

Office of the Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

May 27, 2020

MEMORANDUM

To: Members of the Board of Education
From: Jack R. Smith, Superintendent of Schools
Subject: Central Drop-off Location for Gift Cards (04-21-21-02)

Question

During the *COVID-19/Continuity of Learning Update*, Ms. Dixon suggested that MCPS consider creating a centrally-located drop off location for gift cards so that those who are able may contribute to help others in the community who are less fortunate. [Modeled after the program underway at Einstein High School]

Response

Following consultation with staff in the Office of the Chief Financial Officer, Ms. Ruschelle Reuben, associate superintendent, Office of Student and Family Support and Engagement, and Mr. Everett M. Davis, director, Student, Family and School Services, shared that there are complexities that make it difficult to hold “money” at the local school level, as well as centrally. The added challenge of district operations in the present COVID-19 pandemic telework environment presents additional levels of complexity.

Mr. Davis sought guidance from staff in the Montgomery County Public Schools Educational Foundation, Inc. The Educational Foundation is willing to serve as a hub for these types of donations. Logistics will be planned so that procedures may be implemented to ensure fidelity with the organizational process. In addition, Mr. Davis has contacted the Montgomery County Council of Parent Teacher Associations, Inc. and is awaiting a response.

The key message received from all consulted parties is that following the initial collection, this process would need to be redirected to the local school and that the “money” collection and handling should not be coordinated by Montgomery County Public Schools’ parties. One suggestion brought forward is to seek assistance from parent/guardian volunteers and/or community partners.

If you have any questions, please contact Ms. Reuben via e-mail.

JRS:MVN:RR:ed

Copy to:

Executive Staff	Mr. Davis	Ms. Simonson
Ms. Chang-Baxter	Ms. Pruitt	Ms. Webb