

ACCEPTANCE OF GIFTS

The goal of the Board of Education is to provide equitable and high quality educational opportunities for all students in the Santa Monica-Malibu Unified School District, and it is the responsibility of the Board to identify and remove barriers that contribute to gaps in achievement for different groups of students. To ensure program parity and equity across all schools and students in the district, the Board has established a policy and a centralized and collaborative fundraising model that will enable the district to provide equity in program and personnel in all district schools while preserving flexibility at each school.

~~As of Beginning~~ July 1, 2014, the Santa Monica Education Foundation (SMMEF) ~~will be~~ was the only fundraising entity through which funds ~~can~~ could be raised for the district to use to pay for personnel, programs, and professional development. However, beginning July 1, 2018, there shall be two separate entities authorized to raise money for the district to use to pay for personnel, programs, and professional development in Santa Monica, SMMEF or its successor entity and an entity to be approved by the Superintendent of designee. The Both the Superintendent's Advisory Committee (SAC) for Santa Monica (SAC-SM) and for Malibu (SAC-M) will assist the Superintendent or designee in the design, implementation, and revision of the Vision for Student Success plan, which will determine what the centralized funds shall be raised for and will work with district staff to provide oversight of the plan.

~~Staff funded by the Booster groups at Santa Monica High School and Malibu High School for the 2013-2014 school year are exempt from this policy for the 2014-2015 school year. The Board of Education will review this provision annually, beginning in the 2014-2015 school year.~~

Definitions

"Professional Development" shall be defined as anything related to professional development/training of staff including, and not limited to, release time, substitutes, registration and/or related fees, travel expenses, or expert/consultant costs.

"Personnel and/or staff" shall be defined to be any person who provides services to students, staff or other stakeholders on site for a fee or in-kind support during the school day. Excluded shall be anyone who delivers a one-time activity or event such as an assembly or guest speaker.

"Program" shall be defined as a standards-aligned written course of study which determines the learning progressions of a specific subject and outlines clear and measurable learning goals and outcomes.

Superintendent's Advisory Committee

Members of ~~the both the~~ SAC-SM and SAC-M shall include the Superintendent or designee, elementary and secondary principals representing each pathway, the Parent Teacher Association (PTA) president from each school, PTA ~~Education Foundation centralized fundraising~~ Chairs, district staff, SMMCTA and Service Employee International Union SEIU representatives, staff or representatives from the designated fundraising entities, SMMEF staff and other stakeholders as determined by the Superintendent. The Superintendent or designee shall provide ~~the each~~ SAC with a calendar of monthly-quarterly meetings.

The SAC's duties include:

1. Ensure effective two-way communication between district staff and site staff/community on all Vision for Student Success (VSS)-matters related to programs funded by the designated fundraising entities,
2. Assist the superintendent/designee in prioritizing VSS-centralized fundraising goals to ensure program parity and equity across all schools and students
3. Provide feedback to the Superintendent/designee during development and/or refinement of the centralized fundraising VSS-plan
4. Provide input to district staff for the annual evaluation of the centralized fundraising VSS plan with the Superintendent and district staff

The PTA-centralized fundraising Education Foundation Chairs shall serve as conduits and links between the PTAs and the designated fundraising entities SMMEF.

Development and Evaluation of the Vision for Student Success-Centralized Fundraising Plan

Every three years, beginning with the 2013-14 school year, the Superintendent or designee will develop a VSS-plan for personnel, programs, and professional development funded by the designated fundraising entities and present it to the Board at a public meeting. The Superintendent or designee and district staff will confer with both SACs on priorities. District staff shall define the components of the VSS-centralized fundraising plan and may provide details such as definitions, duties, scope, or discretionary funding rules. When plan priorities change, district staff will establish new goals and plan details and present them to the appropriate SAC for feedback and the Board for approval.

The Superintendent or designee shall evaluate the VSS-centralized fundraising annually, using a multiple measures plan and make revisions to the VSS-centralized fundraising as necessary. The evaluation plan shall include a program survey designed to collect input from a diverse group of stakeholders, including, and not limited to, the appropriate SAC, school and district staff, and parents. District staff will confer with the-both SACs on evaluation metrics and methods. The Superintendent or designee shall present evaluation findings to the Board in a VSS-centralized fundraising annual report no later than the second month of the subsequent school year.

The Superintendent or designee shall share the VSS-centralized fundraising evaluation with the both SACs. Evaluation findings and other relevant data shall be used to inform the Superintendent or designee and the SACs in the development/prioritization of the VSS centralized fundraising goals and the revision of its plan in subsequent years.

School Discretionary Stretch Grants

The School Site Council shall serve as the governance structure for discretionary VSS centralized fundraising funds, also referred to as stretch grants. As part of its Single Plan for Student Achievement (SPSA), the school site council (SSC) shall develop activities and, budgets and evaluation criteria for discretionary funds granted by the VSS centralized fundraising. In addition to the school principal and SSC chairperson, the PTA president must sign the SPSA to signify his/her input into, and review of, the VSS-discretionary grant portions of the SPSA.

