



Book BYLAWS AND POLICIES

Section 9000 RELATIONS

Title PARTNERSHIP DEVELOPMENT AND MANAGEMENT POLICY

Code 9704

Status Active

Adopted September 15, 2020

It is the policy of the Board of Edison School of the Arts; through its Advancement Committee of the Board of Directors to increase opportunities to acquire resources for the school.

This policy has been adapted from the school board policy of Indianapolis Public Schools for Edison School of the Arts. It has been developed in accordance with national standards for philanthropy and fundraising to promote the effective development and efficient management of ESA grantors, donors, and partners. Additionally, this policy will serve as a roadmap for legal, ethical, and effective practices that will show Edison School of the Arts' transparency and financial responsibility. By no means is this policy intended to stifle the proactive staff pursuit of appropriate grants, donors, and partners to enhance the resources required to provide high quality and rigorous curriculum and instruction to all IPS students.

It is the policy of the Board to require that any requests from any ESA employee to potential grantors, donors, community, business and individual partnerships in excess of \$1,000 must be reviewed by the ESA Board's Advancement Committee as well as the Chair of the Board of Directors before the actual request can be made, and the purpose and requirements recorded in the committee minutes. All requests for a lesser amount may be made without review but must be reported, if granted, for record entry.

All unsolicited resources, donations, contributions, or gifts from community partners to the ESA may be accepted without approval but must be reported to the ESA Board of Directors through the Advancement Committee for record entry.

It is the policy of the ESA Board to require that any requests from a classroom teacher to potential grantors, donors, community, business, and individual partnerships for more than \$1,000 must be reviewed by the ESA Executive Director and then forwarded to the ESA Board's Advancement Committee for review before the actual request can be made.

It is also the policy of the Board to require that any request from a principal or Executive Director or designee to potential grantors, donors, community, business and individual partnerships for more than \$1,000 must be reviewed by the Board's Advancement Committee before the actual request can be made.

It is further the policy of the ESA Board to require that any other request from potential grantors, donors, community, business, and individual partnerships for more than \$1,000 must be reviewed by the ESA Board's Advancement Committee before the actual request can be made.

In addition, it is the policy of the ESA Board to require that all grantors, donors, community, business, and individual partnerships are entered into the ESA Database per these guidelines for Partnership Development and Management. This includes any grants or donations received for less than \$1,000.

The ESA Board's Advancement Committee has been designated by the Executive Director as the clearinghouse for Edison School of the Arts to:

1. Ensure that resources are aligned with school goals and support student achievement.
2. Prevent confusion that could result from multiple requests made to the same organization or individual.
3. Ensure that grantors, donors, community, business, and individual partnerships receive appropriate recognition for their support.
4. Ensure that all grantors, donors, community, business, and individual partnerships are coordinated through the Advancement Committee and reported to the ESA Board of Directors as a matter of public record.

To facilitate the implementation of this policy, the ESA Board of Directors directs the Executive Director to develop guidelines and procedures for orderly and effective implementation and management of the policy.

In addition, the Director for Advancement in concert with the ESA Board of Directors and the Executive Director shall be the final authority on all matters pertaining to the management and administration of the ESA Partnership Development and Management Policy.

