



Shoreline School Board

## **Study Session Agenda**

**November 8, 2022**

**6:00 p.m.**

**Shoreline Center - Board Room  
and via Zoom**

<https://us02web.zoom.us/j/82664688527?pwd=aVVIR0tBWIM3YjNZbWtVeUphLytUZz09>

Webinar ID: 826 6468 8527

Passcode: 811969

Dial-In Phone Numbers: 1-253-215-8782 or 1-669-900-6833

### **1. Overview of Gifts, Grants, Donations Process**

Presenters:

Don Dalziel, Director of Athletics

Shirley Kamm, Accounting and Business Manager

Sandy Anderson, Accounting/Grants Specialist

Johanna Phillips, Shorecrest Activity Coordinator

Alina Harestad, Shorewood Activity Coordinator

[1-11.8.2022 Study Session GGD-REV.pdf \(p. 2\)](#)

[2-Gift\\_Acceptance\\_Form\\_12-2020.pdf \(p. 8\)](#)

[3-7260.pdf \(p. 10\)](#)

[4-7260P.pdf \(p. 11\)](#)

[5-2155.pdf \(p. 14\)](#)

[6-Additional Info from Shorecrest.pdf \(p. 15\)](#)

[7-2021-22 District Donations Tally.pdf \(p. 16\)](#)

**2. Adjournment: \_\_\_\_\_ p.m.**

# Board Study Session

## Gifts, Grants & Donations

### November 8, 2022

#### **Presenters:**

Don Dalziel, Director of Athletics  
Shirley Kamm, Accounting and Business Manager  
Sandy Anderson, Accounting/Grants Specialist  
Johanna Phillips, Shorecrest Activity Coordinator  
Alina Harestad, Shorewood Activity Coordinator

# Documents Provided

- Gifts Grants and Donations Acceptance Form
- Board Policy 7260-Acceptance of Gifts, Grants, and Donations
- Board Procedure 7260P-Gifts, Grants and Donations
- Board Policy 2155-Instructional Programs - Special Grants, Donations, and Partnerships
- 2021-2022 gifts, grants, donations by school or program

# Gifts, Grants and Donations Procedures

- Grants/donations \$250 or over, as well as all PTA, Foundation and Booster grants are processed/receipted through the Accounting Office.
- A Request for Gift Acceptance form must accompany the grant, which may be presented as cash, check, credit card or ACH deposit to the District's depository bank account
- Other miscellaneous gifts may be receipted at the school (generally less than \$250)

# Gifts, Grants and Donations Procedures (continued)

- Grants/donations \$5,000 and above must be submitted to the Gifts, Grants and Donations Committee. The Committee reviews the submitted grant, and asks for more information as necessary. If approved, the grant is forwarded to the School Board for their review and approval.
- Occasionally we receive non-cash gifts, such as musical instruments, equipment, etc. These are typically captured on our Request for Gift Acceptance Form. If any individual non-cash gift were to approach the \$5,000 threshold, we would present those to the Committee and Board as well.

# Gifts, Grants and Donations Committee

- Procedure 7260P provides detail regarding committee make up:
  - The GGD Policy Committee shall consist of representatives of the stakeholders, including District Administration, Shoreline Principals Association, Shoreline Education Association, Shoreline Educational Support Professionals Association, Parent Teacher Association Council, Shoreline Public Schools Foundation, community and student representatives. Committee members shall serve staggered terms.
- The current GGD Committee consists of:
  - Mark Spangenberg – District Administration
  - Brian Schultz – District Administration
  - Matt Reiman – SEA
  - Barb Cruz - SESP
  - Sarah-Ann Woodfield – Community Member
  - Geneva Norton – Shoreline Public Schools Foundation

**Note:** *Two seats have been recently vacated and will be filled by a member of the Shoreline Principals Association and member of the Shoreline PTA Council.*

QUESTIONS?

