

District 97 Donation Guidelines Update

December 10, 2024
Board of Education Meeting
Luis Rodriguez



Agenda

Topics Covered

Purpose

Background and Overview

D97 Guidelines for Giving

Understanding the D97 Donation Guidelines

What this document is (and is not)...



Administrative Guideline

This document serves as an administrative guideline designed to align with and clarify existing policies, ensuring consistency and understanding across the district. This document is **not** a new policy.



Collaborative Effort

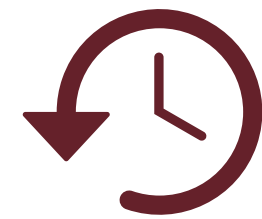
This document reflects a collaborative effort, shaped by the diverse needs of the District and its interest holders, including donors, school administrators, central office staff, and the Board. This document was **not** created in a silo.



Evolving Framework

This document is dynamic and evolving. It represents a thoughtfully considered starting point, with ongoing development guided by continuous input and reflection. This document is **not** designed to be stagnant.

Background and Overview



Where We Were

District 97 has had a board policy framework that governs donations that has existed for some time.
8:80 - Gifts; 8:90 - PTOs; and 7:12 - Equity.



Decentralized Donation Practices

Donations made to the District have been primarily at the school level, with limited understanding from a centralized view on donation amounts and the process for donating/accepting.



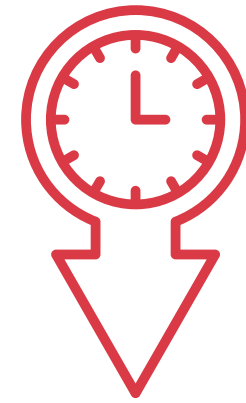
Timeliness of Board-Approved Donations

Donations that required Board approval (>\$500) may have taken an extended period of time with limited clarity to prospective donors on how the process for review and approval works.



Context for Board Approvals

Board may have been asked to approve a donation with limited supporting information from the administrative team on the donation and its benefits to the district.



Where We Are



Creating Guidelines for Giving

Intended to guide the donation process in a transparent, uniform manner that aligns with Board Policies. Not a new Board policy, but an administrative guidance document.



Gathering Input from Interest Holders

Over the past year, robust input has been provided by building principals, PTOC and PTO Officers and members. Thank you!



Implementation of Review Process

The administrative team is already using the review criteria in the document when reviewing and presenting new donations that require Board approval to the Board.

Note: We do require more work on getting the process clear and aligned for donations that do not require Board approval. (donations under \$500)

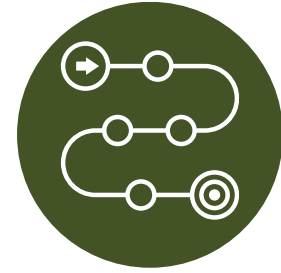


Where We Are Going



Enhancing Donation Review

Exploring improved methods for administrative review of the donations that do not require Board approval (donations less than \$500).



Improving Board Approval Process

Improving and clarifying the process of review of donations that require Board approval (clear and succinct), including subsequent sharing of this information with the District's administrative leadership (central and school-based).



Finding the Right Balance

Goal is to strike the right balance between administrative review of proposed donations and **not** impeding the generous regular/routine contributions of donors and/or PTOs at the schools.



Streamlining PTO Donation Process

Streamlining of PTO donations is in the works - particularly for those regular/routine donations PTOs do at the schools annually. The interest holder input stage has helped identify this area of improvement, and is ongoing.

District 97 Guidelines for Giving

Guidelines for Giving

Donations Guidance Document
for PTOs
and Other Donors

Oak Park Elementary School District 97

2025





3 Key Criteria for Board-Approved Donations

The administrative team will share with the Board how the proposed donation meets the following review criteria.

1

Is the gift/donation inclusive and does it align with the District's Equity Policy (7:12)?

2

Does the gift/donation align with District/School specific priorities that benefit students?

3

Will the gift/donation impose additional costs on the District's budget, administrative and staff time, or other limited District resources?

