

Morning Star PAC Capital Campaign Policy Effective September 2017

This policy sets forth the philosophy, guidelines and procedures to:

- evaluate the feasibility and prioritization of potential capital initiatives for Morning Star Elementary School,
- gather input from all the stakeholders at the school, and
- conduct a Capital Campaign for the school.

Capital Campaign Philosophy & Guidelines

In order to fulfill the mission of the Morning Star PAC, its members and the school staff may decide to pursue a strategically planned capital campaign in which one or more initiatives may be pursued to help the school reach its educational goals for the students at Morning Star. The funds for the capital campaign may be needed to purchase items for the school that fall outside of the annual program budget. The following describes a suggested process for maximizing a consensus and funding for any capital initiatives.

1. Ideas for capital initiatives should be solicited from all of the school's stakeholders, i.e. teachers, administration, students, and parents before a decision is made on which initiatives to pursue.
2. Capital initiatives should positively impact the educational, physical or mental well-being of the students of at least an entire grade or the entire student body at Morning Star school over a period of several years.
3. The feasibility of each capital initiative should be evaluated on at least the following factors:
 - number of students it will benefit;
 - number of years it will benefit this number of students;
 - the wants and needs of the students, staff and parents at the school;
 - initial cost of the initiative;
 - maintenance cost over time and feasibility of additional fixed cost to the annual program budget;
 - educational value of the initiative;
 - level of support for the initiative by all stakeholders;
 - feasibility of raising the necessary funds in a realistic time frame;
 - potential for phasing in the project over time;

- Morning Star Principal approves the initiative; and
- the initiative is in compliance with Bozeman School District policies.

Capital Initiative / Capital Campaign Process

1. The Board of Directors should regularly solicit input from members on capital initiatives. Each year, the Board of Directors should compile a list of capital initiatives based on input from all stakeholders (i.e. students, staff, parents), and evaluate the feasibility of such initiatives. Once a list of feasible capital initiatives has been compiled, the Board of Directors will try to find a Champion for each priority initiative. If a Champion cannot be identified, unless the Principal or a majority of the Board deems a certain initiative to be a high priority, then further research on the initiative will not proceed.
2. Once a Champion is identified for a particular initiative, then the Champion will lead the effort to research the suggested initiative based on the factors listed above, and present their recommendation to the FAC.
3. The FAC will consider the proposed capital initiative and evaluate the financial feasibility of it. If the FAC recommends proceeding, it will establish a Capital Expenditure Plan that will be presented to the Board of Directors for discussion and vote. The Capital Expenditure Plan will include a recommendation on whether to use existing PAC savings for the proposed expenditure, and/or whether to initiate a Capital Campaign to fund the expenditure. In any event, the proposed capital initiative will require a vote of either the Board of Directors and/or the members according to the Bylaws based on the dollar amount of the proposed expenditure.
4. The FAC and the Board of Directors will make every effort to keep the staff, parent, and student population informed about every step of the process, the research and rationale for the initiatives in the Capital Expenditure Plan, and the status of the implementation of this plan, including the status of any proposed Capital Campaign, at regular intervals until the plan is completed.