

**Larkspur-Corte Madera School District
SPARK Foundation
Parent Teacher Associations
Student Body Councils**

Funding Alliance Partnership Agreement

This Agreement has been formed in partnership with Larkspur-Corte Madera School District (LCMSD), SPARK (the District's Foundation), Parent Teacher Organizations/Parent Teacher Association (PTO's/PTA), and Hall Middle School Student Body. Each entity has a role in providing resources that support the educational programs in LCMSD. The purpose of this agreement is to support our common goals, enhance communication, clarify funding roles and expectations, and ensure implementation of processes that promote equity and excellence in our schools.

The parties will meet on a regular basis during the school year to review the Agreement.

Introduction

LCMSD is community-funded. The quality of education in LCMSD is a direct result of our partnerships with parents and the community, including fundraising and local taxes. SPARK and PTO's/PTA would not exist without parents and community contributions of time, resources, and funding. All are volunteer organizations whose sole purpose is to support public education. The District aims to collaborate and coordinate fundraising across its schools to ensure efficiency, effectiveness, and equity. LCMSD's mission statements demonstrate this alignment:

LCMSD is a dynamic learning community where we are inspired to think critically, collaborate, encourage creativity, and communicate effectively in supportive and inclusive environments. Every individual is empowered to become a productive citizen through relevant, rigorous, and engaging curriculum, active partnerships, and authentic interdisciplinary learning experiences.

***SPARK's mission** is to help ensure the children of Larkspur and Corte Madera receive an exceptional education by supporting an impressive variety and depth of programs. The Foundation does this by raising critical financial resources to fund both educators and other aspects of the curricula. SPARK strives to unite and include all parents and the community in pursuit of the worthy goal of the best possible education for all of our students.*

SPARK supports Music, Art, Science, and Technology. This includes teacher salaries, materials and equipment, and digital hardware and software, among many other program requirements. SPARK supports programs districtwide through its Annual Giving Campaign, Business Campaign, and fundraising events.

Our PTO's/PTA uphold National objectives:

- To promote the welfare of children and youth in home, school, community.*
- To raise the standards of home life.*
- To secure adequate laws for the care and protection of children and youth.*
- To bring into closer relation the home and the school, that parents*

and teachers may cooperate intelligently in the education of children and youth.

- *To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.*

PTO's/PTA fundraising supports school site instructional materials and consumables, teacher supplies and development, substitutes, administrative supplies, on-campus events (assemblies, parent education, Career Day, Chalk Festival, and Variety Show), campus improvement and beautification (playground maintenance and gardens), spirit wear, community events, and emergency supplies.

Fundraising Guidelines

The purpose of establishing fundraising guidelines is to:

- 1) Ensure equity across District programs.
- 2) Avoid competition between schools and fundraising groups.
- 3) Coordinate scheduling of fundraising activities.
- 4) Reduce donor fatigue.
- 5) Encourage broad participation in the Family Giving Campaign.
- 6) Support appropriate business protocols among the donors in the District.

All fundraising held at school sites will comply with District Board Policies and Administrative Regulations, the Wellness Policy, and all applicable Government Codes. Should there warrant a need, this

Alliance Partnership may in the future set more specific parameters.

Organizational Roles and Functions in Fundraising

Each entity has a specific and unique purpose in fundraising and program support as described below:

SPARK (the District's Foundation)

SPARK is a non-profit organization that supports all schools/students in the District. SPARK is the sole fundraising organization to solicit financial support from current families as well as the general business community. All solicitations from businesses are approved by SPARK. Some business partnerships are formed by the District (e.g. Library Book Fair) and PTO's/PTA (Farmigo, cafeteria vendors, membership benefits) for the explicit purpose of selling products that result in funds to be donated back to specific District programs. SPARK represents LCMSD in community business events.

SPARK serves the entire District and works closely with its business office and Superintendent in developing an annual SPARK investment plan. SPARK's outreach is districtwide. SPARK solicits contributions from all parents in the District through the Annual Giving Campaign. SPARK holds other annual events that include an auction, fashion show, and business campaigns. SPARK may also sponsor one or two community-building events.

PTO's/PTA at Neil Cummins, Hall, and The Cove

The PTO's/PTA are site-specific and solicit an annual membership fee from parents.

PTO's/PTA operate the food service/lunch programs at each school. Funds generated above cost of reimbursement and operation are directed back to the sites in concert with site administration, Leadership Team and School Site Councils. The PTO's/PTA may each coordinate a major fundraising activity such as the Walk-a-Thon and Spell-a-Thon, but will not exceed one per campus per school year. This excludes the lunch program.

