

Morning Star PAC

Capital Campaign Policy

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 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 Campaign Process

1. The Financial Advisory Committee (FAC), on which at least three parent volunteers, the PAC Treasurer and 1 Co-President will participate, will consider preliminary capital requests and evaluate the financial feasibility of conducting a capital campaign for Morning Star School. If the FAC recommends pursuing a capital campaign, then the PAC officers will make the general membership aware of this decision at the subsequent PAC meeting.
2. Recommending the appropriate time to initiate the Capital Campaign process to the PAC Officers and requesting approval of the Campaign by a majority vote of the PAC members at a scheduled PAC meeting.
3. Ensure input for capital initiatives is solicited and considered from all stakeholders at the school, i.e. students, staff, parents.
4. Once the list of capital initiatives has been compiled from all stakeholders, then the FAC will try to find a Champion for each initiative. If a Champion cannot be identified, then unless the Principal and one of the PAC officers deems a certain initiative to be a high priority, then further research on the initiative will not proceed.
5. If 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.
6. All of this information will be assimilated for each initiative and then presented by each Champion to the FAC.
7. The FAC will then establish a Capital Expenditure Plan that a PAC officer will present to the general membership at the subsequent PAC meeting for discussion and vote.
8. The FAC 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 at regular intervals until the plan is completed.