



District Parent Council (DPC) Training for Parent Council Officers

2021-2022

updated September 2021

DPC Mission Statement



- DPC is open to all parents of the East Lansing school community.
- DPC's intention is to:
 - Be a conduit for meaningful communication to flow between EL schools with representation from all grade levels, including the individual school councils, staff, BOE and the superintendent.
 - Provide support to individual councils with the intent to sustain all EL public schools with a strong, diverse and vibrant body of parent and community volunteers.

Parent Council Role



- Provide communication support between parents/teachers/administration
- Liaison between stakeholders
- Communicate volunteer opportunities
- Funding support for classroom & extracurricular activities
- Provide forum for discussions with principal
- Ambassadors for schools

DPC Role



- Establish & provide “best practices” for all councils
- Provide council leadership training
- Monitor school specific issues as needed; assist with multi-school issues that need to be addressed at the district level
- Provide forum for discussions with superintendent and Board Of Education (BOE)

Resources



- We will touch upon some information but this is all available on the DPC website:
 - www.elps.us
 - “Parents”
 - “District Parent Council” located off to the right
 - “Parent Council Resources”
 - Everything we are going to review today can be found under these resources. Please review and share as you see fit!
 - Additional resources: www.pto.org

General Policies & Common Practices



- ELPS Parent Councils may provide information concerning legislative issues & candidates, while remaining "neutral"
- Avoid conflict of interest situations
- Parent councils should maintain valid non-profit status
 - File & save all required paper work
 - Budgeting – accountability/internal controls

General Policies & Common Practices



● Finance

- All council funding for furnishings, equipment, and fixtures for the school must be approved through the principal
- Technology purchases must be approved by district technology administrator
- Fundraising activities must be approved by the building principal
- Teacher reimbursements must be supported by receipts and clearly denoted as reimbursements - not gifts or stipends

General Policies & Common Practices



- Volunteer Support

- Michigan “ICHAT” forms are required to be completed by volunteers
- Forms are available at each school's main office

- Limitations on Political Campaigning for non-profits

- *Literature distribution*
- *Candidates “campaigning” at parent council meetings*
- *Equal representation of candidates or ballot proposals during parent council meetings*

Managing an Effective Meeting & Bylaws



- **Bylaws**

- Make sure they are current
- Amendments can be made by 2/3 vote
- Understand and comply with bylaws

- **Meeting Agendas**

- Complete and distribute in a timely manner
- Post or display agenda
- Consult with district's religious/holiday calendar when scheduling meetings

Managing an effective meeting & Bylaws



● Voting

○ Councils vote on:

- ✧ Budget approval
- ✧ Budget line item adjustments
- ✧ Additions/deletions to meeting agenda (optional)
- ✧ Creation of new committees
- ✧ Nomination of officers

Officer Responsibilities

President



- CEO of parent council
- Serves as liaison between parent council/school/administration
- Presides over meetings
- Sets the agenda & calendar
- Supervises and manages parent council affairs
- One of the check signers on the checking account

Officer Responsibilities

Vice President



- Assist the President as needed
- Run meetings if the President is unavailable
- Be aware of the committee's operations and be prepared to step in as needed
- In the absence of the President, the Vice President will be assigned to all of the duties of the President

Officer Responsibilities

Secretary



- Take attendance at meetings (sign-in sheet)
- Writes detailed minutes during meeting
- Distribute meeting minutes within 8 days of meeting
- Store parent council meeting minutes
 - We recommend keeping a binder at the school with a printed copy of minutes as well as a digital copy in a shared folder
- Other duties as assigned via bylaws

Officer Responsibilities

Treasurer



- Manages council budget
- Distributes council funds
- Presents financial reports at monthly pc meetings
- Develops annual budget with executive council
- Oversees deposits and cash boxes for events
- Completes association filings:
 - Federal informational return for non-profits 990-N (e-Post card)
 - LARA Form (Department of Licensing and Regulatory Affairs: www.Michigan.gov/lara)

DPC Representatives Responsibilities



- Share school events, concerns and ideas with DPC meeting attendees
- Relay DPC meeting information back to parent councils at monthly meetings
- Serve as liaison between individual school and DPC
- Bring topics of interest to DPC for district-wide discussion