Other site activities and events may seek suggested donations to offset costs and are not intended to be a source of revenue. PTO's/PTA must approve all other site fundraising, including teacher-based activities such as Jump Rope for Heart, etc.

In order to establish or maintain an equitable share of PTA fundraising profits, The Cove and Neil Cummins PTO's will work together to establish a profit-sharing plan, while also building individual school cultures. Distribution will be based on a per pupil or classroom/teacher ratio to be determined during the school year's budget planning process. This plan will be reviewed and amended each year by the PTO's/PTA Boards and Principals of all sites.

A one-time Brick Campaign fundraiser may be coordinated at The Cove School during its inaugural year, sponsored by PTO.

Student Councils

Hall Middle School, Neil Cummins, or The Cove's Student Body Council (SBC) may conduct site fundraising in cooperation

with PTO's, PTA, or School Site Council. SBC's will be responsible for developing fundraising goals, coordinating activities, developing the budget, and expenditure reports. Such activities will be compliant with California Education Code and Accounting Policies and Procedures. SBC funds are included in the annual district audit.

Community-Building Activities at School Sites

Each school site may hold as many community-building events for students/families as desired. These will be calendared with the Alliance Partnership each year in order to avoid conflicts with Annual Giving and SPARK fundraisers. Sites may accept voluntary donations from families to help offset the cost of these events. To remain within the spirit of the Alliance Agreement, community-building events at schools sites may not realize a profit.

Scheduling of Events

The Alliance Partnership will coordinate proposed dates for each community and fundraising event in advance of the school year to avoid conflicts. If dates need to be changed or rescheduled, communication will occur between Presidents and the District as soon as it is known, and each will communicate with their respective group. Scheduling of events will, as much as is practicable, honor other community-wide events sponsored by charitable groups in Larkspur and Corte Madera.

Field Trip Contributions and Scholarships

For purposes of this Agreement, field trips are defined as off-campus, curricular-related activities. Field trip contributions are solicited as follows at each site:

- Teachers may solicit voluntary contributions from parents for field trips, not to exceed \$20 per parent/per trip (figure to be reviewed annually). Eighth grade end-of-year activities may be excepted. PTO's/PTA may pay for fees up front as arranged by sites (annually).
- Site overages of voluntary contributions made by parents toward scholarships will be collected and deposited in future scholarship accounts with PTO's/PTA.
- No student will ever be denied participation in a field trip due to an inability to contribute.

Classroom Teacher Collections

Given the disparity with classroom collections in the past and the large number of requests for cash donations, the PTO's/PTA are no longer collecting or distributing a class-coordinated holiday or end of year gift for teachers. Classroom Coordinators (formerly known as Head Room Parents) may send a bi-annual reminder (holiday and end of year) to parents to provide an optional gift card of their choice to their children's teacher(s). Parents will be instructed to give directly to the teachers. Staff appreciation activities will be coordinated separately

through PTO's/PTA and school administrators.

Each classroom teacher may create a wish-list or giving tree for their classroom individually or through their Classroom Coordinator. Teachers are not permitted to solicit monetary contributions from parents.

SPARK Auction Art Projects

SPARK Classroom Reps can solicit up to \$5 per student for this annual SPARK project as a voluntary contribution or ask SPARK for reimbursement for materials as necessary/appropriate to cover costs of materials.

Teacher Stipends/Instructional Supplies Allocations

No organization shall make direct payments to teachers or staff by check. This applies to stipends, supplies, and teacher gifts. Teacher stipends must be paid through the District and the District may be reimbursed by SPARK/PTA as arranged in advance by the Alliance Partnership at the time of annual budget adoptions.

PTO's/PTA may contribute an amount to teachers for supplies each year based on funds available as determined by the Principal and the PTO/PTA Boards. These funds are to be used to purchase classroom supplies and will be monitored by site accounting procedures. Allocations toward classroom supplies will require expense logs to be kept by site secretaries or PTO's/PTA Treasurers as delineated by District procedures.

Other incentives for teachers coordinating special activities may include gift cards, etc., as determined by site Principals and PTO's/PTA.

Other Donations

In general, individual cash donations must be made to SPARK and are not otherwise accepted by school sites or the District. This is in order to encourage 100% participation rate in the Annual Giving Campaign and to discourage pet projects and any perception of preferential treatment of programs, recipients, or persons associated with the donation.

Other donations of equipment such as technology or scholarship funds for specially-designated programs must be arranged through the District Office. Individual donors should contact the District Office.

Grant-Writing Guidelines

Grants are encouraged, provided they add value to the educational program. Requests and grant summaries should be provided to the Alliance Partnership or be made through School Site Councils or District Educational Services.