

## ***Overview of Board Policy 8:80 and Associated Administrative Procedures and Exhibits***

Presented to the Board of Education, Thursday, October 8, 2015

Purpose for Change in Policy: The IASB PRESS subscription service released a revised, recommended policy 8:80 in August 2015. PRESS version is available for your review at your place this evening. The superintendent is suggesting a few minor revisions, as you will note. This policy review is also timely in light of the number of changes occurring with ProjectLEAF, fundraising events related to foundations, parent groups, booster groups, and individual donors. The District has not ever had really clear direction to provide to those who wish to contribute, and often times the Board of Education was not involved at all.

### **Summary of Policy 8:80:**

1. The Board of Education accepts (appreciates) gifts from: individuals, educational foundations and other entities. The other entities would include local retailers, PTA, Boosters, as examples.
2. For gift(s) over \$500 in monetary value, they would be accepted by the Board of Education. As you will see later, this would also apply to aggregate gifts over \$500. For example, if a group wished to contribute ten different \$100 gifts in a given time period, this would be accepted/appreciated by the Board of Education and would not fall under #3 below.
3. For gift(s) under \$500 in monetary value, the superintendent or designee can accept the gift. For example, sometimes individuals donate children's books to the library. In those cases, the librarian can share that information with the principal to accept. (For those concerned with equity across schools, in this example the books accepted would be entered into the system to be available to all schools.)
4. The gift(s) must be in line with the Board of Education's objectives and policies. For this case, here is a YES and a NO example:
  - a. YES for a gift to provide winter coats and hats to students.
  - b. NO to pay extra salary to a teacher.
5. The gift(s) must meet equity requirements for all areas: Athletics, Academics, Activities. For this case, here is a YES and a NO example:
  - a. YES to a blanket donation of \$1,000 to be used to purchase high school science equipment.
  - b. NO to a targeted donation to provide science equipment solely to promote science for girls.
6. The gift(s) must meet messaging expectations. For this case, here is a YES and a NO example:
  - a. YES to a gift with a recognition statement, "Sponsored in part by the Geneseo Chamber of Commerce".
  - b. NO to a gift requiring a message of "Sponsored by Politician XYZ, preserving your right to ABC".
7. The gift(s) must be compliant with all legal statutes applicable to the school district.
8. The gift(s) become property of the District. They are not "owned" by a building or individual.

## **Gifts to the School District**

### **Administrative Procedure – Individuals or Entities such as PTA or Booster Groups Who Wish to Make Donations (Non Geneseo Education Foundation)**

<b>Actor</b>	<b>Requirements and Actions that Must Be Completed</b>
Any individual or Booster Group (PTA, Boosters, Foundations or Trust other than Geneseo Education Foundation)	Individual or entity completes the Donation Application Form (8:80-E1)  Individual or entity can submit completed form to a staff member, faculty member, building administrator at any building.
Building administrator, faculty or staff member	Shall present the completed Donation Application Form to the Superintendent for review and next action.
Superintendent	Reviews completed form and prepares recommendation to the Board of Education for the next regularly scheduled board meeting <i>if the amount of the donation is \$500 or greater</i> in monetary value. If the proposed donation is <i>less than \$500</i> , the superintendent and/or building administrator may accept, acknowledge and appreciate the donation.
Board of Education	Reviews the completed form and superintendent recommendation at a regularly scheduled Board meeting and may accept, acknowledge and appreciate the donation.

### **IMPORTANT:**

Note that all gifts to the District must meet the following criteria:

The gift(s) must be in line with the Board of Education's objectives and policies.

The gift(s) must meet equity requirements for all areas: athletics, academics, activities.

The gift(s) must meet messaging expectations, nothing politically motivated, for example.

The gift(s) must be compliant with all legal statutes applicable to the school district.

All gifts become property of the District. They are not "owned" by a building or individual.

Superintendent Review October, 2015

**Exhibit - Application to Make Donation to Geneseo CUSD #228 from an entity other than the Geneseo Education Foundation**

*To be submitted to the Building Principal or Superintendent*

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**Name of Individual or Organization****Date**

***If the gift is a purely monetary donation:***

I (We) would like to make a donation in the amount of \$ \_\_\_\_\_

payable to GENESEO CUSD 228

for the purpose of

***If a gift of a supply, material or equipment:***

for the purpose of

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**Received by (please print)** \_\_\_\_\_

☐ **Accepted by Administration and/or Board**

**DATE** \_\_\_\_\_

## **Gifts to the School District**

### **Administrative Procedure – Geneseo Education Foundation**

<b>Actor</b>	<b>Requirements and Actions that Must Be Completed</b>
Geneseo Education Foundation (GEF)	GEF completes the Donation Application Form (8:80-E2) and <b>submits to the Board President (or Designee)</b>
Board President (or Designee)	Shall present the completed Donation Application Form and his/her recommendation to the Board of Education for review and next action.
Board of Education	Reviews the completed form and Board President/Designee recommendation at a regularly scheduled Board meeting and may accept, acknowledge and appreciate the donation.

### **IMPORTANT:**

Note that all gifts to the District must meet the following criteria:

The gift(s) must be in line with the Board of Education’s objectives and policies.

The gift(s) must meet equity requirements for all areas: athletics, academics, activities.

The gift(s) must meet messaging expectations, nothing politically motivated, for example.

The gift(s) must be compliant with all legal statutes applicable to the school district.

All gifts become property of the District. They are not “owned” by a building or individual.

Reviewed October, 2015

**Exhibit - Application to Make Donation to Geneseo CUSD #228 from Geneseo Education Foundation**

*To be submitted to the **Board President**, Geneseo CUSD #228*

***If the gift is a purely monetary donation (attach pages if necessary):***

The Geneseo Education Foundation would like to make a donation in the amount of  
\$ \_\_\_\_\_

payable to GENESEO CUSD 228

for the purpose of

***If a gift of a supply, material or equipment or through a granting process (attach pages if necessary):***

The Geneseo Education Foundation would like to offer a gift, with a monetary value of  
\$ \_\_\_\_\_

for the purpose of

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**Received by (please print)** \_\_\_\_\_

**Date** \_\_\_\_\_

☐ **Accepted by Administration and/or Board**

**DATE** \_\_\_\_\_