

August 24, 2023

AUTHORIZE THE COMMENCEMENT OF THE PUBLIC COMMENT PERIOD FOR ACCEPTANCE OF GRANTS, GIFTS, AND DONATIONS POLICY STARTING AUGUST 25, 2023

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board authorize the commencement of the Public Comment Period from August 25, 2023 to September 25, 2023 for the Policy described in the disposition table below. Pursuant to Board Rule 2-6(c), the Board must authorize the commencement of the Public Comment Period.

Current Policy Section/ Current Policy Title	New Policy Section/ New Policy Title	Description of Revision/Disposition
403.3 Acceptance of All Grants, Gifts, Donations	N/A	Amend Policy 403.3 This policy is being revised to correct references to Board Rules and to update the procedures as appropriate. In addition, new wording is being added to address equity in acceptance of all grants, gifts, and donations.

Approved as to Legal Form:



Ruchi Verma
General Counsel

Approved:



Pedro Martinez
Chief Executive Officer

Policy Summary Form

Policy Being Amended	Policy Manager(s)
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403.3_04-1027-

**AMEND BOARD REPORT 04-1027-PO1
POLICY FOR ACCEPTANCE OF ALL GRANTS, GIFTS AND DONATIONS**

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board amend Board Report 04-1027-PO1, Policy for Acceptance of All Grants, Gifts and Donations.

PURPOSE: This policy shall establish an acceptance process for all grants, gifts and donations received by any central office, ~~area~~ network or school unit. Establishing the administrative requirements in this policy will ensure the uniform implementation and management of all grants, gifts and donations, and also ensure that the Board meets its responsibilities as the grant, gifts or donation

School units may deposit non-government funded grants that will not be used for salary and benefits, stipends or consultants in their Internal Accounts, and disbursements will be made at the local school level in accordance with the procedures in the Internal Accounts Manual.

The Grant Administrator/Program Director identified by the receiving unit to the Chief Financial Officer when requesting acceptance is responsible for (1) the financial and performance oversight of the grant, (2) ensuring the correct loading of funds as defined by the funding agency, (3) monitoring grant fund spending activity within the approved budget, (4) delivery of goods and services prior to the grant end date and subsequent issue of payment prior to any reporting deadline for the grant period, and (5) resolving all unreimbursable expenditures with any vendor.

The Chicago Public Schools is a tax supported body politic and corporate, and a school district of the State of Illinois. The Children First Fund is a free standing agency and a 501c3 entity that is non-for-profit. Funding agencies which are restricted from making donations to tax supported institutions are encouraged to make their donations through the Children First Fund.

II. REFUNDS OF UNUSED GRANT FUNDS

Refunds of unused grant funds shall be handled pursuant to the requirements set forth in Board Rule ~~5-29~~ 7-13. For all refunds that exceed ~~\$5,000~~ Board Rule 7-13's limit, the receiving unit shall provide a written explanation to the Chief Financial Officer within five days after the expiration of the term of the grant or upon request from the funding agency, identifying the reason for not utilizing 100% of the grant.

III. REPORTING TO THE BOARD

The Chief Financial Officer shall provide to the Board a ~~monthly~~ report in accordance with Board Rule 7-13. ~~of all acceptances of grants, gifts, and donations that exceed \$50,000 and of all refunds that exceed \$5,000, including an explanation of the cause of all such refunds.~~

IV. REGISTRATION OF DONATED GOODS ON THE ASSET REGISTER

~~Pursuant to the Board's Maintenance and Disposal of Assets Policy (Board Report 04-0526-PO1, as may be amended from time to time), all donations which have a value of at least five hundred dollars (\$500.00) and a useful life of at least one year must be entered on the Asset Register. Principals shall follow the procedures set forth in Board's Maintenance and Disposal of Assets Policy to register donated goods that meet the criteria for registration. Registration of donated goods on the asset register should be handled pursuant to Board Policy 401.9.~~