

Date: May 11, 2017  
For ACTION  X  
For INFORMATION        
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 it approve the update to Policy KH and the proposed draft Regulation KH-R. (A hyperlink to the current policy is included for reference.) *\*Red text reflects staff and PTAC feedback in response to Board Member questions at the April 27, 2017 Board Meeting.*

**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 donations of goods, supplies, etc.

*As it would be difficult to delineate in-kind services from volunteerism, donations shall be construed as nonreciprocal monetary gifts (the transfer of funds) or gifts of property (the transfer of real property or any other kind of personal property).*

*Donations may therefore include equipment, materials, supplies, capital items (e.g., buildings, vehicles, machinery, computer systems, furniture), or money given to the school division or to an individual school, department or program for use in achieving or in conjunction with educational or extracurricular objectives.*

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, **supplies or property** donations made to individual schools, departments or programs with an estimated value of less than **\$100** 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 **supplies/property** donations greater than **\$100** but less than \$1,000 that do not attach disbursement conditions, could be accepted by the Department Head or building principal without further approval. **The minimum supplies/property donation threshold was increased from \$50 to \$100 based on the price of some pre-packaged school supply kits exceeding \$50.**
- 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 approve 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
- Revised** Draft Regulation KH-R
- Revised** Draft Donation Form
- Draft Donation Thank You Letter

**CONTACT:**

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