

R7230 – Gifts, Grants and Donations

The district welcomes gifts and donations that are consistent with the purposes of the Millburn Township Public Schools. These guidelines and procedures are intended to ensure that equitable enhanced educational opportunities are available as a result of such gifts.

These regulations are applicable to all gifts and donations of significant value (\$2,500 or more) from private (non-governmental) sources, either individuals or organizations. Gifts to the Millburn Township Public Schools should comply with the following guidelines:

- Gifts must be of value to the Millburn Township Public Schools
- If a gift is made with a specific purpose designated, that purpose must be consistent with the educational philosophy and goals of the Millburn Township Public Schools
- The use of funds from gifts must comply with Federal, State and local laws
- The donor's and/ or organization's purposes must not be in conflict with those of the Millburn Township Public Schools
- Gifts of electronic equipment or technology must be acceptable to the technology department
- When considering innovative pilot projects at an elementary school, the capacity to roll out to the remaining schools will be a critical factor
- Gifts that will incur ongoing maintenance or expense may need to include sources of revenue to cover such maintenance. The expense of maintaining the donated items could preclude their acceptance by the district
- The district assumes no obligation to continue a program funded by donation(s) once funds from the gift are exhausted
- Gifts do not entitle the donor to special consideration
- Gifts will not imply endorsement of a donor by the Millburn Township Public Schools and must not solely serve as advertisement.
- Acknowledgements of all gifts shall be in accordance with the protocol attached hereto.

Outline of the Procedure



REGULATION

1. The donor should notify a suitable representative of the District, such as the Building Principal, Assistant Superintendent, Superintendent of Schools (Superintendent) or the Business Administrator / Board Secretary for the Board of Education.
2. The Superintendent will review the proposed gifts of significant value to ensure compliance with guidelines enumerated in this policy. The Superintendent may decline the proposed gift should it not be consistent with this regulation.
3. If the gift is deemed compliant with the guidelines enumerated herein, the Superintendent will issue a conditional acceptance of the gift to the donor. The conditional acceptance will state the following: 1.) Any known conditions of acceptance of the gift, 2.) Identify a “Point Person” who will serve as liaison and 3.) A tentative timeline for acceptance.
4. The designate is a “Point Person” to serve as a liaison between the donor and the administration to ensure a complete review of the proposed gift and that an appropriate acknowledgement of the gift is recommended to the Superintendent and Board of Education (Board).
5. Upon successful review of the gift, a recommendation will be made by the Point Person to tentatively approve the receipt of the gift by Board resolution. The Board Resolution may be acceptance of the gift or the Board’s intention to accept the gift (based on the nature of the gift).
6. Once approved and accepted, the Point Person will ensure that the donor is acknowledged in accordance with the attached protocol.

Nature of Gift/Point Person

Historically, donors in Millburn have given to the School District in many ways. In order to continue that spirit of giving, the Board has categorized gifts into four (4) separate categories and has established a Point Person and review procedure for each category:

1. Buildings & Grounds
2. Technology
3. Curriculum / Professional Development
4. Finance



5. Other

Each category of gift will have a separate Point Person and review procedure as follows:

BUILDINGS & GROUNDS

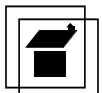
Point People: Business Administrator and Building Principal

Review Checklist:

1. Donor with Building Principal, define scope of the Project
2. Building Principal or Designee will collaborate with the Business Administrator or Designee to identify responsible parties: Contractor/Architect/etc.
3. Define the scope of donor recognition as appropriate. (See ACKNOWLEDGEMENT OF GIFTS below).
4. Present project to the Property Committee and then Board for approval pending technical review.
5. Board resolution for the “Intent to Accept” the proposed gift.

The following items may be addressed before and / or concurrently:

- Review of plans by Board Architect to determine educational adequacy, function, code compliance
- Insurance requirements
- Determine if there is an impact on General Liability Insurance fees and who will cover those costs in perpetuity.
- Legal Review of proposed contract between donor and contractor
 - ADA Compliance
 - Prevailing Wages
 - N.J.S.A. 18A: 18A-1 et seq.
- Funding Review – Business Administrator
 - Partial funding will cause the Project to become Board administered if the Board is paying a portion of the Project with public funds. << refer to State Stature >>
 - District must pay prevailing wage
- Municipal approval process
- Construction oversight
 - Site safety/OSHA



REGULATION

- Background checks
- Performance Bond
- Construction in educational environment
- Construction closeout Permits
- Will additional custodial support be needed?
- Will disposal of school property be necessary << refer to State Contract Law >>
- Length of Project and sequencing of installation
 - Will any inventory need to be stored?
 - Have all items been priced out?

Timeline

- Board authorizes Intent to Accept - (Material changes to any items above would require a new approval of the project by the BOE.)
- Due Diligence Period – 60 days
- Construction Period – TBD
- Closeout and Board acceptance – within 60 days from Substantial Completion

Board Resolution:

Due to the fact that this type of gift requires advance notice to the donor, the Board shall consider two motions: 1.) Early in the process: Intent to accept the Project, and 2.) Final Ratification: Acceptance of the Project once completed.

