

**ORGANIZATIONAL MEETING
AND
FIRST REGULAR MEETING
OF
SPRING CREEK INVOLVED PARENTS & TEACHERS**

APRIL 6, 2010

Spring Creek Involved Parents & Teachers (“SCIPT”), a parent teacher organization organized under the laws of the State of Iowa, the formation of which being authorized by the Southeast Polk School District (the “District”), held an organizational meeting the 6th day of April 2010 at 6:30 p.m. in the library of the proposed Spring Creek 6th Grade School, at 8031 NE University Avenue, Pleasant Hill, Iowa. (the “School”).

School Principal Nicole Kooiker acted as chairwoman of the meeting and SCIPT member Greg Kendrick as secretary thereof.

The following individuals, being qualified to vote on any matter that comes before SCIPT, did approve and ratify by unanimous consent the Bylaws of Spring Creek Involved Parent & Teachers (the “Bylaws”) as attached to these minutes:

Tracy Dawson	Chris Schoening	Lisa Williams-Retz
Andrea Clark-Winslow	Denise Gulling	Laurie Patterson
Angela Boggs	Jennie Hassman	Tammy Gaudette
Julie Asmussen	Bobbie James	Nicole Kooiker
Greg Kendrick	Michelle Kenworthy	

Upon ratifying the Bylaws, SCIPT members proceeded to elect officers pursuant to the Bylaws. After discussion and upon motions duly made and seconded it was unanimously resolved that the following members be elected as officers in the capacity of their respective titles until their successors are elected:

Angela Boggs	President
Christel Oberbroeckling	Vice President
Greg Kendrick	Secretary
Lisa Williams	Treasurer

With officers duly elected, SCIPT commenced with regular business.

NEW BUSINESS

Under new business, members addressed the following:

- 1) Principal Kooiker said the District is in the process of establishing within its system the appropriate account and ledger system to be used by SCIPT to manage revenue and expenses.
- 2) SCIPT members discussed activities proposed for the Eat/Greet/Meet event scheduled for Tuesday, May 25 at the School. The event will allow School students and parents to meet with staff and faculty and tour classrooms prior to the building being closed for renovation. A Schwan’s representative will be on site to distribute those items ordered as part of SCIPT

fundraiser. Volunteers are being sought to help serve food and SCIPT would like to use the event to promote membership – with emphasis on the fact that no membership fee is required.

3) Principal Kooiker advised members that the District continues to review the current bus routes to determine what changes are necessary to accommodate the School. She is hopeful she will have information in time for the Eat/Greet/Meet event.

4) Ms. Kooiker added that administrators are deciding whether to hold school registration on site or on-line, or possibly both. She will advise members of the District's decision.

5) Principal Kooiker advised that, once the current school year ends, the school will remain closed throughout the summer break for renovations, with exceptions for a back-to-school orientation proposed for Tuesday, August 17.

6) Members said they are hopeful that SCIPT will receive seed money from elementary school PTAs and PTOs within the district to jump start programs and activities for the upcoming students. Kooiker reported that only a few PTAs have committed to making donations of varying values.

There being no further business to come before the meeting, the same upon motion duly made, seconded and unanimously adopted was ADJOURNED.

Greg Kendrick
Secretary



SCRIPT

(SPRING CREEK INVOLVED PARENTS AND TEACHERS)

SCRIPT

The name of this group is Spring Creek Involved Parents & Teachers or SCRIPT.

FORMAL ORGANIZATION CLAUSE

SCRIPT is a parent teacher organization organized under the laws of the State of Iowa pursuant to Chapter 594A Code of Iowa and as authorized by the Southeast Polk School Board, effective April 2010, assuming all powers, rights and privileges granted and accepting all duties and obligations imposed by law.

GOALS

To conduct fund-raising programs that will establish a cohesiveness between students and staff at the Spring Creek 6th Grade building in the Southeast Polk School District.

To develop relationships between students, parents and teachers at Spring Creek.

To provide students with an environment that will encourage their educational growth and will create life enhancing activities.

PARTICIPATION

Any staff member, parent, grandparent or legal guardian of a student in the Southeast Polk district may participate in SCRIPT. There will be no dues to participate. Any participant may attend meetings, serve on committees, and vote on any matter brought before the group

EXECUTIVE BOARD

The board shall consist of a President, Vice President, Secretary, Treasurer, teacher representatives, and the building principal.



