

Date: April 27, 2017
For ACTION _____
For INFORMATION X
Board Agenda: Yes x
No _____

FROM: Jennifer Abbruzzese, Clerk of the Board & Policy Liaison

THROUGH: Alvin L. Crawley, Ed.D., Superintendent of Schools
Kurt Huffman, Director of School, Business and Community Partnerships

TO: The Honorable Ramee Gentry, Chair, and
Members of the Alexandria City School Board

TOPIC: Policy KH-Public Donations to the Schools

SUMMARY:

As part of the Board’s continuing policy review, we recommend that the Board consider Policy KH and draft Regulation KH-R at its Board Meeting.

(A hyperlink to the current policy is included for reference.)

Policy Recommended for Approval:

[Policy KH- Public Gifts to the Schools](#) - Last revised in June 2016, Policy KH has been revised to more fully develop existing donations protocols. Policy KH currently requires the Board to vote on each donation to the school division upon receipt, regardless of form or monetary value. While ACPS has no existing online capability for the public to locate its donation procedures or to begin the donation process, it also has no formal system for receiving, directing and tracking donations.

In conjunction with revising Policy KH and developing draft Regulation KH-R, the Office of School, Business and Community Partnerships has developed an online donations portal and tracking system to create a robust donations program that supports school/community collaboration and strengthens ACPS’ mission of educating lifelong learners.

The proposed revision to Policy KH would require all donations to be entered into an online donation form, which would be electronically submitted to the Office of School, Business and Community Partnerships (OSBCP). The Director of OSBCP would then work with the Director of Accounting to properly route any monetary donations; or work with the appropriate principal or Department Head to verify the need for and placement of in-kind donations of goods, supplies, etc.

The proposed revision to Policy KH would also create a three-tiered system for receiving donations once they have met the Standards of Acceptance, as described in draft Regulation KH-R:

- Small-scale school supply donations would not be subject to Regulation KH-R. Therefore, in-kind donations made to individual schools, departments or programs with an estimated value of less than \$50 could be made directly to the intended school or department. Submission of online donation forms would not be required for such items.

- All monetary donations of less than \$1,000, as well as in-kind donations greater than \$50 but less than \$1,000 that do not attach disbursement conditions, could be accepted by the Department Head or building principal without further approval.
- Donations with an estimated value of greater than \$1,000 but less than \$2,500 that do not attach disbursement conditions do not require ACPS Board approval, but must be submitted through the ACPS online donation form to the OSBCP.
- Donations that have an estimated value of \$2,500 or greater, or which attach disbursement conditions, would still require School Board approval. For such donations, the Superintendent or the Director of OSBCP will advise the Board on whether the gift meets the standards of acceptance and recommend it for approval or disapproval at a School Board meeting.

BACKGROUND:

The Code of Virginia § [22.1-253.13:7](#) requires that each local school board shall maintain and follow up-to-date policies, and that all policies shall be reviewed at least every five years and revised as needed. In addition, the Alexandria City School Board's Policy BF provides that policies will be reviewed at least every three years and revised as needed.

RECOMMENDATION:

The Superintendent recommends that the School Board review Policy KH and draft Regulation KH-R.

IMPACT:

By reviewing policies periodically, the School Board ensures that ACPS operations are aligned to support excellence and high performance.

ATTACHMENTS:

- Proposed Revision to Policy KH
- Draft Regulation KH-R
- Draft Donation Form
- Draft Donation Thank You Letter

CONTACT:

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