# SHORELINE SCHOOL DISTRICT REQUEST FOR GIFT ACCEPTANCE

Rev. 12/2020

Per Board Policy & Procedure 7260

## 1. Gift Description

a. **Donor** \_\_\_\_\_

Donor Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

b. **Type of Gift:** (Gifts > \$250.00 will be receipted at District Business Office)

Cash Donation  
Donation Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_

Non-Cash Donation  
Description of Gift: \_\_\_\_\_

Cash or Non-Cash Donation – BOOKS  DIMC Approved, if > 4 copies of each title.

c. **Gift Benefactor:** School: \_\_\_\_\_ Other: \_\_\_\_\_

## 2. Gift Category

\_\_\_\_\_ a. Undesignated

\_\_\_\_\_ b. Designated (Please complete section 3)

## 3. Designated Gift Acceptance Plan

a. Description of the gift and details on how you wish the money to be spent.

\_\_\_\_\_

b. The timeline for implementation of the gift.

\_\_\_\_\_

*The Shoreline School District agrees to:*

- Purchase, safely install, maintain, and operate the above equipment/items.
- Allow the use of said equipment by the general public, if said equipment is installed in or on one of the playgrounds of the district.
- Hold the above-named organization harmless from any claim or lawsuit arising from damages caused by or in connection with the use of said items.
- *If requested:* Any unused/unexpended funds will be reported to the donor. Donor approval will be required to spend any remaining funds after the date above. The Shoreline School District will provide a complete accounting of the expenditure of the grant funds by the close of the District fiscal year.

***\*\*If donating material/equipment, please see the reverse side of this form.***

## 4. Approval signatures

**Date**

Donor Signature \_\_\_\_\_

Building Administrator \_\_\_\_\_

Superintendent or Designee \_\_\_\_\_

***An acknowledgement for all gifts will be sent from the building/program receiving the gift.***



**\*\*FOR USE WITH GIFTS OF MATERIAL/EQUIPMENT, OR GIFTS \$5,000 OR MORE**

**5. General Acceptance Criteria- DISTRICT USE ONLY**

*The proposed gift meets the following general district gift criteria. The gift:*

- a. must be consistent with the mission of the school district.
- b. is appropriate to the best interest of students.
- c. creates no significant, ongoing inequity of programs available to students within or between schools.
- d. will not obligate the district to support the program after the gift/grant funds are exhausted.
- e. will not include undesirable or hidden costs to the school district (e.g. installation, maintenance).
- f. will not unreasonably add to staff workload.
- g. for curriculum materials and/or programs is subject to the normal curriculum approval process prior to acceptance of the gift.
- h. will not place any restrictions on the school program or district operations.
- i. will not imply endorsement of any business or product.
- j. will not be in conflict with any provision of board policy, collective bargaining agreements, or public law.

**6. Approvals**

*(For use with donations of \$5,000 or more, OR for donations of Materials/Equipment)*

Approved by Gifts, Grants, Donations Committee for Gifts ≥ \$5,000 \_\_\_\_\_ Date: \_\_\_\_\_

**Date**

Business Office Manager \_\_\_\_\_  
*(Required for all donations requiring installation and/or maintenance of material/equipment on District property.)*

Technology Coordinator \_\_\_\_\_ *(Required for all donations requiring installation and/or maintenance of material/equipment on District property.)*

Maintenance Supervisor \_\_\_\_\_  
*(Required for all donations requiring installation and/or maintenance of material/equipment on District property.)*

**Accounting Use Only:**

Revenue No: \_\_\_\_\_ Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

## FINANCIAL MANAGEMENT

### Acceptance of Gifts, Grants, and Donations

The board appreciates the generosity of individuals and organizations who contribute financial or in-kind gifts to enhance or extend the district's mission and programs. The board is committed to the fair and equitable provision of educational opportunities within the district. Undesignated gifts to the district are preferred. Designated gifts may be accepted if the gift does not create significant inequity of student programs between or within schools. Such designated gifts should be made to support identified unfunded and/or under-funded district or building priorities.

Gifts, Grants, and Donations (GGD) will be reviewed as follows:

- Real property can be accepted only with board approval.
- Money, materials, or equipment directed toward the same purpose or site and having an aggregate value of \$5,000 or greater shall be subject to GGD Policy Committee review and board approval.
- Personnel or the funding designated for personnel will be reviewed by the GGD Policy Committee and can only be approved by the board.
- In no event shall any commitment be made by a staff member or other individuals in return for any gift to the district or to a school or department without the board's authorization.
- The board shall not authorize gifts that are inappropriate, which carry with them unsuitable conditions or which shall obligate the district to expenditures from the general fund which are out of proportion to the value of the gift.

Specific criteria for gift acceptance will be outlined in procedure 7260P.

Any gift, grant or donation which will require maintenance or installation shall be reviewed prior to acceptance to make certain it is compatible with district standards and that installation and maintenance can be made at a reasonable cost. All gifts, grants, and donations shall, except as otherwise agreed, become district property and shall be accepted without obligation relative to use and/or disposal. The superintendent/designee shall establish criteria and procedures for the acceptance of gifts, grants, and donations.

---

Cross reference:	Policy 2155	Special Grants, Donations, and Partnerships
Legal reference:	RCW 28A.320.030	Gifts, conveyances, etc. for scholarship and student aid purposes, receipt and administration

Adopted May 21, 2007

## FINANCIAL MANAGEMENT

### Gifts, Grants, and Donations

#### 1. The Gifts, Grants and Donations (GGD) Policy Committee makeup and review procedure

The GGD Policy Committee shall consist of representatives of the stakeholders, including District Administration, Shoreline Principals Association, Shoreline Education Association, Shoreline Educational Support Professionals Association, Parent Teacher Association Council, Shoreline Public Schools Foundation, community and student Representatives. Committee members shall serve staggered terms.

The committee will meet a minimum of three times per year (more if needed) to monitor the receipt of all gifts and report to the board and superintendent after each meeting, or as requested.

#### 2. General Gift Acceptance Criteria

Any gift accepted by the district must meet the following criteria. Any gift:

- a. Must be consistent with the mission of the school district.
- b. Will be appropriate and in the best interest of students.
- c. Will not create a significant, ongoing inequity of programs available to students within or between schools.
- d. Will not obligate the district to support the program after the gift/grant funds are exhausted.
- e. Will not include undesirable or hidden costs to the school district (e.g., installation, maintenance).
- f. Will not unreasonably add to staff workload.
- g. For curriculum materials and/or programs is subject to the normal curriculum approval process prior to acceptance of the gift.
- h. Will not place restrictions on the school program or district operation.
- i. Will not imply endorsement of any business or product.
- j. Will not be in conflict with any provision of board policy, collective bargaining agreements, or public law.

Gifts for individual schools shall be submitted to the building principal. For gift amounts equal to or greater than \$5000 the principal shall complete a Gift Acceptance Form and submit it to the Superintendent/Designee for approval.

Gifts for more than one school shall be submitted to the Superintendent/Designee. The Superintendent/Designee will consult with building and program administrators before initial approval and scheduling board approval.

Gifts involving installation and/or maintenance must be reviewed prior to acceptance to ensure appropriate safety and compatibility standards and to determine that any installation and/or ongoing maintenance costs are acceptable. Gifts of equipment and structures must be reviewed by the district Maintenance Supervisor. Gifts of computers or related technology, must be reviewed by the district technology coordinator prior to approval.

3. Acceptance Criteria for Designated Gifts

All gifts that are offered for a purpose designated by the donor must meet the General Acceptance Criteria. Designated gifts may be accepted if they assist the district in supporting unfunded/under-funded programs or initiatives and do not create a significant inequity of student programs between or within schools.

The Superintendent/Designee will make an initial review regarding any designated gift to support additional staff, or which creates equity concerns. Gifts that create equity concerns may be accepted through one of the following provisions if it is determined that such acceptance is in the best interest of our students.

- a. The inequity is allowed for a limited time to pilot a new idea or program;
- b. The inequity is allowed for a limited time during which the district attempts to eliminate the inequity through (1) a reallocation of district funds; (2) gifts from the Shoreline Public Schools Foundation or other in-district charitable agencies; (3) grants from out of district agencies, or other sources; or
- c. The implementation is delayed until comparable gifts are available to address the equity concerns.

The Superintendent/Designee should work with the donor and other necessary parties to develop a plan for addressing any equity concerns created by the gift.

For those gifts that require board approval, the superintendent should complete a Designated Gift Acceptance Plan Form and submit it for board consideration. The Designated Gift Acceptance Plan Form will include:

- a. A description of the gift and its relation to establish priorities;
- b. A description of any potential inequity created by acceptance of the gift;
- c. The timeline for implementation of the gift;
- d. A description and timeline of any planned fund raising activities;
- e. The duration of any agreed limitation on future use of the gift;
- f. For any gift to pay personnel costs, the plan must include: (1) a description of any ongoing financial obligation to the district; (2) the plan for addressing this fiscal obligation; and (3) any comments about the gift by the bargaining unit president.

