

School / Parent Organization Handbook



Office Family and Community Engagement (F.A.C.E.)
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The primary goal of the Cleveland Metropolitan School District is to become a premier school district in the United States.

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Greetings Parent, Guardian and Caregiver of CMSD

We would like to formally thank you for showing interest in volunteering in your building's School Parent Organization (SPO). Being a member of your son/daughter's SPO is an exciting opportunity. As a SPO member-volunteer you have the opportunity to work in tandem with the school to create meaningful parent engagement activities. These activities will teach parents and community members how to help create student success in a positive learning environment.

Thank you for your support.

CMSD Office of Family and Community Engagement
(F.A.C.E.)



What is the School Parent Organization?

- School Parent Organization (SPO), is Cleveland Metropolitan School District's recognized parent involvement organization
- Each school has their own SPO organization
- ALL parents, guardians, caregivers, teachers and community members are encouraged to participate in SPO (reference CMSD SPO bylaws for voting privileges, rights and additional membership information)
- Each building elects a group of parents to represent them as the SPO Leadership Team or Executive Cabinet
- The SPO Executive Cabinet is:
 - President: Primary parent representative spokesperson. Coordination of meeting calendar and agenda. Formulate subcommittees. Oversee formal meetings.
 - 1st Vice-President: Provides support to all sub-committee's and ensure effective communication among larger group and sub-committee. Serve as President in the absence of one.
 - 2nd Vice-President: Organizes the election process. Provides assistance as needed to the 1st Vice-President.
 - Recording Secretary: Takes the minutes at the meetings. Maintains all copies of the meeting minutes. Ensures that the minutes are reviewed and shared with parents during the next SPO meeting.
 - Corresponding Secretary: Creates and distributes flyers and other communication (written and verbal) items. Maintains meeting attendance information (sign-in-sheets).
 - Historian: Assists with the maintenance and organization of the Title-I, Part A compliance documentation. Display's the outcome of the SPO activities.
- All SPO Executive Cabinet members serve a two-year term, unless they resign or are formally removed from their position.

What is School Parent Organization's Responsibility?

Work with CMSD building leadership and community partners to create meaningful parent engagement activities that educate parents on how to aid in their child's education.

How to host School Parent Organization Elections:

- Host a meeting to introduce SPO to your school, parents and community members
 - Review the roles and responsibilities of SPO
 - This can be done at the first Title- 1, Part A parent meeting
- Inform participants that the SPO is looking for officers
- Make a request for SPO Officer nominations
 - Nominations can be sent home
 - All nominees must agree to their nomination prior to elections
- Once nominations have been made, select a date, time and location to host elections
 - Elections can be held throughout the day
 - Elections can be held at an SPO meeting
- All ballots should :
 - Be anonymous
 - Be kept in safe and secure location
 - Must be counted by Principal, SPO representative and non-bias/ non-voting member (reference CMSD SPO bylaws)
- Once elections are completed:
 - The Principal must submit the SPO update election form to the FACE department
 - Post the election results in a visible parent friendly location

Purpose of School Parent Organization Meetings:

- Monthly parent meetings are for parents to get the information they need to remain a viable part of their child's educational process.
- To provide parents information on school improvement classification.
- To allow parents an avenue to provide continuous healthy feedback in their child's academic process.

How to prepare for School Parent Organization Meeting:

- Select a time, date and location for the meeting
- Work with the Principal to create and distribute meeting invites for all parents, teachers and pertinent community members that help with the programs and academic success of students within the building.
- Create:
 - Sign in sheets with date and title of meeting
 - Agenda's with date and title of meeting
 - All accompanying hand-outs
- Secure food or refreshments as needed
- If an evening meeting:
 - Check with the Principal and Custodian to confirm school availability
 - Work with Principal to submit a building permit

How to run a School Parent Organization meeting using Robert's Rules of Order:

Robert's Rules of Order is parliamentary procedure that CMSD utilizes to conduct SPO meetings. This procedure has been adopted to ensure that each parent, member and or participant is able to share information, feedback and comments equitably with due diligence.

Below is the structure for a general parent meeting agenda:

Welcome (Call to Order)

- Review and approval of minutes (last minute meetings)
- Reports (Updates Only):
 - President
 - Principal
 - Secretary
 - Committees (types vary per school)
- Unfinished/Old Business
 - This is business that was planned to be discussed during the last meeting.
 - This is when voting occurs on items.
- New Business
 - Any topics or areas of present concern
 - Feedback from most recent events, etc.
- New items can voted to be postponed and discussed during the next meeting (tabling an item)
 - Announcements
 - All upcoming meetings and events.
- Adjournment
 - A motion should be made to adjourn the meeting. Anyone can make a motion.

Robert's Rules of Order terms to know:

Adjournment: A formal term used to request that a meeting is ended. This is to let everyone know that the meeting has come to an end. The time that the meeting ended should be recorded in the meeting minutes.

Minutes: The permanent record of information shared during the business meeting. Meetings details such as date, location, start/end times, presence of a quorum and presiding officer are all identified in the minutes. Conversations are not recorded, only outcomes of the voting process are documented and reviewed at the next meeting.

Fundraising ideas and company contact information:

Motion: A formal way to propose that the group vote on something. The person who is making the motion would state, "I move that we . . .", and identify what the issue is that needs to be voted on.

Tabling a motion: If a motion could not be discussed or voted on during the meeting, it can be postponed or "tabled" until the next meeting. A motion to table the issue should be made and seconded by the participants.

Quorum: The minimal amount of members to conduct business (reference the CMSD SPO bylaws).

