



Cherry Creek Schools
Parents' Council



2020 - 2021

PTO/PTCO President-Treasurer Board Training

SECTION 1: COMMUNICATION, PRESIDENT & ORGANIZATION

1

COMMUNICATION,
PRESIDENT &
ORGANIZATION

2

TREASURER &
FINANCIAL TRAINING

3

DOCUMENTS

Section 1: Communications



Cherry Creek Schools
Parents' Council



president@ccparents council.org

www.ccparents council.org

Guide Version 1.0 | Last Updated 10/01/20

2020 - 2021

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.

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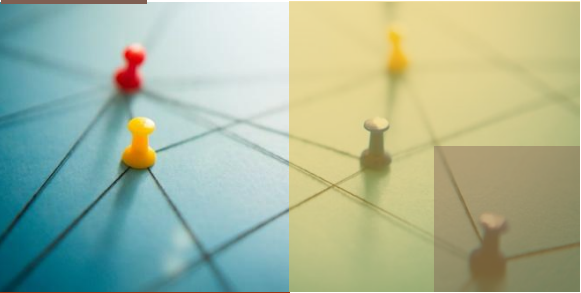
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2020 - 2021

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



2020 - 2021



Relationship Between Parents' Council & Your PTO/PTCO

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

2020 - 2021

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.**

2020 - 2021

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.**

2020 - 2021

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

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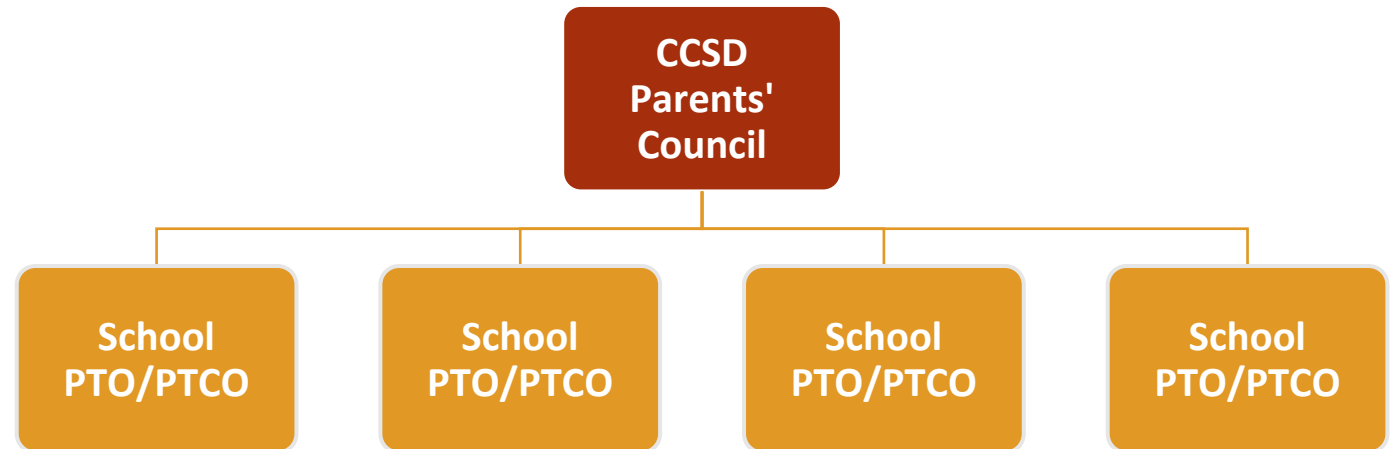
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2020 - 2021

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



2020 - 2021

Guidelines for Holding a Board Position

If you have chosen online learning/homeschooling:

IN THE CHERRY CREEK SCHOOL DISTRICT

- **YOU ARE ABLE** to hold a board position, **EXCEPT** President or Treasurer or any board position that states you are a bank signatory and as long as your current board and principal are in agreement.
- This will also need to be communicated schoolwide.

OUT OF THE CHERRY CREEK SCHOOL DISTRICT

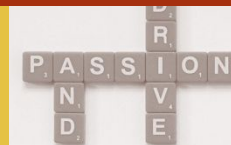
- **YOU ARE NOT** able to hold a board position.
- If you were a President or Treasurer this past year, you are required to be removed from your PTCO accounts and will have to return any financials or PTCO documents to your board.



2020 - 2021

Guidance for PTO/PTCO Meetings

For the 2020-2021 school year, please plan to have ALL PTO/PTCO General Meetings virtual. You can use any platform that best fits your community: MS Teams, Zoom, Google Meets, etc.



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, please contact your principal.

2020 - 2021

Guidance for Volunteering

For the 2020-2021 School year, volunteering is **NOT** allowed in the school building.

Contact your principal to discuss new ways to help our schools while staying socially distant.

Consider working with parents to find ways to connect with teachers virtually.

We still need you!

Please ask your community for ideas and suggestions for school events, virtual events and working with your teachers (remotely) for in-classroom events. Your teachers may still need room parents or help with “At Home” work.