DUTIES OF BOARD MEMBERS

President: The overall job of the president is to preside at all meetings of the group and serve as spokesperson for SCIPT. This office has to belong to a parent, guardian or grandparent of a Spring Creek student. In addition, the president shall:

1. make sure the facility is open and ready for activities
2. run monthly SCIPT meetings along with preparing the agenda, posting the agenda, and setting up child care if needed
3. appoint with the advice of the Executive Board, appoint such committees as may seem proper or necessary to conduct the affairs of the organization.
4. be an ex-officio member of all committees except nominating committee.
5. communicate and consult with the Spring Creek principal and SEP district officials regarding plans, projects and activities.

Vice President: The overall job of the vice president is to assist the president and preside over meetings in the absence of the president. This office has to belong to a parent, guardian or grandparent of a Spring Creek student. In addition, the vice president shall:

1. **oversee** all committees responsible for organizing activities and events for Spring Creek.
2. seek out committee chairs that are responsible for organizing activities and events
3. temporarily perform the duties of the President in the event of the President's inability to act.
4. **oversee** all fund-raisers approved by SCIPT

Secretary: The overall job of the secretary is to record the proceedings and keep an attendance record from each meeting. They will send meeting minutes to the district web-master and to SCIPT members. This office has to belong to a parent, guardian or grandparent of a Spring Creek student. In addition, the secretary shall:

1. present the minutes of the previous meeting when called on by the President.
2. sign the minutes and write the date they were approved at the end of the minutes
3. keep an attendance record of members present at each business meeting. The attendance record is to be filed in the secretary's notebook.
4. be responsible for creating and maintaining SCIPT information on the Spring Creek website through the proper webmaster liaison at the SEP Schools District Office.
5. oversee correspondence of the organization including thank you notes
6. read or share the correspondence received by the organization at the business meetings and keep materials for future reference
7. save correspondence, pictures and mementos from school activities each year.



Treasurer: The overall job of the treasurer is to be responsible for keeping an account of receipts and disbursements for this group. The treasurer shall have to seek authorization from a board member and an appointed teacher representative or principal from Spring Creek for disbursements of any bills or expenses incurred. The treasurer will keep record of all deposits, receipts for any monies disbursed, and account information. This office has to belong to a parent, guardian or grandparent of a Spring Creek student. In addition, the treasurer shall:

With Reimbursements

1. All bills and expenses over \$20.00 must be paid by check either directly to businesses or hired individuals or as reimbursement to a SCRIPT member. Money collected during an activity should not be used to pay bills.
2. Receive all receipts from members for approved expenditures. Checks will NOT be issued without a receipt.
3. Complete and sign a request for check form provided by the SEP School District. This form must include the purchasers name and address, amount of purchase, date, reason for purchase and the correct accounting code. When the form has been completed, the SCRIPT President must also check the accuracy of the information and sign the form. A copy of each receipt and a copy of the form shall be kept by the Treasurer.
4. The request for check form and the original receipts shall be sent to the Spring Creek principal's office for approval and forwarding to the District Business Office. The checks will be prepared at the District Business Office. The receipts and the original request for check form will remain at the District Business Office for auditing purposes.
5. All checks will be returned to the Treasurer for distribution unless otherwise indicated on the request for check form. The accounting department will send the completed checks and a computer printout detailing each check to the Treasurer. The Treasurer shall distribute the checks in a timely manner.

With Withdrawals

1. Withdrawals will be made by a member of the SCRIPT Executive Board. The executive board will always be notified of the withdrawals for approval and documentation.
2. The Treasurer shall be accountable for supplying change and a change bag or moneybox to the person(s) in charge of the event and making arrangements to collect money after the event has been completed. Money will then need to be deposited after the event within two business days.



With Petty Cash

1. Be responsible for a \$75.00 petty cash fund.
2. Disburse money to members for approved expenditures within a \$20.00 limit. Money will not be disbursed without a receipt.
3. Record petty cash transactions with a petty cash voucher. This shall include the purchaser's name, date, amount and the reason for purchase. The voucher shall be stapled to the receipt and kept with the petty cash fund.
4. The petty cash fund should not drop below \$25.00. When necessary to replenish the petty cash fund, the Treasurer shall complete a request for check form and attach the original receipts to the request for check form. A copy of the receipts and request for check should be kept by the treasurer.
5. The petty cash fund will also be used to supply change for various activities. The Treasurer shall be notified one week in advance regarding the need for change at a specific event. If additional funds are needed, a check request form will be submitted to the building secretary and the cash will be re-deposited after the event has taken place.

