Reed Union School District

Board of Trustees — Consent Agenda

Meeting Date: September 15, 2026

Topic: Acceptance of Donations — Harper Tan Memorial Library Fund

Prepared By: Dr. Chris J. Kim, Chief Business Official

Policy Reference: Board Policy 3290 — Gifts, Grants and Bequests

Legal Reference: Education Code Section 41032

---

1. Background

Education Code Section 41032 and Board Policy 3290 require that all gifts and donations to the District be accepted by action of the Board of Trustees. The following thirty-two (32) donations were received as electronic payments through the District's Square Online donation portal between August 10 and August 31, 2026, and are designated for the Harper Tan Memorial Library Fund.

To honor Harper's memory, the Tan family has lovingly established the Harper Tan Memorial Library Fund at Reed School. Donations will support future author visits, new books, and enhancements to some of the spaces and experiences Harper loved most as a Reed Raccoon.

Staff has reviewed each gift and confirmed that it is consistent with the District's educational mission, operational needs, and policies. No discussion is required unless a Trustee requests that this item be pulled for separate consideration.

This is the second consent agenda item accepting donations to the Harper Tan Memorial Library Fund. The Board accepted the first forty (40) donations, totaling $4,335.00 (gross), at its August 18, 2026 meeting. The cumulative gross total to date, inclusive of this round, is $21,456.00.

2. Donations Presented for Acceptance

No.	Donor Name	Type	Amount	Designation	Date Received
1	Kate Schmitz	Electronic	$75.00	Harper Tan Memorial Library Fund	08/10/2026
2	Bobbi Kleinbrodt	Electronic	$200.00	Harper Tan Memorial Library Fund	08/10/2026
3	Rachel Sergi	Electronic	$500.00	Harper Tan Memorial Library Fund	08/11/2026
4	Tom Tan	Electronic	$1,000.00	Harper Tan Memorial Library Fund	08/14/2026
5	John Otoole	Electronic	$250.00	Harper Tan Memorial Library Fund	08/15/2026

6	Alexander Tuchman	Electronic	$100.00	Harper Tan Memorial Library Fund	08/15/2026
7	Galina Mishnyakova	Electronic	$201.00	Harper Tan Memorial Library Fund	08/15/2026
8	Zach Pilalis	Electronic	$50.00	Harper Tan Memorial Library Fund	08/17/2026
9	Melissa Daly	Electronic	$900.00	Harper Tan Memorial Library Fund	08/17/2026
10	Scott Francis	Electronic	$100.00	Harper Tan Memorial Library Fund	08/18/2026
11	Morgan Crane	Electronic	$100.00	Harper Tan Memorial Library Fund	08/18/2026
12	Katie Myczek	Electronic	$25.00	Harper Tan Memorial Library Fund	08/18/2026
13	Claire Mcauliffe	Electronic	$50.00	Harper Tan Memorial Library Fund	08/19/2026
14	Chris Moore	Electronic	$5,000.00	Harper Tan Memorial Library Fund	08/19/2026
15	Spineart Team	Electronic	$1,000.00	Harper Tan Memorial Library Fund	08/19/2026
16	Jillian Slyfield	Electronic	$100.00	Harper Tan Memorial Library Fund	08/19/2026
17	Amitai Jacobsen	Electronic	$200.00	Harper Tan Memorial Library Fund	08/19/2026
18	Kyla Saphir	Electronic	$250.00	Harper Tan Memorial Library Fund	08/20/2026
19	Binbin Xing	Electronic	$500.00	Harper Tan Memorial Library Fund	08/20/2026
20	Jia Sun	Electronic	$500.00	Harper Tan Memorial Library Fund	08/21/2026
21	Stella Nagata	Electronic	$100.00	Harper Tan Memorial Library Fund	08/21/2026
22	Sophia Ghaffary	Electronic	$50.00	Harper Tan Memorial Library Fund	08/21/2026
23	Morgan Elfstrom	Electronic	$200.00	Harper Tan Memorial Library Fund	08/21/2026