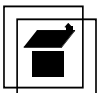
Acknowledgement

In accordance with the attached policy.

TECHNOLOGY

Point Person: Director of Technology

Review Checklist:



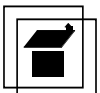
REGULATION

1. Donor with Director of Technology, define scope of the Project
2. Director of Technology will:
 - o Collaborate with the appropriate departments to identify responsible parties: C&I, Business Administrator
 - o Review proposed gift in light of current network infrastructure ensuring network safety.
 - o If additional infrastructure is required, engage in dialogue with donor to determine network limitations
 - o Develop a platform/solution that can support the gift/donation.
 - o If costs are associated with the platform/solution, communicate them to donor and Superintendent
 - o Ensure the Project conforms with the District Technology Model
 - o Meet with the Assistant Superintendents for Curriculum & Instruction to review proposed gifts of software
 - o Review licensing requirements and ongoing costs for gifts that require software
3. Gifts must comply with existing policies concerning acceptable use and curriculum needs.
4. Define the scope of donor recognition as appropriate. (See ACKNOWLEDGEMENT OF GIFTS below).
5. Determine whether any donor recognition will be necessary.
6. Present project to appropriate Committee and then Board for approval pending review.

Timeline

- Board authorizes Intent to Accept (Material changes to any items above would require a new approval of the project by the BOE.)
- Due Diligence Period – 60 days
- Installation Period – TBD
- Closeout and Board acceptance – 60 days from Substantial Completion

Resolution:



Due to the fact that this type of gift requires advance notice to the donor, the Board shall consider two motions: 1.) Intent to accept the Project, and 2.) Acceptance of the Project once completed.

Acknowledgement

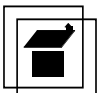
In accordance with the attached policy.

CURRICULUM / PROFESSIONAL DEVELOPMENT

Point Person:Assistant Superintendents for Curriculum & Instruction

Review Checklist:

1. Donor with an Assistant Superintendent, define scope of the Project
2. Assistant Superintendent will, if applicable:
 - o Review for appropriateness at suggested grade level
 - o Review qualifications of service provider
 - o Ensure the curricular and professional standards are addressed
 - o Resources are vetted through the curriculum review process
 - o Consider equity
 - will a pilot project be able to be rolled out to all schools
 - are innovations sustainable
 - is the potential for “Train the Trainers”
 - o Ensure materials and resources are developmentally appropriate
 - o Review proposed Professional Development (PD) opportunity and determine how it fits in current curriculum
 - o Does the PD satisfy mentoring/PD requirements per regulation/statute
 - o Check for overlap with Board sponsored PD
 - o Ensure PD fits within school calendar and aligns with the Collective Bargaining Agreement
3. Define the scope of donor recognition as appropriate. (See ACKNOWLEDGEMENT OF GIFTS below).



REGULATION

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4. Present project to Program Committee and then Board for approval pending review.

Timeline:

- Board authorizes Intent to Accept (Material changes to any items above would require a new approval of the project by the BOE.)
- Due Diligence Period – 45 days
- Implementation Period – TBD
- Closeout and Board acceptance – within 60 days from Substantial Completion

Resolution:

Approval process to include correspondence to service provider approving the professional development and scheduling. Resolution is passed after professional development is completed.

Acknowledgement

In accordance with the attached policy.

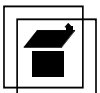
FINANCE

Point Person:Business Administrator

Review Checklist:

1. Donor with Business Administrator, define the amount and purpose of gift; review areas of need and to ensure equity throughout the schools; and agree to how the funds will be spent.
2. The District does not have 501(c) 3 status and cannot provide a tax receipt for a charitable deduction.
3. Define the scope of donor recognition as appropriate. (See ACKNOWLEDGEMENT OF GIFTS below).
4. Present project to Finance Committee for recommendation and then Board for approval.

Timeline



REGULATION

- Due Diligence Period – maximum 60 days
- Closeout and Board acceptance – maximum 60 days from Substantial Completion

Resolution:

One resolution accepting the amount of the donation.

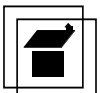
Acknowledgement:

In accordance with the attached policy.

OTHER

Donation/Gift Checklist

1. Building Principal/Administrator
 - o Review and approval of idea
 - o Letter of possible acceptance/rejection of gift sent to donor (pending final approval by the Board of Education, after comprehensive review of the information regarding the gift)
2. Meeting with district staff
 - o Technology review
 - o Structural review
 - o Financial review
 - o Legal review
3. Preliminary Board approval
 - o Acceptance of the funds for the donation, pending final review of requirements
 - o Acceptance of the donated item, pending final review of requirements
4. Review of any contracts
 - o ADA / prevailing wage compliance



REGULATION

- o Liability review
- 5. Maintenance of gifts
 - o Ongoing costs identified
 - o Inspection needs identified
- 6. Review of acknowledgements
 - o Type of acknowledgement to be given
 - o Sample of acknowledgement reviewed
- 7. Board approval
 - o Acceptance of the funds for the donation
 - o Acceptance of the final donated item

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