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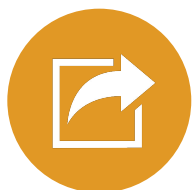
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2020 - 2021

Guidance for Social Events

For the 2020-2021 School year, Parents' Council is **STRONGLY** against having PTO/PTCO's set up community wide events that will have the potential of Social Gathering.

www.ccparentscouncil.org



We know we all want to **SEE** our parents and community, but this is the year to hold off on in person community events, to stay safe and do our part to stop the spread. Please find other virtual and safe ways to have fun and raise money. This is the year to “think outside of the box.”



We urge boards to hold all PTO/PTCO meetings and events virtually. Please do **NOT** hold gatherings at off campus locations including but not limited to parks, in person homes or patio events. If you choose to have a “**SPIRIT**” night, please make your event “**TO GO**” only.



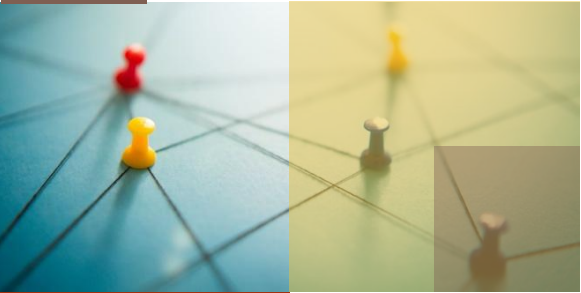
If you need suggestions for fundraising events visit the Parents' Council website and attend our October 7th general meeting!

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2020 - 2021

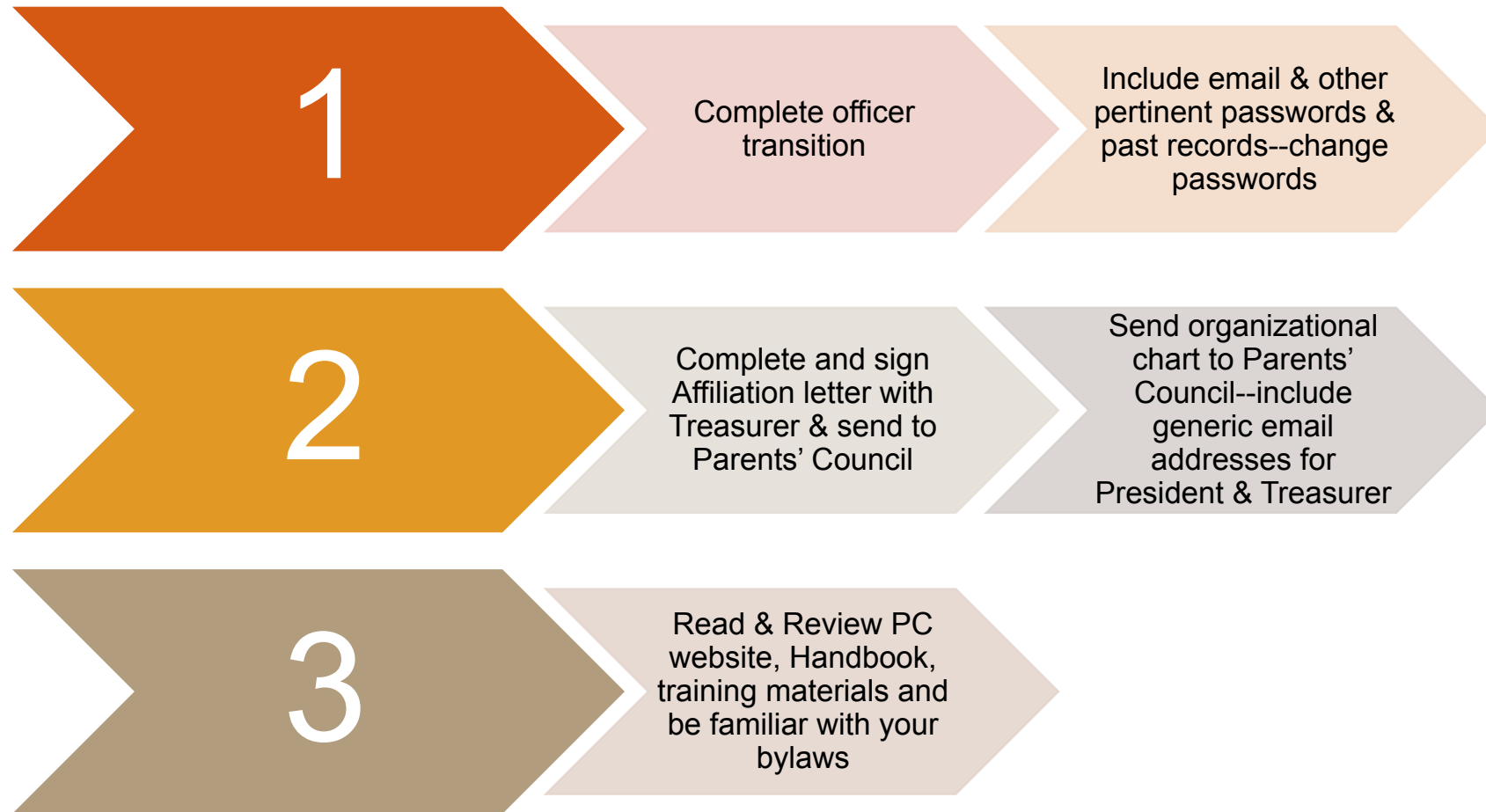


Presidents & Organization Relationships



2020 - 2021

First Things First.... Presidents



2020 - 2021

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.**



2020 - 2021

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 and should contact Parents’ Council with questions or concerns about the board.
- Must approve all contracts and vendors that will be on school grounds.
- Should provide guidance regarding Teacher Grants and purchasing of school items.
- 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.
- Must approve all events per calendar and other details.