24	Ricardo Fontes	Electronic	$250.00	Harper Tan Memorial Library Fund	08/21/2026
25	Valli Mummaneni	Electronic	$250.00	Harper Tan Memorial Library Fund	08/22/2026
26	Steve Dekorte	Electronic	$4,000.00	Harper Tan Memorial Library Fund	08/22/2026
27	Alexa Semonche (on behalf of UCSF Neurosurgery Residents)	Electronic	$420.00	Harper Tan Memorial Library Fund	08/22/2026
28	Atisa Britton	Electronic	$100.00	Harper Tan Memorial Library Fund	08/22/2026
29	Gillian Wang	Electronic	$200.00	Harper Tan Memorial Library Fund	08/26/2026
30	Erika Heaton	Electronic	$250.00	Harper Tan Memorial Library Fund	08/26/2026
31	Andrey Gusev	Electronic	$100.00	Harper Tan Memorial Library Fund	08/30/2026
32	Erica Wehrs	Electronic	$100.00	Harper Tan Memorial Library Fund	08/31/2026

Total Donations This Round (Gross): $17,121.00

Cumulative Harper Tan Memorial Library Fund Total (Gross): $21,456.00

3. Harper Tan Memorial Library Fund

To honor Harper's memory, the Tan family has established the Harper Tan Memorial Library Fund at Reed School. All thirty-two (32) donations are designated for this Fund. Proceeds will support future author visits, new books, and enhancements to some of the spaces and experiences Harper loved most as a Reed Raccoon.

Pursuant to Board Policy 3290, a donor's designation is treated as a preference. All gifts become the property of the District upon acceptance, and the Board retains sole discretion over the use of donated funds unless the Board expressly accepts a designation as a binding restriction. Staff recommends that the Board accept these donations with the expressed intent to apply them to the Harper Tan Memorial Library Fund at Reed Elementary School.

4. Payment Method

All donations were received as electronic transactions (credit card, debit card, or digital payment) through the District's Square Online donation portal. The amounts listed above are gross donation amounts. Net deposit amounts will reflect applicable payment processing fees deducted by Square prior to settlement to the District's bank account.

5. Note Regarding Group Donation

Donation No. 27 ($420.00) was submitted by Alexa Semonche and described as a "Donation to The Harper Tan Memorial Library Fund from the UCSF Neurosurgery Residents." Because the electronic payment was processed under Ms. Semonche's individual

card, the IRS acknowledgment letter will be issued to Alexa Semonche. The group attribution is noted here for the Board's information and will be recognized in the District's thank-you correspondence.

6. Fiscal Impact

Acceptance of these donations will increase District revenue by $17,121.00 (gross, before payment processing fees). Funds will be deposited into the Harper Tan Memorial Library Fund account upon settlement by Square.

7. Staff Recommendation

Staff recommends that the Board of Trustees accept the donations listed above with gratitude and direct the Chief Business Official to:

(i) Deposit donation proceeds into the Harper Tan Memorial Library Fund account upon settlement;

(ii) Issue written acknowledgment letters to each donor who contributed $250 or more, in compliance with IRS substantiation requirements. Fourteen (14) donors in this round meet the $250 threshold: Chris Moore ($5,000), Steve Dekorte ($4,000), Tom Tan ($1,000), Spineart Team ($1,000), Melissa Daly ($900), Rachel Sergi ($500), Jia Sun ($500), Binbin Xing ($500), Alexa Semonche / UCSF Neurosurgery Residents ($420), John Otoole ($250), Kyla Saphir ($250), Ricardo Fontes ($250), Valli Mummaneni ($250), and Erika Heaton ($250); and

(iii) Send letters of thanks on behalf of the Board to all donors, recognizing their contributions to the Harper Tan Memorial Library Fund.

8. Recommended Action

Accept the thirty-two (32) electronic donations to the Harper Tan Memorial Library Fund in the gross amount of $17,121.00, and direct the Chief Business Official to deposit donation proceeds into the Harper Tan Memorial Library Fund account, issue IRS acknowledgment letters to donors of $250 or more, and send thank-you letters to all donors in accordance with Board Policy 3290 and Education Code Section 41032.