

2021 - 2022

PTO/PTCO President-Treasurer Board Training

SECTION 1: COMMUNICATION, PRESIDENT & ORGANIZATION

1

1

COMMUNICATION,
PRESIDENT &
ORGANIZATION

2

TREASURER &
FINANCIAL TRAINING

3

DOCUMENTS



2021 - 2022

Welcome!

We are glad that you are here and hope that you find this training helpful and can use these tools as a useful reference guide throughout the year. Please note that in order to gain a full picture of all the obligations of being a President, Treasurer or board member of a PTO/PTCO, you must review all **THREE SECTIONS** of the training.

1

COMMUNICATION,
PRESIDENT &
ORGANIZATION

2

TREASURER &
FINANCIAL TRAINING

3

DOCUMENTS

You are viewing
Section One



NOTE: Abbreviations may be used throughout the training materials. PTO, PTCO, and PTO/PTCO are interchangeable for the purposes of these materials. PC and CCPC refer to the Cherry Creek Parents' Council.

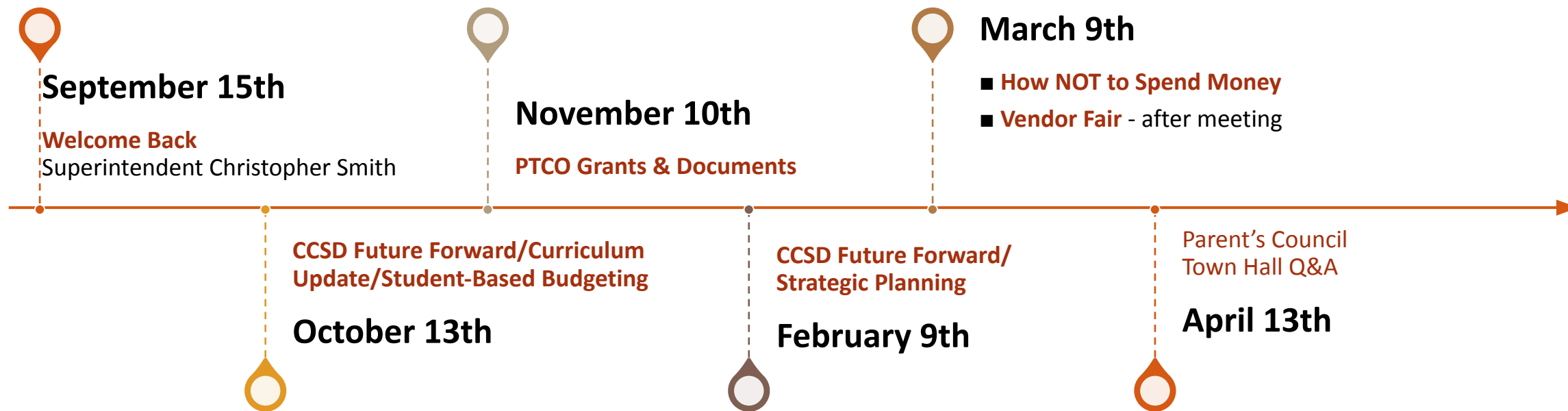
info@ccparentsCouncil.org

www.ccparentsCouncil.org

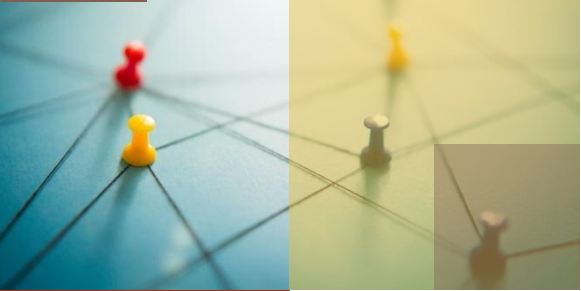
Guide Version 2.0 | Last Updated OCT 2021

2021 - 2022

All Meetings Are On Wednesdays From 9:30 AM – 11:00 AM



2021 - 2022



Relationship Between Parents' Council & Your PTO/PTCO

- Affiliation Letter & PC Statement
- PTO/PTCO Bylaws
- Parents' Council Guidelines

2021 - 2022

What is Parents' Council?

Each non-profit organization has individual obligations to the IRS, State of Colorado, our donors and the communities we serve.

- Each is a 501(c)3 parent organization with group exemption.
 - Your PTO/PTCO has been granted an exemption under Parents' Council with its' own Employer Identification Number (EIN) number.
- Parents' Council was created to provide a group non-profit organization exemption for CCSD schools PTO/PTCO's to help them to be able to fundraise for their schools.
- Parents' Council provides technical support to CCSD PTO/PTCO's and their volunteer boards to help them remain in good standing.



