

RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

Parent-teacher, and booster organizations, and similar groups that may be formed are considered to be adjuncts of the District and are to be accorded willing and active cooperation by school personnel in all matters.

Such organizations are to be guided by Board policies in their activities. Any such organization, club, or group that promotes, participates in, or receives the benefit of any lottery or raffle as defined in Article 47.01 (6) of the Texas Penal Code shall not be considered or recognized as an adjunct or support personnel, and shall not have its offers of financial or other support of the District or any of its programs or goals accepted.

PARENT-TEACHER
ORGANIZATIONS

Citizens are encouraged to participate in determining educational goals and objectives that will meet the needs of students in the community.

The Board recognizes parent-teacher organizations as a medium through which District personnel, parents, and other citizens may discuss educational concerns and problems and work together toward solutions. Representatives and members of these organizations shall in all circumstances be treated by District personnel as interested friends of the schools and as supporters of public education in the District.

Each parent-teacher organization shall have a written constitution and/or bylaws governing its operations, and a copy of same shall be filed with the ~~director of development~~ **communications department**. The organization shall also apply for and maintain its own federal identification number. Any changes in said organization shall be filed with the District within 30 days of said change. Clubs operating within the schools with connections to parent organizations shall operate within the general regulations for local groups, subject to approval of the Superintendent.

All parent-teacher organizations shall keep financial records of their receipts and disbursements and shall report said finances no less than quarterly to their membership. Each organization shall submit to the ~~office of finance and business operations~~ **communications department** an organization financial activity overview [see GE(EXHIBIT)–B] no later than the 30th day after the organization's calendar/fiscal year end. Section A of GE(EXHIBIT) is for organizations with less than \$25,000 per year. Sections A and B of GE(EXHIBIT) are for organizations with over \$25,000 per year. If an organization's assets or gross revenues or assets exceed \$250,000 per year, accounting documents and records must be audited by an independent auditor. The certified audit of organizations with assets or gross revenues over \$250,000 shall be delivered to the ~~assistant superintendent of finance and business oper-~~

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~~ations~~ **communications department** no later than the 60th day after the organization's calendar/fiscal year end adopted by that organization. The associated costs of a required audited financial report of a student organization shall be reimbursed by the District.

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. The principal shall consult with the executive directors of finance and instructional technology to determine the type or brand of equipment to buy to ensure compatibility with current District equipment.

BOOSTER
ORGANIZATIONS

School-related booster organizations shall organize and function in a way that is consistent with the District's philosophy and objectives, within adopted Board policies, and in accordance with University Interscholastic League (UIL) guidelines and all applicable state and federal laws.

Every booster organization shall have a written constitution and/or bylaws governing its operations, and a copy of same shall be filed with the ~~director of development~~ **communications department**. The organization shall also apply for and maintain its own federal identification number. Any changes in said organization shall be filed with the District within 30 days of said change. Clubs operating within the schools shall operate within the general regulations for local groups, subject to approval of the Superintendent.

All booster organizations shall keep financial records of their receipts and disbursements and shall report said finances no less than quarterly to their membership. Each organization shall submit to the ~~office of finance and business operations~~ **communications department** an organization financial activity overview [see GE(EXHIBIT)–B] no later than the 30th day after the organization's calendar/fiscal year end. Section A of GE (EXHIBIT) is for organizations with less than \$25,000 per year. Sections A and B of GE(EXHIBIT) are for organizations with over \$25,000 per year. If an organization's assets or gross revenues or assets exceed \$250,000 per year, accounting documents and records must be audited by an independent auditor. The certified audit of organizations with assets or gross revenues over \$250,000 shall be delivered to the ~~assistant superintendent of finance and business operations~~ **communications department** no later than the 60th day after the organization's calendar/fiscal year end adopted by that organization. The associated costs of a required audited financial report of a student organization shall be reimbursed by the District.

The principal or designee and director of the activity in question shall be made aware of the time and place of all meetings of any booster organization.

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The **executive director of athletics and executive director of fine arts**, respectively, shall meet annually with the new officers of any athletic or music booster organization to discuss and review all regulations and requirements pertaining to the operation of said organizations. These meetings shall include explanations by the director of **development communications** of District policies, including criminal history record releases. The internal auditor shall explain record keeping and IRS issues. Said officers shall acknowledge having received those instructions.

Parent-teacher and booster organizations, and similar groups shall be exempt from the payment of royalties for the use of District trademarks for so long as the product in question is being manufactured and marketed solely by the organization and is solely for the benefit of the organization and a current trademark royalty agreement is on file in the office of ~~finance and business operations~~ **the chief business officer**.

FAILURE TO REPORT

Any parent-teacher organization or booster club not filing any yearly activity report or audited financial report shall be removed from school property, and donations shall not be accepted from those organizations or clubs, or for those organizations or clubs. Any organization or club removed shall have to seek Board approval for reinstatement to the District.

COMMUNICATION
COUNCIL FOR
PARENT-TEACHER /
BOOSTER
ORGANIZATIONS

The District shall establish a communication council for parent-teacher/booster organizations to provide a process to enhance communication. The communication council shall in no way infringe upon, limit, or affect the Board's exclusive power to manage and govern the schools of the District.

The communication council shall in no way be restricted to or inhibited by membership in any organization. The communication council shall not replace or circumvent other District policies and procedures providing for resolution of parent grievances or for a hearing by individual employees before the Board.

DEFINITIONS

The following definitions shall apply in this policy:

1. Communication council for parent-teacher/booster (CCPTB) organizations shall mean the advisory group described in this policy.
2. Parent or booster shall mean any individual who is a member of a school's student-support organization.

SCOPE

The CCPTB shall function within a defined scope. In cases of disagreement regarding the applicability of any topic of consideration within this definition, final determination shall be made by the Superintendent or designee.

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REPRESENTATION

The Superintendent shall cause to be designated from each school parent-teacher group and booster organization a representative to the CCPTB.

MEETINGS

The CCPTB shall meet ~~at least twice annually~~ **annually**. Provisions shall be made to notify all designees and organizations of date, time, and location of these meetings. The chairman of the CCPTB shall be the director of ~~development~~ **communications**.