

Comal ISD

PTA Guidelines

Comal Independent School District believes that the combined efforts of teachers, students, and parents make a successful school. We are glad to have PTA organizations working to promote and enhance the education of our students. In an effort to clarify the roles of school officials and PTA volunteers, the District offers the following guidelines.

Organization Establishment and Approval – Go to www.txpta.org

Financial Policies and Procedures – See Texas PTA Handbook www.txpta.org

District Requirements

- Principal must approve on campus activities, including meeting times, places, dates, fundraisers and all other activities. Such activities cannot conflict with school schedules or activities, district policies or financial procedures. The principal has the authority to limit the number of on campus fundraisers.
- PTA organizations are present in the school at the invitation of the school principal and the District. The volunteers serving in the schools must follow the principal's instructions and the District policies. If a PTA volunteer is not cooperating with school rules and the directions of the principal, that volunteer may be asked to leave the campus.
- The sponsor of the organization or administrators on their own campus shall not be a member, hold office, or have voting privileges on the PTA executive board.
- PTA members are expected to follow the same standards as district employees when chaperoning, sponsoring, or attending student activities. These standards and rules of conduct may be found in the personnel handbook.

Volunteer Screening

- All PTA volunteers who are going to be working on the campus and around students must go through the screening process used by CISD. The PTA Volunteer Coordinator should work with the campus designee to confirm the approved volunteers as the District conducts its screening process. Volunteer applications for CISD are done on-line. The background checks are processed through the Texas Department of Public Safety. A list of approved volunteers is sent to each campus from Human Resources. The secretary at each school has a copy of this list. Normally, it takes seven days from the date you apply until your name appears on the

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list. The list of approved volunteers is forwarded to the specific campus by the HR department as the prospective volunteers pass through the screening system.

Governmental Accounting Standards Board (GASB) Statement #39

- The Governmental Accounting Standards Board (GASB) Statement #39 requires school districts to consider the financial activities of all parent teacher organizations, booster clubs, foundations, and other fundraising entities for inclusion in the district's financial statements. In order to determine whether financial information for these groups must be included, it is necessary to gather data regarding the financial activities of these organizations. Two forms (listed below) must be submitted by PTA organizations that will enable school district officials and auditors to determine if financial activities of the PTA must be included in the annual financial report. This information is needed not later than May 31st for the preceding calendar or fiscal year. Keep in mind that external auditors who prepare the district's audit may require additional information.
- Annual Survey of Financial Support form from Supporting Organizations (i.e. PTA, Booster Clubs, etc.) - submit to Norma Friddle, Business Department, Support Services building by May 31st
- A copy of last year's IRS Form 990 - submit to Norma Friddle, Business Department, Support Services building by May 31st

Fund Raising Projects

Fund raising projects by parental groups should be:

- For the educational benefit, health, and welfare of the students.
- Coordinated through the principal.
- For a specific project as identified in the current approved budget and not for the sake of raising money.
- In connection with the established goals and philosophies of the PTA objectives and bylaws.

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Campus Facilities Improvement Policy

- This policy applies to all building improvement projects initiated by non-CISD organizations such as PTA, Booster Club, Community Services Projects or Neighborhood Association. Building improvement projects should be requested through the submission of the **facility improvement request form** by the campus administrator. In addition, we are proactively pursuing water conservation efforts District-wide. For this reason, donated trees or other live plant materials which divert from District standards will be the responsibility of the individual campus to keep maintained and watered.

The facility improvement request form must be approved by the campus administrator and sent to the CISD facilities department for final approval. All projects must receive written approval before commencement of work.

Please note that where curriculum or where alteration of the physical building is involved the approval process must be run through the Superintendent's cabinet.

- Approval requirements:
 1. Facilities improvement request form completed.
 2. Written description of improvement along with any drawings or sketches including handicap accessibility, fire-safety issues and construction materials to be used.
 3. Letter of compliance. If the improvement involves construction of any kind then a letter signed by an appropriate professional (e.g. Architect, Engineer) is required stating that the improvements have been designed and reviewed to comply with current codes and standards by the local, state & federal ordinances for safety and accessibility.
 4. If the donated value exceeds \$50,000, then school board approval will be required.
- For additional information regarding Campus Facilities Improvement policy, please contact Thomas Bloxham at 830-221-2039 or Thomas.bloxham@comalisd.org.

PTA Refreshments and Parties

- *Refreshments* - In accordance with the Texas Public School Nutrition Policy (TPSNP), refreshments for students (PreK-5) during school are not allowed to be provided to students any time anywhere on school premises by anyone (including guest speakers) until after the end of the last scheduled class.

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- In accordance with the Texas Public School Nutrition Policy (TPSNP), refreshments for students (6-8) during school are not allowed to be provided to students any time anywhere on school premises by anyone (including guest speakers) from 30 minutes before to 30 minutes after meal periods. All food beverage, and snack items sold or given away must comply with the nutrition standards and portion size restrictions in the TPSNP. Please see www.squaremeals.org for more information regarding allowable products.

- In accordance with the Texas Public School Nutrition Policy (TPSNP), refreshments for students (9-12) during school are not allowed to be provided to students during meal periods where meals are being served. All food beverage, and snack items sold or given away must comply with the nutrition standards and portion size restrictions in the TPSNP. Please see www.squaremeals.org for more information regarding allowable products.

- *Parties* - Food otherwise restricted by the policy are permitted at student birthday parties. Parties should be scheduled after the lunch period so as not to replace lunch or breakfast. All birthday party should be scheduled with the classroom teacher in advance of the birthday.

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Required Forms to be Submitted

- **CISD PTA Guidelines Manual Receipt** – Signed and returned by a PTA officer from every campus that has a PTA to Norma Friddle, Business Services department, Support Services Building.
- **Fundraiser Request Form for Supporting Organizations** – Should be turned into Principal prior to all fundraisers. Fundraiser should not take place until approved form is returned to PTA.
- **GASB #39 Annual Survey of Financial Support to CISD from Supporting Organizations** (i.e. PTA, Booster Clubs, etc.) – Form should be turned in by **May 31, 2011** to Norma Friddle, Business Services department, Support Services Building.
- **IRS Form 990** – Copy of last year's form turned in by May 31, 2011 to Norma Friddle, Business Services department, Support Services Building.
- **Facility Improvements Request Form** – Completed by campus principal and forwarded for approval to the CISD Facilities department, Support Services Building.
- **Comal ISD Application for Kitchen Facility Use** – signed and returned by a PTA officer for every campus event that uses the kitchen facility.

The Support Services Building is located at 1404 IH 35 North, New Braunfels, TX 78130.