizations;
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. File lists of officers of the respective organizations with the school principal at the beginning of each school year, and revise such lists as officers change during the school year;
5. File lists of organization activities for the coming year with the principal at a date established by the principal.

FUND-RAISING

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 the approval of the principal and designated liaison.

GENERAL GUIDELINES

The following general guidelines shall apply:

1. Each organization shall operate under a constitution and/or by-laws approved by the principal of the school with which the organization is associated.

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2. A current listing of officers and the designated check signers for each organization shall be submitted to the campus principal in August.
3. The business of the parent organization shall be conducted in an open meeting, with adequate notification of all meetings to the membership and scheduled through the campus principal or liaison.
4. The minutes of the last meeting and the treasurer's report should be reported at each regularly scheduled meeting and a copy of both shall be kept on file with the campus principal.
5. A student's benefit from any group activity should not be dependent upon whether their parents or guardians are members of the parent group.
6. Booster Clubs related to music, fine arts, academic or athletic groups must follow University Interscholastic League (UIL) Booster Club Guidelines.
7. Parent organizations shall have no authority in directing or influencing District employees in the administration of their duties.

FIDUCIARY
RESPONSIBILITY

The officers of the parent 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 organizations:

1. The responsibility for the accounting and safeguarding of the parent organization's assets rests with its officers. The principal may not hold an office in the parent organization.
2. Parent organizations are fully responsible for all taxes, debts, and other financial commitments incurred by the organization.
3. Parent organizations do not have the authority to commit or to represent in any way that the District is responsible for any of its financial or contractual obligations.
4. Parent 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 should require that checks be signed by two officers.

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6. Receipts should be issued for all money received.
7. *No district employee shall be an authorized check signer without written approval of the campus principal.*
8. Funds should 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 principal 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

CEASING
OPERATIONS

1. 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.
2. 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 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.