

**Sand Creek Elementary School – Parent Teacher Organization (PTO)**  
**A Chapter of the Douglas County Educational Foundation**

**Statement of Purpose**

The Sand Creek Parent Teacher Organization (PTO) exists to enrich the educational opportunities of our children and community. The organization shall promote the well being of our students by providing support for their educational needs, the educational environment, and promote open communication with a working partnership between and among the administration, staff, parents, students, and community.

PTO is a lifeline for our students to ensure that they will have the supplies and enrichment programs that make for a more complete learning experience. To do this, fundraising is essential.

PTO will do more than just fundraise to help pay for school supplies and equipment. They raise funds for things that do not fall within the realm of a typical classroom experience. The funds may include, but not be limited to teacher appreciation gifts and luncheons; they are returned to the students as enrichment programs and to help create a sense of community among school families through family fun events, ice cream socials, and school performances.

The Sand Creek PTO is a chapter of the Douglas County Educational Foundation (DCEF) which is a nonprofit foundation incorporated in the State of Colorado in 1990 (501 (c)(3) tax exempt status). The DCEF shall provide financial over site and administrative support for the Sand Creek Parent Teacher Organization.

**Board of Directors**

**The Board of Directors will be comprised of one standing member:**

1. The Principal or designee of Sand Creek Elementary.

**Other members will include:**

1. A President or Co-Presidents voted in by the community of Sand Creek Elementary.
2. A Treasurer voted in by the community of Sand Creek Elementary.
3. A Secretary voted in by the community of Sand Creek Elementary.
4. Two Sand Creek Elementary staff members to serve as liaisons: one to represent primary grades, one to represent secondary grades.

- Directors will receive no compensation for their services.

- Directors will have term limits of two years. (Directors may be reelected for a maximum of 2 terms in the same board position).
- Directors will attempt to stagger term limits in order to maintain consistency.
- Board vacancies created by resignation, term expiration, or removal, shall be filled by appointment for the remainder of the school year. The election will be held at the final annual monthly PTO meeting. The community will be notified of the election date. All votes must be cast in person on the selected date.
- Persons with a criminal record will not be eligible for board positions.

## **Meetings**

- All meetings and times will be posted 1 week prior to each meeting.
- The Board shall meet monthly, presently the second Tuesday of each month, in the SCE library at 4:15 pm.
- All parents and guardians of Sand Creek Elementary, parents and guardians of the SCE preschool, staff members, and community members are welcome to attend all monthly meetings.
- The Board will have the right to meet in executive session to discuss sensitive, board, or legal issues.

## **Process of Approving Motions**

- Motion Presented
- Discussion of Motion
- Community Feedback
- Vote by Board or decision made to revisit for further discussion
- Motion passed when majority vote is yes

## **Fundraising / Fund giving / Grant requests**

Each year the Board of Directors (BOD) will meet with the school's administrative team to discuss the needs of the school. These needs will then be presented to the parent community for feedback and discussion. The board shall then, by a majority vote, create goals for fundraising and fund giving that best represent the needs of the school as presented through administration, staff, and community.

The Board has the sole responsibility of determining which fundraising activities to undertake to raise the funds necessary to fulfill the projected needs of the school for any particular school year.

The Board shall create if needed special committees to lead the charge for the following areas:

1. Fundraising

2. Fund giving
3. Special events
4. Community events

Sub-committee work and time should be valued and respected. Sub-committees should have some autonomous authority to make decisions as long as they fit within the vision set forth by the BOD and the school.

Grant eligibility: In order to receive funding through the Sand Creek PTO one must fit into one of the following categories or groups:

1. Sand Creek Elementary Teachers
2. Sand Creek Classified Staff
3. Sand Creek active and present student

Grants will be available quarterly (August, November, February, and May), and will be based on fund availability. Grant requests will be due 2 weeks prior to the meeting and are limited to \$2000 per request. A total of \$10,000 per school year will be allotted for requests that are made by application. The BOD reserves the right to change these limits at any time.

Grant forms will be made available through the Sand Creek website under Parent Teacher Organization.

### **Voting**

Board of Directors: Principal or designee = 1 vote, Co-Presidents = 1 vote each, Treasurer = 1 vote,  
Secretary = 1 vote, Staff liaisons = 1 vote each.

Members: provide community feedback at all meetings and volunteer opportunities.

Quorum: 51% of active BOD members shall constitute a quorum in order to make any decisions requiring board approval.

Define what to vote on: community events and dates, fundraising/fund giving ideas.

### **Role of the DCEF**

The DCEF's mission is to develop private resources to enrich education within Douglas County Schools for the fulfillment of lifelong learning experiences of our students, citizens, and community.

As described within the DCEF By-Laws, the DCEF provides for its chapters such as Sand Creek Parent Teacher Organization. Included within these services are the following:

1. Financial guidance and protection including tax filings.
2. Check cutting and auditing.
3. Maintains back-up financial records for all chapters.
4. Fundraising guidance.
5. Special event guidance and support.
6. Director / Officer Liability Insurance

The DCEF does not charge for services to its Chapters; however all interest income stays within the DCEF to cover a minimal portion of operating expenses.