With Deposits

1. The funds will be kept in the SEP Activity Trust Fund at Bank Iowa in Altoona, Iowa, as requested by the SEP Board of Education and the SEP Administration.
2. At least one board member and another designee will count and record all money received from various fundraiser activities. All checks should be endorsed with the SCRIPT check stamp. A deposit form must be completed and taken with the money to Bank Iowa within two business days. The copy of the deposit form shall be kept at the bank.
3. After the deposit has been physically taken to the bank within two business days, the Treasurer shall complete necessary forms at Spring Creek as required by the SEP bookkeeping department and give them to the school secretary to post in the district's accounting system. A copy of the deposit shall be kept by the Treasurer and the district for record keeping purposes.

With Record Keeping

1. Keep a current record of all transactions involving SCRIPT funds.
2. Compare this record to SEP District records on a monthly basis, as computer printouts of an account activity are available.
3. Present an un-audited statement of SCRIPT transactions at each monthly meeting.
4. Prepare a brief financial report after each activity. This report shall be kept for future reference and planning for the finance committee.
5. Make available all records and petty cash for audit if requested by the SCRIPT President. The SEP School District will be responsible for auditing the account.



MEETINGS

The organization shall hold a monthly meeting during the school year. Additional meetings may be called as deemed necessary by the President. Members will be given at least one week notice of said meetings.

A quorum must be present to vote on all motions. Five Executive Board members shall be considered a quorum. Measures submitted for approval shall require a majority vote of those members present.

NOMINATIONS AND ELECTIONS

The President shall appoint a nominating committee of not less than three members. At least two of these members should be serving on the current Executive Board. The duty of the committee shall be to prepare a slate of candidates for office. The goal is reach out and have at least one member from each elementary organization on the ballot. The principal shall be a standing member of this committee.

The committee shall report its nominations of candidates for each office at the business meeting held in March. New members will be invited to attend meetings in January and February. We will nominate members for executive board positions in March and vote in April. The committee shall also draw up a ballot to be used in the election. All eligible members shall be reminded about the election and the proposed ballot shall be made public at least one week prior to the April meeting.

Additional nominations may be made from the floor at this time by any member in attendance. No nominations shall be accepted unless the person nominated has agreed to serve in the office, if elected. Elections shall be by written ballot. The nomination committee will count the ballots. The results will be reported in the meeting minutes.

VACANCIES

In the case of a vacancy in the office of President, for any cause, the Vice President shall perform the duties of the President.

In the case of a vacancy in the office of Vice Presidents, Secretary, or Treasurer, such vacancies shall be filled by appointment of the Executive Board.



POWERS AND LIMITATIONS

This organization shall have power to buy, lease, acquire, control, improve; and to use, sell, exchange, lease or otherwise dispose of real or personal property; to enter into contracts, agreements, or any kind of legal documents or instruments, including, but not limited to contract for labor, services, and materials and payment therefore, all designed to further the purposes as set forth herein.

No loans shall be contracted on behalf of this organization and no evidence of indebtedness shall be issued in its name unless authorized by the Executive Board. Such authority may be general or confined to specific instances.

Only the President may enter into and execute contracts on behalf of the organization with the prior approval of the Executive Board.

Any and all activities are contingent upon the approval of the Southeast Polk School District.

FINANCES

A Finance Committee consisting of the Treasurer and at least two (2) members shall be appointed each year by the President to set an annual budget and submit it to the membership for approval in August. All proposed expenditures not already included in the yearly budget shall be presented at a regular meeting for member approval. The organization shall not be liable for any expenditure not so approved.

There shall be no solicitation of funds, advertising, donations, or contributions to the organization except as approved by a majority vote at a SCIPT monthly meeting.

The fiscal year shall run from July 1 through June 30 to coincide with the SEP School District fiscal year.

All funds raised by the organization shall be used to supplement the needs of Spring Creek, the SEP school district and its staff and families. The funds of the organization are not to be used in any other manner.



AMENDMENTS

These bylaws may be amended by a majority vote of the members present at any regular meeting of the members or at a special meeting of the members called for such a purpose.