Legal Name:

**CHERRY CREEK SCHOOL DISTRICT
PARENT TEACHER COMMUNITY
COUNCIL, INC.**

2021 - 2022

What is Parents' Council? Cont.

- As the “parent” or “umbrella” organization, Parents' Council holds the following for all subordinate organizations:
 - Articles of Incorporation
 - Original IRS Determination Letter
- Parents' Council has their own:
 - EIN number
 - Bylaws - subordinate PTO/PTCO's base their bylaws off Parents' Council bylaws
 - Certificate of Fact of Good Standing (Business)
 - Certificate of Exemption for Colorado State Sales/Use Tax



Legal Name:

**CHERRY CREEK SCHOOL DISTRICT
PARENT TEACHER COMMUNITY
COUNCIL, INC.**

2021 - 2022

Affiliation Letter

Maintains relationship between parent organization (Parents' Council) and subordinate organizations (PTO/PTCO). It is a binding document that outlines basic parameters and expectations of the relationship.

MANDATORY IRS FILING

- Maintains 501©3 Status
- Charter Date for Most Schools - JULY 1, 1993
- If you need your charter date, refer to the letter submitted last year or reach out to PC

PREPARED BY:
President

SIGNED BY:
President & Treasurer

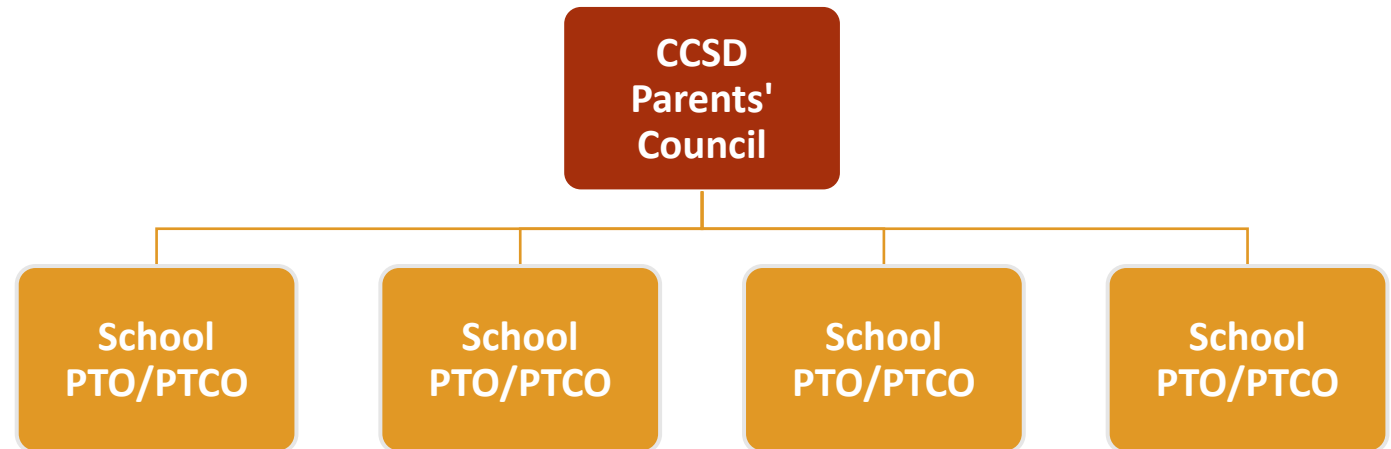
EMAILED TO:
Parents' Council

2021 - 2022

PTO/PTCO Responsibilities

EACH PTO/PTCO WILL:

- File their own tax return
- Maintain their own bank account
- Have their own bylaws
- Recruit their own volunteers
- Be accountable to the community
- Be transparent
- Build trust with the community



2021 - 2022

Guidelines for Holding a Board Position

IN THE CHERRY CREEK SCHOOL DISTRICT

- **YOU ARE ABLE** to hold a board position.

OUT OF THE CHERRY CREEK SCHOOL DISTRICT

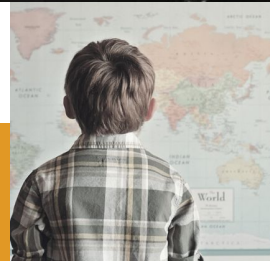
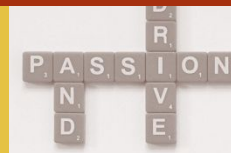
- **YOU ARE NOT** able to hold a board position.
- If you were a President or Treasurer this past year, you are **required** to be removed from your PTCO accounts and will have to return any financials or PTCO documents to your board.