D97 Donation Criteria 1

1. Is the gift/donation inclusive and does it align with the District's Equity Policy (7:12)?

The administrative team will explain to the Board the inclusive aspect of the proposed donation to our District and how it contributes to ensuring Equity Policy mandates.

Example: *A proposed donation that funds an extracurricular activity exploring diversity topics, promotes civics, debate, open dialogue, understanding, etc. Such a proposed donation contributes to student development, access to exploring diversity topics and is inclusive to the school's student body.*

D97 Donation Criteria 2

2. Does the gift/donation align with school specific priorities that benefit students in the building (if building specific) and/or students in the District as a whole (*if District-wide donation*)?

The District's administrative team will explain how the donation ties to a priority of the District, such as ensuring student access to art programs or providing similar play experiences for students in all school buildings.

Example: *The donation would help provide safe play spaces for students that contribute to development and socialization opportunities. Another would be the donation helps increase access to a District-wide initiative like the District's theater program (providing more exposure to the arts).*

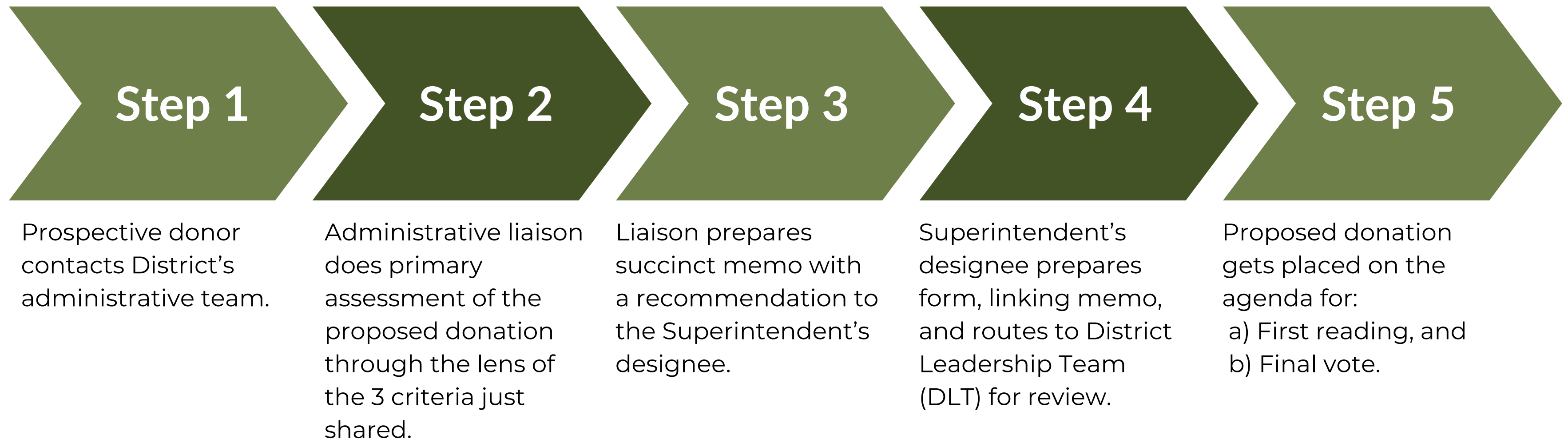
D97 Donation Criteria 3

3. Will the gift/donation impose additional costs on the District's budget, administrative and staff time, or other limited District resources?

The administration will explain to the Board how the donation is not cost prohibitive and/or does not create additional expenditures for the District that outweigh the benefit of the donation.

Example: *A proposed donation that adds to a play-based fixture to a school building, that has a one time installment cost that is funded by the donation and has limited to no additional impact on the operational upkeep of existing equipment on school grounds.*

5-Step Donation Approval Process



Timeline for Board Approval

Board approved donations may reasonably take **3 months** from proposal to approval depending on the nature of the donation. This timeline allows for:



Dialogue with Donors

The proposed donor has meaningful dialogue with the administrative team.

Reviewing Requirements

The administrative team will review and consider implementation requirements.

Facilities Review

A facilities review will take place, if applicable.

Pre-Vote Board Discussion

Presentation to the Board at least once (for discussion and input) prior to Board vote on the matter.



Thank you!