

EXPENDITURE POLICY FOR DONATED FUNDS

The Menlo Park City School District and the individual schools within the district have been the beneficiaries of fundraising efforts by the Menlo Park-Atherton Education Foundation (MPAEF) and the four school PTAs. In addition, private gifts have been made to the district and to individual schools within the district. The Menlo Park-Atherton Education Foundation has given funds to the district in accordance with its Mission Statement as follows:

“The Menlo Park-Atherton Education Foundation seeks to enable the Menlo Park City School District to provide an exceptional education to all students at Laurel, Encinal, Oak Knoll and Hillview schools. By fundraising through events, campaigns and electronic fundraising, the Foundation raises money to pay for essential education programs and for innovative teacher projects.

The Foundation is committed to conducting its fundraising in a manner that enhances a positive sense of community, fosters cooperation among all district organizations, and increases awareness of the need for private funds for public education.”

The PTAs have raised money on behalf of schools in the district consistent with the Mission of the National PTA:

1. To support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organization that make decisions affecting children;
2. To assist parents in developing the skills they need to raise and protect their children;
3. To encourage parent and public involvement in the public schools of this nation.

In addition, numerous individuals and organizations have made direct contributions or gifts to the school and the district in furtherance of the district’s educational mission.

The Policy is written in order to:

- Support and encourage generosity that benefits student;
- Avoid substantial educational disparities among district schools; and,
- Foster collaboration and teamwork in the school community.

The district’s Expenditure Policy for Donated Funds consist of the following:

PERSONNEL- The district is solely responsible for hiring personnel in accordance with California Education Code and district policy. Funds to pay for personnel may come from district funds, grants (including grants from the Menlo Park-Atherton Education Foundation) and other sources of funding that the district determines are appropriate for hiring personnel.

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TECHNOLOGY- The district is solely responsible for adding IT equipment consistent with the Technology Plan. Funds to pay for such equipment may come from district funds, grants (including the MPAEF) and other sources of funding may be used to replace or upgrade equipment.

SITE IMPROVEMENTS- Campus improvements may be funded by the district, the MPAEF, PTA funds, grants or any other funding source that the district deems appropriate. Planning and funding for campus improvements at all sites may take place at the site level but must be coordinated by the Administrative Council to assure general equity across the district.

OTHER- Additional fundraising efforts are encouraged by the Board, consistent with the fundamental principles listed above. In order to better coordinate fundraising efforts in the district:

1. At the September Board meeting, the Board will encourage the PTAs and the MPAEF to report on their expected activities for the coming school year.
2. Prior to the September Board meeting, the Presidents of the Menlo Park-Atherton Education Foundation, the individual school's PTA and PTA Council are encouraged to meet to determine a fundraising calendar for the upcoming school year.
3. If there are any major changes in plans, these groups will be encouraged to report to the Board at a regularly scheduled Board meeting.

Gift Policy

The District's Gift Policy consists of the following:

Pending final Board approval, the Superintendent or designee is authorized to accept gifts that are consistent with administration regulations and which:

1. Have a purpose consistent with the district's vision and philosophy
2. Fund a program in its entirety and would not require the Board to allocate district funds when donated funds were exhausted unless specifically approved by the Board.
3. Fund a program that does not entail excessive collateral costs;

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The Board will carefully evaluate any condition or restrictions imposed by the donor in light of district vision and philosophy. If the Board finds that the district will be unable to fully satisfy the donor's conditions, the gift will not be accepted.

Gift books and instructional material will be accepted only in accordance with the Supplementary Instructional Materials Policy. Gifts of technology will be accepted only in accordance with the Technology Plan. All gifts and bequests shall become district property. Gifts may be directed to a particular school site if approved by the Administrative Council.

Policy
adopted: May 14, 2002
revised: February 13, 2003

MENLO PARK CITY SCHOOL DISTRICT
Atherton, California