2021 - 2022

Guidance for PTO/PTCO Meetings

Please follow all school and district guidelines for COVID-19 safety as you plan your PTO/PTCO meetings.



1

SHARE

Please post your meeting agenda, minutes, budgets to your website, social media pages and school newsletters.

2

SCHOOL REPRESENTATIVE

The Principal or Vice Principal should attend every PTO/PTCO meeting.

3

NEED HELP?

If you are having difficulties in purchasing virtual platforms or scheduling meetings, please contact your principal.

2021 - 2022

Recruiting Volunteers

We are excited that 2021-2022 has allowed the possibility for opportunities for volunteering at the school. Please work directly with your principal on COVID precautions and school specific guidelines. There is still a mask mandate in place for K-12 schools. This includes school events.

Work closely with your principal and vendors on contracts, volunteering, events to follow any COVID precautions. Read your contracts!
Have plan B's and stay safe!

Send out surveys throughout the year to find out how your parents and families can volunteer, in person, virtual opportunities etc.

We still
need
you!

Even though we can host in person meetings, we still recommend that each PTO/PTCO offer hybrid options.

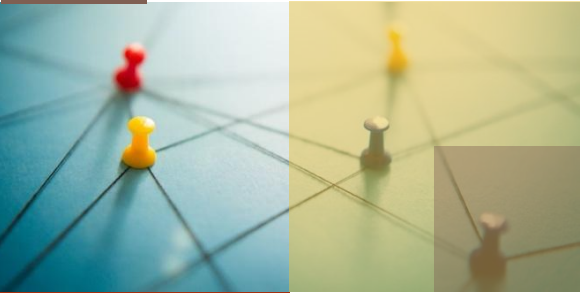
Ask your principal if he/she can set up a Teams meeting for your PTCO as an option if you choose to meet in person.

