

Opportunity Reserve Process

- This outlined process is to support the Crocker PTA Reserve Policy document.
- In order to have two calls for projects a year, realistically that will mean the first call for projects would occur at the beginning of the school year, in early September, with potential approval at the regularly scheduled November PTA meeting. The second would occur in January, with approval at the March meeting. November approvals could reasonably be expected to be for Winter/Spring spending, while March approvals might be for projects/programs occurring the Fall of the next school year.
- The Opportunity Reserve Committee (as defined in the Policy) will send out the project proposal template to the Crocker community September and January and a call for project proposals offering 30 days to submit.
- The Committee would then coordinate with the project proponents and consult with the Principal (October/February) to ensure that the projects would be practicable and consistent with school operations and align with our goals and mission as a school, School Site Council and PTA organization (see Page 2). Capital projects, for example, may be suitable candidates (as with the playground project) but require greater coordination with the Principal and others at OUSD (e.g., in Facilities).
- If the project proponent, the Reserve Committee, and the Principal agree that the project is potentially viable, it's ready to be presented to the Crocker PTA for potential approval (November/March).
- The Reserve Committee would ensure that all viable/practicable project proposal proponents are notified so that they have an opportunity to present their proposal (2-5 minutes each) before the vote at the PTA General Body Meeting (November/March).
- At 10%, the Opportunity Fund currently for example is about \$44K, so each funding cycle would be \$22K during a full school calendar (November and March), but proposals could be for any amount, from a few hundred \$ up to the entire \$44K in the example above. If we use up the entire fund in the November approval cycle, the PTA can choose wither not to issue another call for projects, or to replenish the Fund using any available surplus undesignated operating reserves. On the other hand, if we only use 5% of the annual Opportunity Fund, the remainder would just carry over to the next year.
- Unlike the Designated Operating Reserve, it is not essential to replenish the Opportunity Reserve if it gets depleted. It's entirely up to the discretion of the PTA to fund the Opportunity Reserve if the money is there.
- The PTA can also choose to redirect the Opportunity Reserve in the event of an emergency. E.g., if the PTA opts to backfill OUSD budget cuts, the PTA has no obligation to leave the 10% Opportunity Reserve untouched. The Designated Operating Reserve, on the other hand, should be considered hands-off.
- Funds that are approved at the PTA General Body Meetings have 6 months to be executed or funds encumbered, otherwise the approved dollars for the project go back into Reserves. Scope of project cannot change significantly from what was proposed.
- Project updates (to be provided by the Reserve Committee) will be provided by the Project Proponent in a timely manner, which will be used to update PTA General Body.

1. Crocker Highlands – Published at <https://crockerschool.org/about/>

Vision: The students at Crocker Highlands will emerge as empathetic, resilient, independent learners who acquire the 21st century skills of creativity, collaboration, communication, critical thinking and problem solving.

Mission:

Crocker Highlands Elementary School provides a joyful, equitable educational experience that fosters enthusiasm for learning and encourages a growth mindset for children and adults. The school recognizes and supports diverse learning styles, inspires personal and social responsibility, and promotes the academic development of its students.

Values

Teachers, staff, students, parents and community members collaborate to guarantee that our children are given the tools they need to manifest their individual and collective brilliance.

We strive to ensure that our students:

- Commit to academic and personal excellence
- Engage in a variety of in-depth learning experiences
- Develop critical and creative thinking
- Possess social, emotional and physical well-being
- Demonstrate respect for themselves and others
- Participate in a safe and supportive environment
- Experience learning through activities that provide enjoyment

2. PTA – Visit <https://crockerschool.org/pta/overview/>

PTA MISSION STATEMENT

The Purpose of the Crocker Highlands PTA is:

- to support the school’s efforts in achieving equitable outcomes for all students
- to positively impact the entire school community
- to create a sustainable environment
- to promote involvement and inclusiveness for all families
- to enrich quality education

WHAT DOES THE CROCKER HIGHLANDS PTA DO?

The Crocker Highlands parent-teacher association (PTA) works with the principal, teacher representatives, and parent members to ensure the delivery of high-quality programs that enhance each child’s education. The PTA also supports programs to build and foster the school community. The PTA budget goes to support a variety of programs.

The PTA also works to foster a strong school community! The PTA sponsors events throughout the year to bring students, teachers, and families together to celebrate our school community. The PTA also coordinates programs to assist school families.

3. School Site Council – School Site Plan <http://crockerschool.org/category/school-site-council/>

School Description:

At Crocker Highlands, staff, students and families all work together to ensure that our children develop a love for learning in a supportive, inclusive school community. We recognize and support diverse learning styles and inspire personal and social responsibility, while also promoting the academic development of our students. In addition to an engaging and rich core curriculum, students also have the opportunity to work with an art teacher every week, enjoy our edible garden, participate in a physical activity program, sing in the vocal music program, explore the library, and work on projects using technology. Much of our success is due to the strong faculty, staff, PTA, and community volunteers who help in the classrooms, office, and the playground every day.

School Mission and Vision Mission: Crocker Highlands Elementary School provides a joyful, equitable educational experience that fosters enthusiasm for learning and encourages a growth mindset for children and adults. The school recognizes and supports diverse learning styles, inspires personal and social responsibility, and promotes the academic development of its students. Vision: The students at Crocker Highlands will emerge as empathetic, resilient, independent learners who acquire the 21st century skills of creativity, collaboration, communication, critical thinking and problem solving.