Master Agreement/Relationship

The Master Agreement between the designated fundraising entities and the Santa Monica-

Malibu ~~Education Foundation (SMMEF) and the Santa Monica-Malibu~~ Unified School District defines the relationship between the district and the ~~Foundation two separate fundraising entities~~ regarding centralized fundraising as stipulated in Board Policy 3290. ~~The Agreement specifies that the Superintendent shall develop a list of potential programs and their estimated costs, called the "Proposed Annual Program Plan," which is now known as the Vision for Student Success (VSS), and provide a copy to the Foundation's Executive Director.~~ The ~~VSS centralized fundraising~~ plan shall prioritize programs that can be sustained over a multi-year period and focus on student-based needs across the district. The agreement specifies the timeline for budgeting and fundraising and all other details pertaining to the fundraising efforts the ~~designated fundraising entities SMMEF~~ will undertake on behalf of the ~~SMMUSD Santa Monica schools and the Malibu schools.~~

Budget Monitoring

District staff shall establish budget codes for tracking the ~~VSS centralized fundraising~~ revenues and expenditures. The ~~VSS centralized fundraising~~ budget will also be presented to the Board.

District staff shall provide the Superintendent's Advisory Committee~~s~~ (SAC~~s~~) with the following budget reports:

1. An initial ~~VSS centralized fundraising~~ budget plan by program no later than January 31 of the calendar year prior to the beginning of the school program year (e.g. if program year to be funded is July 1, 2014-June 30, 2015, the budget plan would be presented by January 31, 2014)
2. An interim budget report showing initial budget expenditures no later than January 31 of the program year
3. A final expenditure report no later than September 30 for the previous program year

District staff will present final budget to the SAC~~s~~ for input regarding any unspent allocations that may exist.

Discretionary budgets (~~stretch grants~~) expended at the school site must follow the intent of ~~centralized fundraising the VSS~~. Parent Teacher Association (PTA) presidents and PTA-~~centralized fundraising program, Education Foundation~~ Chairs will update their ~~respective~~ SAC~~s~~ at the end of the year as to how discretionary funds were spent at their school sites.

Personnel and Business Procedures

District and school staff will follow: ~~District Human Resources procedures when hiring personnel with funds raised by either designated fundraising entity; District Business Services procedures when making purchases with funds raised by either designated fundraising entity; and District Business Services procedures with funds raised by either designated fundraising entity.~~

- ~~1. District Human Resources procedures when hiring personnel with VSS funding.~~
- ~~2. District Business Services procedures when making purchases with VSS funding.~~
- ~~3. District Business Services procedures when entering into contract with VSS funding.~~

Supplemental School Fundraising

~~The first year the district's annual fundraising goal for VSS is achieved without supplemental Board of Education funding, each site PTA may raise up to \$80,000 for the purpose of additional staffing the following school year. When exercising this option, school staff shall consult with~~

~~the Human Resources staff and follow district personnel procedures.~~

~~This option will be reevaluated annually.~~

Acceptance of Other Gifts (Not Centralized Fundraising)

Procedures

Acceptance Procedures

1. Gifts will be donated to the school district but can be designated for a particular school.
2. A needs assessment will be conducted by a committee at each school composed of parents, teachers and the principal. This committee will develop a prioritized list of needs for each school.
3. The committee and the principal of the school must approve the disposition of all gifts, which should be in accordance with the school's identified needs, before a request for acceptance is submitted to the Board.

Criteria for Accepting Gifts

All gifts and donations will be formally accepted by the Board in accordance with administrative procedures subject to the following criteria:

1. Gifts are of direct or closely related instructional value and will not cause the instructional program of the school in which the gift is used to differ from established district curriculum. If a gift is offered that does not appear on the prioritized list of needs or is not of direct institutional value, the committee and the principal will evaluate the gift and make a commendation regarding acceptance.
2. The Business Services Division must approve all gifts requiring installation and maintenance, and appropriate money must accompany requests for acceptance of these gifts. If gift items require an ongoing maintenance contract, the money for that contract must accompany the gift.
3. Gift funds allocated to a school shall be placed in a specifically designated program account. Any funds remaining in this program at the end of the fiscal year shall carry forward into the ensuing fiscal year.
4. The foregoing rules also apply to gifts from student body organizations or any on-campus improvement projects not financed or processed through normal requisitioning procedures.
5. With gifts of opportunity, the Superintendent or designee is authorized to accept gifts on behalf of the Board where a delay until the next Board meeting will cause the gift offer to be retracted.
6. Gifts given by individuals not in conjunction with fund raising under a value of \$100 do not need Board approval.

Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
approved: September 9, 2004 Santa Monica, California
revised: May 7, 2009; February 20, 2014; June 5, 2014