info@ccparentscouncil.org

www.ccparentscouncil.org

Guide Version 2.0 | Last Updated OCT 2021

2021 - 2022

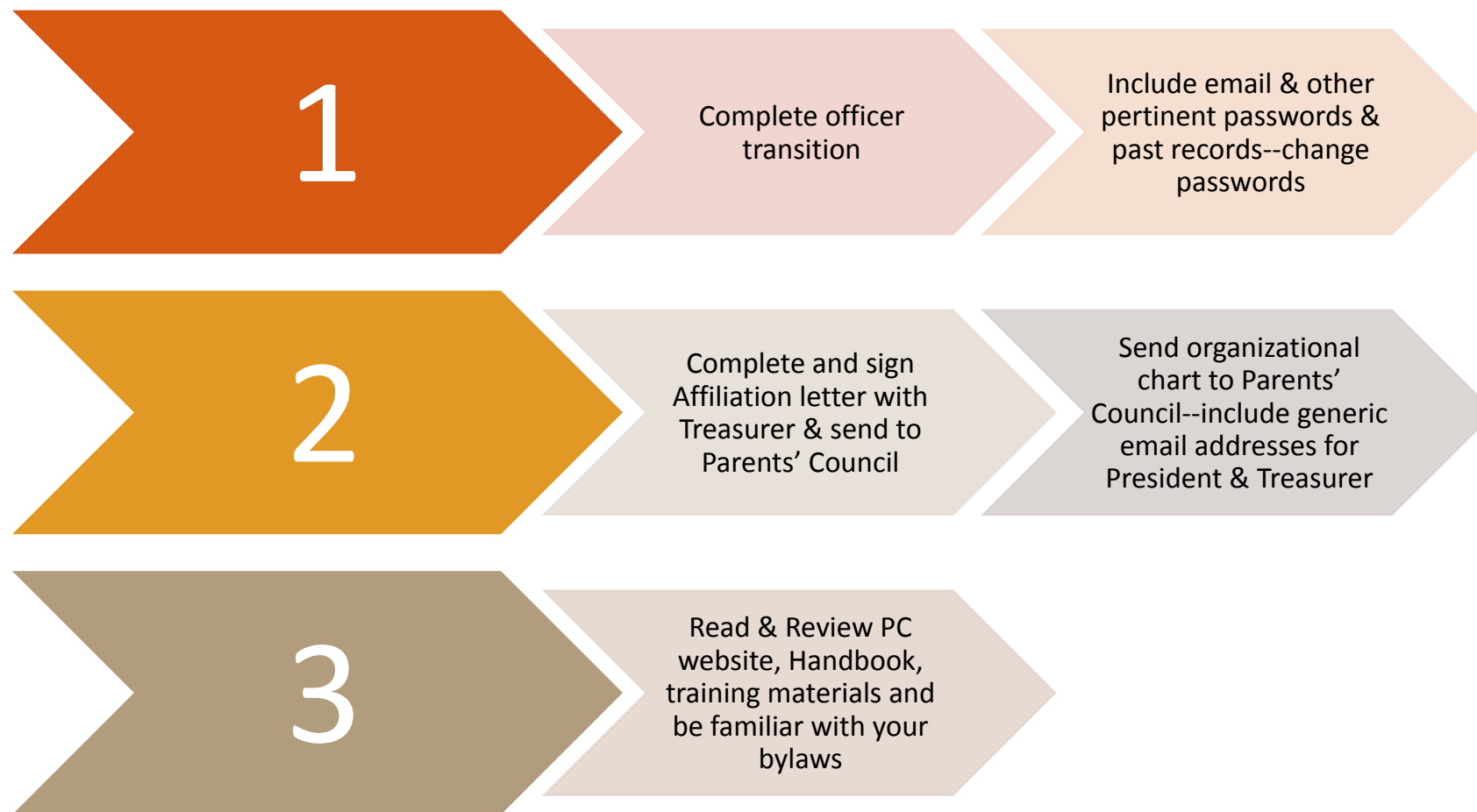


Presidents & Organization Relationships



2021 - 2022

First Things First.... Presidents



2021 - 2022

Mandatory Board Officers

Please be transparent to your community by communicating open positions, your slate and approval of your board when it occurs.



Board officers must be elected according to your bylaws. **PLEASE** follow bylaws and have proper elections every spring.

PTCO/PTO MANDATORY BOARD MEMBERS:
President, Treasurer and Secretary.

**If you do not have these 3 positions filled,
contact Parents' Council immediately.**



2021 - 2022

Relationship of Principal to Board

- He/She is a **NON-VOTING** member of the PTO/PTCO board.
- Can provide “needs list” but cannot tell PTO/PTCO’s how to spend money.
- Can offer suggestions for PTCO events, but does not schedule PTCO events or any fundraising options that benefit the PTCO, ex: Spirit Wear, EduKits, etc.
- Can and should contact Parents’ Council with questions or concerns about the board.
- Should provide guidance regarding Teacher Grants and purchasing of school items but does not decide how grant money is spent.
- Is asked to attend every Executive and General board meeting. If he/she cannot attend, then an alternate school administrator should attend (ex. Vice Principal).
- Shall review monthly PTO/PTCO budget/financials with their board.
- He/She will work with their PTCO to create a PTCO calendar of events.





2021 - 2022

PTO/PTCO Insurance Requirements

Parents' Council is now requiring EVERY CCSD PTO/PTCO to maintain a valid insurance policy.

YEAR
1

**July 1, 2021 -
June 30, 2022**

**PTO Today
Group
Coverage Plan
covered 100%
by CCSD**

YEAR
2

**July 1, 2022 -
June 30, 2023**

**PTO Today
Group
Coverage Plan
covered $\frac{2}{3}$
cost by CCSD**

YEAR
3

**July 1, 2023 -
June 30, 2024
and After**

**PTO Today
Group
Coverage Plan
covered $\frac{1}{3}$
cost by CCSD**



2021 - 2022

Why Do PTO/PTCO's Need Insurance?

- PTO/PTCO's are handling money and have their own bank accounts. (A Crime Policy or Bond covers individuals that handle money or if the money is embezzled it may replace funds.)
- To protect the assets of the Parent Group and personal assets of its members.
- Parent Groups are not immune from liability. Anyone can be sued. Whether or not a lawsuit has merit, an insurance policy could pay attorney fees.
- By purchasing insurance, it is another layer of protection should something happen.
- PTO/PTCO's may be organizing activities outside of school activities (i.e. PTO/PTCO meetings at someone's home) or signing contracts as the PTO/PTCO non-profit entity, thus they should have their own insurance.
- If the PTO/PTCO is entering into and signing contracts on their own accord that hold the PTO/PTCO liable, insurance would be prudent.