SPO Tips on Fundraising:

The SPO's are to conduct their fund raising and finances through Student Financial Activities. SPO must complete the sales potential form. They are not to have separate checking accounts. Their funds are to be processed from Fund 018 and they should have their own separate sheet. A copy of their sheet is to be made available to the President on a monthly basis.

Fund Raising:

- Fund raising activities should only occur when there are clear purposes and objectives for the use of funds.
- Prior to the implementation of the event, authorization must be obtained from the principal and the treasurer or his designee.
- The Sales Project Potential form is used to document that appropriate procedures were followed to authorize and conduct fund raising activities.
- After approval is obtained, the fundraiser may take place.

Receipts:

- ALL cash receipts collected must be turned over to the Principal for deposit.
- No cash payment may be made from these proceeds. All payments from these proceeds should follow the prescribed disbursement procedures.

Disbursements:

- All disbursements must be paid by check issued from the school's petty cash account or by check issued through the CFO/Treasurer's Office. Checks should be requisitioned through the use of Direct Pay forms or purchase orders and submitted to the SFA office for approval.
- NO PAYMENT SHOULD BE MADE WITH CASH.

Book Fairs

Scholastic Books 800.557.7323 www.scholasticbookfairs.com

Publish your own School Cookbook

Morris Press Cookbooks 800.445.6621 www.morriscookbooks.com

Pretzel/snacks/candy

Auntie Anne's 877.778.9588 www.auntieannes.com/fundraising
The Ultimate Pretzel Co. 888.571.0088 www.theultimatepretzelcompany.com
Malley's Chocolates 216.362.8700 www.malleys.com
World's Finest Chocolate 888.821.8452 www.worldsfinestchocolate.com

Gifts/Greeting Cards

Carole Joy Creations, Inc. 800.223.6945 www.carolejoy.com/fund.html

Food/Meals

Market Day 877.632.7753 www.marketday.com
GFS 800.968.6525 www.gfs.com

Cookies

Otis Spunkmeyer 888.275.6847 www.otisfundraisingideas.com
Cookies Delivered 800.826.1167 www.cookie doughdelivered.com

School Spirit

School Team Stores 888.608.7447 www.schoolteamstores.com
Calendar Magnets 800.636.0457 www.schoolcalendarmagnets.com

Fun Items

Gifts 'N Things 800.468.7511 www.ilovesmencils.com

SPO Tips on Purchase Orders:

- A purchase order is the formal tool which CMSD uses to pay for either services rendered or good received by the school or the School Parent Organization (i.e., food, office supplies, training, books etc.)
- A purchase order can only be inputted into the CMSD database by a CMSD designated employee.
- Purchase orders must be submitted and approved at least 10 business days before the scheduled event.
- Purchase orders can only be created for CMSD approved vendors. If a person or organization is not a vendor, a W-9 form must be completed and submitted to the Principal's Secretary to begin the approval process.
- Once the materials have been received and services have been rendered, all receipts must be kept on file in the Title One documentation.
- When ordering food for an event and you are not using CMSD Central Kitchen you will need to get verbal approval from CMSD Food Services.

Commonly used vendors:

A Cultural Exchange	College Board
Adler's Team Sports	Corwin Press
Around Downtown Catering	Dave's Supermarket
Associated Business Supply	Dean's Supply
Channing Bete	Independence Business Supply
CMSD Central Kitchen	Scholastic's

To get a list of other vendors please work with your school Principal and secretary.

How to maintain Title-I, Part A compliance

Maintaining accurate records from your parent engagement activities is critical in maintaining your Title One funding. The following items should be maintained in a clearly identifiable binder marked with the school name and the year in which the activities occurred:

- School and parent newsletters and calendars
- Meeting agenda's
- Meeting Sign-in sheets
- Information shared during each meeting
- Action Plans
- The Title One meeting evaluation
- Parent-Teacher Compact
- SPO Bylaws
- SPO Policy
- All subsequent evaluations
- SPO election information
- Copies of Purchase orders
- All receipts

This binder should be labeled as: Title One: Parent Engagement Activities.

Volunteer Procedures

As we welcome parents and community members to volunteer in our schools we need to make certain that the proper documentation is obtain. This will include the following:

- Volunteer Registration Information
- Volunteer Release Form

Since CMSD currently does not have liability insurance coverage for volunteers we would like to encourage volunteers who are over 55yrs, to sign up for coverage through one of our partner organizations Greater Cleveland Volunteers. This organization offers free accidental insurance coverage which is funded in part by a Federal Program; coverage not only covers the location where the volunteers offer their service, but also covers the volunteer in the trajectory to and from the volunteer site.

Optional documentation would include:

- Greater Cleveland Volunteers Registration Form
- Volunteer Survey (This will be distributed at the District Volunteer Orientations)

Once volunteers have submitted their required forms they will need to contact the Volunteer Manager in order to be issued a District ID so that school personnel, students and parents can easily identify them. There are two levels of security clearance; for those volunteers with background checks their ID color will be blue. These volunteers are able to work with students without direct supervision of school personnel, for example in the case of tutors and/or mentors and school office volunteers. All other volunteers will be issued a tan colored ID. These volunteers will always work under the direct supervision of school personnel.

Background checks will have a cost of \$46 and will be paid for by the volunteer.

SPO Frequent Contact Numbers

Family and Community Engagement Office.....	216.858.0117
CMSD Student Activities.....	216.574.8670
CMSD Purchasing Department	216.574.8363
CMSD Food Services.....	216.574.8292
CMSD Central Kitchen.....	216.692.3854
CMSD Volunteer Manager	216.574.7182

Resources:

National PTO	www.ptotoday.com
Robert's Rules of Order	www.roberts-rule.com
Cleveland Metropolitan School District	www.cmsdnet.net

Notes:
