



Forrest Claypool  
Chief Executive Officer

Dr. Janice K. Jackson  
Chief Education Officer

42 W. Madison St., 2<sup>nd</sup> Floor  
Chicago, IL 60602

May 31, 2016

Robert Hartwig  
Principal Consultant  
System of Support & District Intervention Division  
Illinois State Board of Education  
100 W. Randolph St., Suite 14-300  
Chicago, Illinois 60601

Dear Mr. Hartwig,

City of Chicago School District 299, RCDTS code 15-016-2990-25, requests a no-cost extension for Gage Park High School's FY16 School Improvement Grant (1003g). This extension would change the project end date from June 30, 2016 to August 31, 2016.

This additional time over the summer would ensure Gage Park fully complete all planning year activities, including staff collaboration time for curriculum alignment and assessment development, in preparation for the first school year of full implementation.

Thank you for your consideration.

Sincerely,

Ronald DeNard  
Senior Vice President of Finance

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Office of the Controller • 42 West Madison, 2nd Floor • Chicago, Illinois 60602-4413  
Telephone: 773-553-2727 • Fax: 773-553-2701

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November 23, 2015

Marica Cullen, Principal Consultant  
Curriculum and Instruction Division  
Illinois State Board of Education  
100 North First Street  
Springfield, Illinois 62777-0001

Dear Ms. Cullen:

The enclosed letter is an update of contacts that you may share with your staff when processing grant related materials. I have attached two of CPS's Board Rules, including "Delegation of Authority" where the signatory authority on grant agreements is delegated to the Chief Financial Officer or the Senior Vice President of Finance.

### **Grants Proposals and Applications**

Competitive grant proposals and applications are to be completed by the External Resources Department of CPS with information provided by the schools or CPS departments.

Albert Sanchez recently left the Chicago Public Schools for the University of Chicago. Charles Swirsky assumed the role of completing competitive grant applications on behalf of CPS. Mr. Swirsky can be reached at 773-553-1494 or [cbswirsky@cps.edu](mailto:cbswirsky@cps.edu)

### **Grant Agreement Review, Execution and School Access to Grant Funds**

William Lash reviews all grant agreements on behalf of the Chief Financial Officer or Senior Vice President of Finance prior to execution. I also am responsible for tracking the status of the agreement during the execution process. If the grant agreement is \$250,000 or more, I will secure a legal review of the contract language.

The Senior Vice President of Finance, Ronald DeNard **executes all grant agreements**. Once the grant agreement is executed by both parties, the grant agreement is forwarded to the Department of Grants Management and Administration for making the funds accessible to the school(s) and budgeting in a segregated fashion for grant reporting purposes.

### **Program Issues**

Normally, the grant administrator is fiscally responsible for implementing the grant. The grant administrator will be a different person depending on the type of grant.

### **Budgets and Budget Amendments**

CPS unit administrators or officers are authorized to sign budget submission and budget amendments for the grant under their fiscal responsibility. However, all budget submissions and budget amendments that are funded by No Child Left Behind can only be authorized by the Budget Director, Ginger Ostro.

### **Certifications and Assurances**

Certifications and Assurances are submitted to CPS for review at the point of application or proposal and sometimes as part of the grant agreement. Mr. Charles Swirsky of Intergovernmental Relations or Mr. Ronald DeNard is authorized to execute on behalf of CPS.

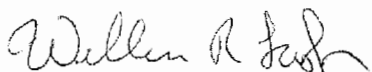
### **Legal Review**

The Transactions Group of the Law Department reviews grant agreements in excess of \$250,000 as to their legal form and an attorney will contact you directly if a change or if a clarification is required. The supervising attorney of the Transactions Group can be reached at 773-553-3428.

### **Financial Reporting & Audit Inquiries**

Ruthann Griffith is the supervisor in the Department of Grants Management and Administration, her staff is responsible for reporting all governmental grant expenditures. Mrs. Griffith can be reached at 773-553-5578 or [rgriffith@cps.edu](mailto:rgriffith@cps.edu)

Sincerely,



William Lash  
Manager  
Division of Revenue

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# Chicago Public Schools Policy Manual

**Title:** ACCEPTANCE OF ALL GRANTS, GIFTS AND DONATIONS  
**Section:** 403.3  
**Board Report:** 04-1027-PO1 **Date Adopted:** October 27, 2004

## Policy:

### THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board rescind Board Report 03-0625-PO01, Policy for the Acceptance of School Based Grants and Gifts, and adopt a new policy for the 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 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 recipient.

### POLICY TEXT:

#### I. ACCEPTANCE OF GRANTS, GIFTS AND DONATIONS

Pursuant to Board Rule 5-29, all grants, gifts and donations of goods and services, whether from governmental or non-governmental sources, received by any central office, area or school unit ("receiving unit") must be accepted by the Chief Financial Officer on behalf of the Board prior to use of such grant, gift or donation. The receiving unit shall notify the Chief Financial Officer of the award, utilizing an electronic form provided by the Chief Financial Officer, which contains the following information: (1) Funding Source; (2) Funding Agency Contact and Telephone; (3) Grant/Donation Name; (4) Amount of Grant/Donation/Estimated Value; (5) Start Date; (6) End Date; (7) Purpose of Grant/Donation; (8) Internal Accounts Name for School Based Non-governmental Grant; and (9) CPS Contact Person/Grant Administrator, Unit and Telephone.