2021 - 2022

Vendors and Contracts

- When a contract for a PTO/PTCO for a school function is between an outside entity and an individual school or district, the contract must be reviewed by the legal department and signed by the principal. If the outside entity requests or requires the principal to sign, these must be reviewed by the legal department.
- When a contract for a PTO/PTCO for a school function is exclusively between the outside entity and the PTO/PTCO (not the individual school or district), the contract does not need to be reviewed by the legal department and the PTO/PTCO representative can sign. Such contracts should not indicate that the individual school or district is party to the contract.
- When a contract with an outside entity is jointly owned with both the PTO/PTCO and the individual school or district, the contract must be reviewed by the legal department and signed by both the principal and the PTO/PTCO representative.
- The District has recommended that all PTO/PTCOs secure insurance coverage to protect from liability in the event they are sued by a third party and has sponsored the PTO/PTCOs with a group policy for PTO Today.

District sponsored insurance 3 year plan

- PTO Today www.ptotoday.com – their website is also a great resource for PTO/PTCO's

Some Links With Additional Info

- www.ptotoday.com/pto-today-articles/article/37-insurance-do-you-need-it
- Coloradonon-profitinsurance.org/products/
- www.rvnuccio.com/ssg.html

2021 - 2022

Food Fundraisers

PTCO/PTO “Sweet” fundraiser guidelines:

FOOD AND NUTRITION SERVICES

- As of July 2014, all foods sold on school campuses during the school day are subject to the “Smart Snacks in Schools” nutrition standards.
- Any food-based fundraiser must occur outside of meal service times (30 minutes before to 30 minutes after).
- Each school is allowed to have three exempt fundraiser per school year per school. You will need to coordinate with your school office to request a form. Your Principal will need to sign off on it before you send to district for approval.
- Once approved, please work with your school to distribute goods in a safe manner following all COVID-19 precautions.



2021 - 2022

USDA VENDING AND COMPETITIVE FOOD REGULATIONS



VENDING MACHINES

FUNDRAISERS

Where the food item sold will be consumed at school

ILC PROGRAMS, SCHOOL STORES, SCHOOL EVENTS

STUDENT ACCESS?

YES

Vending must be turned off 30 minutes before, during, and 30 minutes after Breakfast and Lunch Service

Vending must contain Smart Snack items only

Food and Nutrition Services (FNS) must pre-approve items before sale. Contact Kim Kilgore, FNS Director



NO

No Restrictions

STUDENT ACCESS?

YES

Fund Raisers cannot occur within the 30 minutes before, during, or the 30 minutes after Breakfast and Lunch Service

Items are Smart Snacks Compliant?

YES

Items Pre-approved by FNS can be sold during allowed times. Contact Kim Kilgore, FNS Director



NO

No Restrictions

STUDENT ACCESS?

YES

Food sales cannot occur within the 30 minutes before, during, or the 30 minutes after Breakfast and Lunch Service

Items sold during allowable times must be Smart Snack compliant

FNS must pre-approve items before sale. Contact Kim Kilgore, FNS Director



NO

No Restrictions

! High School Beverage Vending is the ONLY exception to this regulation

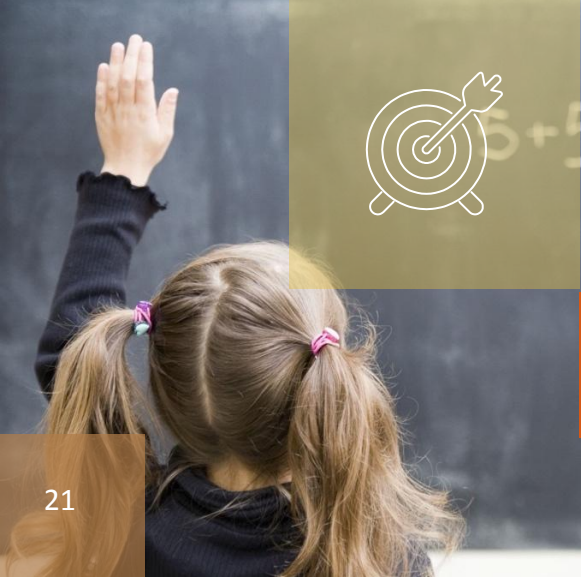
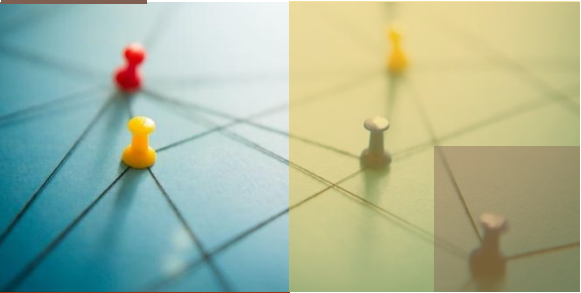
! Even with an exemption, fundraisers cannot take place 30 minutes before, during, or 30 minutes after School Breakfast and Lunch Service

! Meal reimbursement funding will be withheld if all CCSD schools are not in compliance

*Items intended to be eaten at home do not require a waiver, i.e. butter braids, cookie dough, pizza kits, etc.