- g. A description of the plan to remedy any inequity created by the gift including the timeline and anticipated source of funding.

All program decisions regarding the implementation and use of designated gifts will be made by the district. Upon request, information will be made available to the donor about the use of the gift.

4. Acceptance Criteria for Gifts to Fund Personnel

Gifts to fund personnel may be made in response to district or building needs. However, these gifts must comply with provisions of state statutes, school board policy, General Gift Acceptance Criteria, and collective bargaining agreements. Normal district procedures will be followed regarding the selection, assignment, and evaluation of staff supported by such gifts.

Prior to initial acceptance, any proposed gift to fund personnel shall be shared with the appropriate bargaining unit for review and comment. Gifts to fund personnel must not create unsupported ongoing financial obligation beyond the length of the gift.

Submitted:                    December 9, 2008  
                                      June 18, 2007  
                                      May 20, 2002  
                                      December 5, 1998

INSTRUCTION

Instructional Programs - Special Grants, Donations, and Partnerships

The Shoreline School District encourages its staff to seek grants or donations from a variety of funding sources. Grants or donations can serve to initiate and support innovative educational projects at all levels and within all subjects or departments of the district. The superintendent shall develop procedures to assure that all grant or donation applications are appropriate for Shoreline students and consistent with district mission goals, priorities, and program directions.

Annually, the superintendent will set a monetary or equipment minimum limit for the review of grants and donations. (Equipment includes, but is not limited to playground, music, art objects, and technology such as computers, printers, monitors, camcorders, etc.) Notification to district-related organizations of any change in the procedure will be done by the superintendent/designee.

---

Legal reference: RCW 28A.300.070

Receipt of federal funds for school purposes--Superintendent of Public Instruction to administer

Adopted November 5, 2001  
January 27, 1992  
February 12, 1991

## **Additional Information from Shorecrest Office Staff:**

### **Booster Grants**

The Shorecrest Boosters have a grant application process every year. Clubs, teams and performing groups are all given the same opportunity to apply. Shorecrest ASB and/or staff members are not involved with decisions regarding how these grants are allocated.

Additionally, the Shorecrest Boosters provide sponsorship of fundraisers that are outside the rules for raising ASB funds. At the conclusion of the event (Mattress Sale for example), they write a check to be deposited in the account of the group they sponsored.

Boosters also manage their concession stand at all home athletic events. Clubs, teams and performing groups are all given an opportunity to sign up to assist in the stand and at the end of the season the Boosters divide the profits equally among those groups.

Boosters have also, in the past, provided financial sponsorship for a school-wide assembly and have provided financial assistance for a specific need that may come up during the year."

### **PTSA Grants**

PTSA doesn't typically give money to clubs and teams, only to teachers. PTSA submits the grant application and it is forwarded to teachers every fall. The grant requests go back to the PTSA committee so they can determine which ones will be approved and for how much. The school is not involved in the decision making process for these grants. No grants have been received yet this year; the deadline for submission was October 31. Last year's grants can be provided upon request.

November 8, 2022 Study Session

2021-22 Donations Processed by  
Grant Specialist Desk

School	# of Donations	Total Amount
Briarcrest	20	\$6,846.00
Brookside	9	\$19,479.27
Echo Lake	33	\$13,463.86
Highland Terrace	24	\$31,799.68
Lake Forest Park	44	\$30,954.91
Meridian Park	12	\$10,885.69
Parkwood	21	\$21,901.45
Ridgecrest	8	\$7,449.96
Syre	25	\$12,617.97
Cascade K-8	7	\$16,132.31
Einstein	24	\$11,803.38
Kellogg	14	\$21,909.00
Shorecrest	43	\$87,215.72
Shorewood	37	\$108,021.34
Instruction Dept.	7	\$4,615.37
IT/iMC	1	\$4,700.00
EPELC	7	\$19,956.00
CTE	1	\$4,500.00
Dist Equity	4	\$58,000.00
FNS	3	\$800.00
Student Svcs	1	\$700.00
Summer School	3	\$75,000.00
	348	\$568,751.91

\*\*This does not include donations made at sites that are under the \$250 threshold