2020 - 2021

Insurance Details

Per the question of what district liability insurance extends to Parents' Council and our PTCOs



The district's general liability insurance extends to PTO/PTCO's/ Parents' Council while acting at the district's direction and within the scope of voluntary duties performed for the district. Working with and getting approval from the school Principal, providing contracts to the Principal for legal to review and the Principal to sign would show that you are performing voluntary duties for the district and acting at the district's direction thus covered through the district's liability insurance.



If the PTO/PTCO is acting on their own accord, organizing activities and events without school participation or authorization, agreeing to terms & conditions and signing contracts on their own, then the district's insurance would not extend to the PTO/PTCO. There are other exposures, such as monies handled by the PTO/PTCO, deposited in PTO/PTCO accounts, where an incident could occur, and the district's insurance would not apply.

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2020 - 2021

Why Would a Parent Group 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.



2020 - 2021

Vendors and Contracts

If the PTO/PTCO is working with a vendor on behalf of the district with a contract, yes we would need to verify the vendor has insurance and legal would need to review the contract for the Principal to sign and the office manager would need to work with accounting for payment. The office manager and PTO/PTCO generally work together in the “vendor verifying” process meaning that the office manager usually checks with Risk or on the internal Backyard site to see if the vendor has current insurance and then would submit contracts to legal for review and approval. If PTO/PTCO’s cannot get a hold of their school contact, we would be happy to verify if a vendor has current insurance.

Any vendor coming to the school, the contract must be signed by the principal, they must be approved by the District, and they must add the school, PTCO and district to their liability policy.

BOTTOM LINE

Look at buying a policy, especially if \$50,000+

Potential Insurance Companies

- PTO Today www.ptotoday.com – their website is also a great resource for PTO/PTCO’s
- AIM-Association Insurance Management, Inc.
- Affinity Insurance Services, Inc.
- Bene-Marc, Inc.
- R.V. Nuccio & Assoc.

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

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2020 - 2021

Food Fundraisers

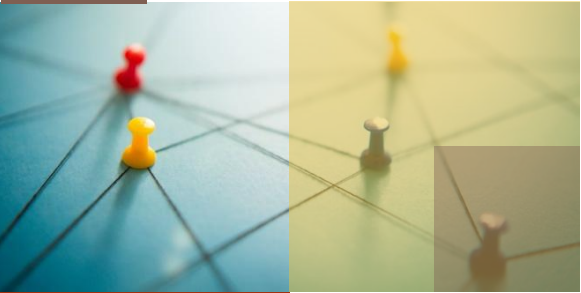
PTCO/PTO “Sweet” fundraiser guidelines:

FOOD AND NUTRITION SERVICES

- PTCO’s/PTO’s are NOT allowed to have fundraisers or raise funds during school hours including 30 minutes prior and after school. Every school has 3 exceptions for selling “sweets” as a fundraiser, example: Candy Roses, Bake Sale, Candy bar Sale.
- 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 and socially distant manner this year.



2020 - 2021



PTO/PTCO BYLAWS

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



2020 - 2021

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.



2020 - 2021

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**

2020 - 2021

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.

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2020 - 2021

Communicate With Parents' Council

Our main form of communication is via email and Facebook.



WEBSITE

- Contact information, upcoming meetings and events.
- Access templates (sample of bylaws, refer to Roberts Rules, checklists, etc.).
- View commonly asked questions and answers.



JOIN OUR GROUP

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



MAILING LIST

If you would like to receive emails from us, contact webmaster@ccparentsCouncil.org and request to be added to the list.

BOARD MEMBERS

- **MICHELLE AUSTIN** President
president@ccparentsCouncil.org
- **PAULA KRIER & TABITHA STREZO** Treasurers
treasurer@ccparentsCouncil.org
- **LORI OCHS** Secretary
secretary@ccparentsCouncil.org
- **JENNIFER NEWMAN** Communications
communications@ccparentsCouncil.org
- **KARRI HAUGSNESS** Document Review
documents@ccparentsCouncil.org
- **AMANDA ESPARZA** Social Media
webmaster@ccparentsCouncil.org
- **TRACI TOLBERT** Webmaster
webmaster@ccparentsCouncil.org
- **RICK STEPHENS** Hospitality
hospitality@ccparentsCouncil.org
- **JANISE MCNALLY** District Liaison
jmcnally@cherrycreekschools.org



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2020 - 2021

THANK YOU

**Please click the below link to
complete your Training Verification
for Section 1, and to proceed to
Section 2.**

<https://tinyurl.com/Training-1-2020>

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