FOR QUESTIONS, PLEASE CALL KIM KILGORE, FOOD AND NUTRITION SERVICE DIRECTOR, AT (720) 886-7176

2021 - 2022



PTO/PTCO BYLAWS

Each school is responsible for their own bylaws, including language required by Parents' Council

2021 - 2022

PTO/PTCO BYLAWS

The answers to many of your questions can be found in your bylaws.

- Bylaws set the mission for the funds raised and distributed.
- Bylaws set guidance for voting, board members, holding general meetings, Parents' Council expectations and other general operating procedures.
- Must be reviewed annually. They do **NOT** need to be physically changed every year, just reviewed.
- Must be voted on by community-30-day review & voting period (if this is not stated in your bylaws, please add).
- IRS requires all PTO/PTCO's to have bylaws. Any changes need to be sent to the IRS on Schedule O with the next tax return.
 - Changes must be voted on by the community and documented in meeting minutes.
 - Send bylaws to Parents' Council each time amendments are adopted.



2021 - 2022

PTO/PTCO BYLAWS

As we've seen during this experience with Covid-19, most of our bylaws did not prepare us for school closures of this length of time or necessary event and meeting modifications. Please meet with your executive board to update the changes proposed to your bylaws and present to your community for a vote (30 days).

Bylaws updates should include:

- Voting via email or other electronic means (i.e., ZOOM, Microsoft Teams, or another virtual meeting place).
- Holding virtual meetings via Zoom, Microsoft Teams, etc.
- Require to electronically distribute your budget, bylaws, agendas via email/social media/newsletters.
- Other updates that were necessary before Covid-19.



**Once approved and voted
SUBMIT A COPY TO:**

**documents@
ccparentscouncil.org**

2021 - 2022

Quick Reminders



PTO/PTCO MANDATORY BOARD

PRESIDENT, TREASURER AND SECRETARY If you do not have these 3 positions filled you cannot operate--Contact Parents' Council president.

ALWAYS USE GENERIC EMAIL

Use a generic email to pass on. Google is best!

YOUR PRINCIPAL

Involve your Principal on your Board!

MANDATORY UPDATES

Make sure bank authorizations have been updated for new board.

FINDING INFO

Bylaws 1st place for answers, then call PC for assistance and send copy of bylaw so we can read.

GRANTS

Speak with principal for redundancy issues - PTO/PTCO ultimate decision on their funds.

info@ccparentscouncil.org

www.ccparentscouncil.org

Guide Version 2.0 | Last Updated OCT 2021

2021 - 2022

Communicate With Parents' Council

Our main form of communication is via email and Facebook.



WEBSITE

www.ccparentscouncil.org



MAILING LIST

Go to our website and choose "**SUBSCRIBE**" from the main menu.



COMMENTS & QUESTIONS
info@ccparentscouncil.org



JOIN OUR GROUPS

[www.facebook.com/
ccparentscouncil](https://www.facebook.com/ccparentscouncil)



MAILING ADDRESS

Parent's Council
14603 East Fremont Avenue
Centennial, CO 80112



PHONE

(720) 500-3190

BOARD EMAIL ADDRESSES

- Michelle Austin & Breezy Caldwell
president@ccparentscouncil.org
- Jennifer Newman & Christi Strong
vicepresident@ccparentscouncil.org
- Jennifer Osborn
secretary@ccparentscouncil.org
- Tabitha Strezzo
treasurer@ccparentscouncil.org
- Amanda Esparza
socialmedia@ccparentscouncil.org
- Rick Stephens
hospitality@ccparentscouncil.org
- Karri Haugsness & Lori Ochs
documents@ccparentscouncil.org
- Traci Tolbert
webmaster@ccparentouncil.org
- Janise McNally - District Liaison:
jmcnally@cherrycreekschools.org

info@ccparentscouncil.org

www.ccparentscouncil.org

2021 - 2022

THANK YOU

Please click the below link to complete your Training Verification for Section 1.



<https://tinyurl.com/Section1-21-22>