It is the obligation of the receiving unit to obtain and deliver to the Chief Financial Officer in a specified electronic format for review and approval, all related grant documents, including, but not limited to: award letters, approved budgets, budget narratives, contracts and agreements, guidelines, reporting requirements, government funding sources, government checks, and non-governmental checks for salaries or consultants. Upon acceptance, the Chief Financial Officer will send electronic notification to the receiving unit, Office of Management and Budget and External Resources.

If a receiving unit receives governmental grant funds directly or through a third party, the receiving unit must send any funds or other negotiable instruments to the Division of Revenue to deposit to the unit's budget account and assume the financial reporting requirements of the grant. The Division of Revenue will be responsible for all reporting requirements for government funded grants.

If a grant, gift or donation, in whole or part, will be deposited in the budget of a unit or units, the receiving unit must contact the Office of Management and Budget upon notification of grant acceptance from the Chief Financial Officer to determine the appropriate budget lines. The Office of Management and Budget is responsible for loading the funds in the appropriate budget lines upon receipt of the agency-approved budget, and sending electronic notification to the receiving unit indicating that the funds have been loaded. This includes all grants funded by a governmental agency, and any portion of a non-governmental grant or donation that will be used for salary and benefits, stipends or consultant services.

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 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 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. For all refunds that exceed \$5,000, 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 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.

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**Amends/Rescinds:** Rescinds 03-0625-PO01  
**Cross References:** 99-0922-PO2; 98-0128-PO1; 95-0426-PO1  
**Legal References:**

7-15

Effective March 1, 2013, all references to the Chief Education Officer in any Board Rule, Policy or contract are interchangeable with, and shall constitute a reference to, the Chief Teaching and Learning Officer.

d. The Chief Financial Officer has the authority to: i) accept any and all grants, donations and gifts of any dollar amount; and ii) refund any unspent dollars from grants, donations or gifts. The Chief Financial Officer has the authority to execute any and all grant, donation or gift acceptance agreements and amendments related thereto required by any such grantor, donor or giftor, including agreements with obligations to cost-share using district funds or to indemnify the grantor, donor or giftor. However, any grant, donation or gift acceptance agreements and amendments related thereto with a total value of \$250,000 or more of both external funding and internal funding, shall be subject to approval as to legal form by the General Counsel. The Chief Financial Officer together with the head of the department receiving the grant have the authority to provide such additional information, assurances and certifications as are necessary in connection with such grant. For all grants, gifts and donations and refunds of same, the Chief Financial Officer shall report to the Board on a monthly basis all grants, gifts and donations received in excess of \$50,000, all related cost-sharing obligations contained in such grants, gifts or donations in excess of \$50,000, and all refunds of unspent grants, gifts or donations in excess of \$5,000. Expenditure of grant funds are subject to the procurement rules in this Chapter VII.

e. The Chief Purchasing Officer has the authority to:

1. Approve purchases up to \$75,000 and to authorize and execute any and all of the purchasing documents enumerated below, subject to approval as to legal form by the General Counsel, when such purchases are made in accordance with the Board Rules set forth in Chapter VII; provided however that the Chief Purchasing Officer may authorize and execute such purchasing documents with no further approval from the General Counsel when using the form agreement established by the Law Department with no modifications thereto other than to include business terms. If modifications are made to the form agreement, then approval of the General Counsel as to legal form is required.

- i. Agreements for Biddable Items and Non-biddable Items that do not exceed \$75,000;
- ii. Options to renew and/or mutually-agreed-to extensions of agreements for Biddable Items and Non-biddable Items that do not exceed \$75,000; and
- iii. Amendments to contracts for Biddable Items and Non-biddable Items initially costing \$75,000 and under, which amendments do

August 26, 2015


**APPROVE APPOINTMENT OF SENIOR VICE PRESIDENT OF FINANCE  
EFFECTIVE AUGUST 21, 2015  
AND RATIFY ALL LAWFUL ACTIONS TAKEN AS SENIOR VICE PRESIDENT OF FINANCE  
SINCE AUGUST 21, 2015  
(RONALD DENARD)**

**THE CHIEF EXECUTIVE OFFICER RECOMMENDS THAT:**

- (1) The Board classify the position of Senior Vice President of Finance as a special needs position pursuant to the Residency Policy for All Employees of the Board of Education (Board Report 08-0227-PO1) ("the Policy")
- (2) The Board approve the appointment of Ronald DeNard to the position of Senior Vice President of Finance, effective August 21, 2015, at the salary set forth below.
- (3) The Board grant to Ronald DeNard a special needs waiver pursuant to the Policy, with the provision that the waiver shall be for a period of two years from the date of approval.
- (4) The Board adopt and assume all lawful acts taken by Ronald DeNard as Senior Vice President of Finance between 12:00 a.m. August 21, 2015 and the Board's approval of this Board Report.

**DESCRIPTION:**

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
Ronald DeNard	New Employee	External Title: Senior Vice President of Finance Functional Title: Executive Officer Position No: 519497 Basic Salary: \$225,000.00 Pay Band: A10 Budget Classification: Fund 115

 **SCOPE:** Effective August 21, 2015, all references to the Chief Financial Officer in any Board Rule, Policy or contract are interchangeable with, and shall constitute a reference to, the Senior Vice President of Finance.

**FINANCIAL:** The expenditure involved in this appointment is not in excess of the regular budget appropriation. The position approved by this action shall be included in the FY16 department budget.