



DPC BOOT CAMP

2014-2015

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



- Liaison between stakeholders
- Funding support for classroom & extracurricular activities
- Communicate volunteer opportunities
- Provide communication support between parents/teachers/administration
- 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 BOE

General Policies & Common Practices



- ELPS parent councils should remain “neutral” concerning legislative issues & candidates
- 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 on school website under “Volunteer Information” under Parents & Families link.
- **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
- Presides over meetings
- Sets the agenda & calendar
- Supervises and manages parent council affairs
- Serves as liaison between parent council/school/administration
- One of the check signers on the checking account

Officer Responsibilities

Secretary



- Writes, distributes and stores parent council meeting minutes
- 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:
 - MI Non-profit Corporate Filing (Form CSCL/CD-2000)
 - Federal informational return for non-profits 990-N (e-Post card)

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 interests to DPC for district-wide discussion

Agenda topics 2014-2015



- Common Core
- Libraries/Technology Bond (September)
- Reproductive Health
- Busing
- Enhanced Learning Opportunities/Block Learning
- STEM
- Achievement Gap
- EL Education Foundation (September)
- Testing Results/Standards/Smarter Balance
- How to Improve District-wide Communication