

## 8.30.010-P District Funds for Purchase of Gifts, Meals, and Refreshments

The Board recognizes there may be occasions when it is appropriate for Board members, administrators and others to expend District funds in the course of conducting District business to provide meals or refreshments. The purchase of gifts may also be approved in certain situations, as outlined below.

The use of District funds, as used in this policy, means the use of money in any of the general accounts of the District. This includes the General Fund, Bond Fund, and others. It also includes money in student body accounts held at each school that are derived from any student activity or from parent organizations. Exceptions are non District-affiliated funds collected from staff members or others for the specific purpose of providing gifts or parties. It is also recognized that buildings may have established a "social fund" or "sunshine fund" to which each staff member may voluntarily contribute. Such funds are generally used for birthday recognition, bereavement and illness acknowledgement activities, etc. These funds are also not District-affiliated and therefore exempt from the following requirements.

### 1) Meals and Refreshments

District funds may be used to pay for individual or group meals only in the following circumstances and as specified in the Administrative Directive.

- a) Meals may be provided by the District as part of Board work sessions, at District or building-level committee meetings, professional development trainings, or other District-approved activities, subject to specific requirements.
- b) Refreshments may be provided by the District for employees at the discretion of the administrator for mandatory meetings for staff scheduled outside of the normal work day, subject to specific requirements.

Meals not directly business related may not be provided to staff or others at the District's expense.

The purchase of alcoholic beverages with District funds is strictly prohibited.

### 2) Gifts

There are occasions that may arise when Board members, administrators, or other District staff may feel the need to recognize employees. A Board member, administrator or other District employee may provide such recognition at his/her expense only, unless as otherwise permitted below:

- a) The Department of Human Resources may provide a small token of appreciation for a Board member's or employee's retirement or years of service and other related activities utilizing District funds, as approved in advance. For example, the Board generally proclaims special recognition for classified employees' week and teacher appreciation week, and Board members may receive plaques in their honor or framed certificates or student art for their service to the District;
- b) The Board may also provide a small token of appreciation in recognition of service to a Board member or employee.
- c) Administrators may purchase modest gift items as an incentive for students, the value of which will be outlined in the Administrative Directive.
- d) All other expenditures of District funds for gifts is permitted only with prior authorization from the Board or Superintendent.

### **3) Grant Funds**

Grant funds are subject to the same guidelines as outlined in this policy. Additional or other expenditures for food and drink may be made with grant funds when the event requiring the refreshments was included in the grant proposal and approved by the granting agency.

The Superintendent will develop procedures which will provide for the implementation of this policy.

## 8.30.010-P District Funds for Purchase of Gifts, Meals Meals, and Refreshments ~~for Meeting~~

The Board recognizes there may be occasions when it is appropriate for Board members, administrators and others to expend District funds in the course of conducting District business to provide meals or refreshments (i.e., bakery goods, snacks, fruit, punch, coffee, tea, soft drinks, etc.). The purchase of gifts may also be approved in certain situations. Such occasions may include, but are not limited to, community meetings and other outreach events, various District and building level meetings, contributions or outstanding service to the District and other District and school-sponsored activities. [EC1]

The use of District funds, as used in this policy, means the use of money in any of the general accounts of the District. This includes the General Fund, Bond Fund, and others. It also includes money in in-student body accounts held at each school that are derived from any student activity or from parent organizations. Exceptions are funds collected from staff members or others for the specific purpose of providing gifts or parties. It is also recognized that buildings may have established a "social fund" or "sunshine fund" to which each staff member may voluntarily contribute. Such funds are generally used for birthday recognition, bereavement and illness acknowledgement activities, etc. These funds are also exempt from the following requirements. [EC2]

### 1) Meals and Refreshments

District funds may be used to pay for individual or group meals only if official District business is being conducted during the time in which the meal is provided and only if the meal provides a particularly practical time or setting for the discussion, consistent with the following:

- a) Meals may be provided by the District as part of Board work sessions, at District or building-level committee meetings, professional development trainings, or other District-approved activities, subject to specific requirements.
- b) Refreshments may be provided by the District for employees at the discretion of the administrator for mandatory meetings for staff scheduled outside of the normal work day, subject to specific requirements.

Meals not directly business related may not be provided to staff or others at the District's expense.

The purchase of alcoholic beverages with District funds is strictly prohibited.

## 2) Gifts

There are numerous occasions that may arise when Board members, administrators, or other District staff may feel the need to recognize employees. A Board member, administrator or other District employee may provide such recognition at his/her expense only, unless as otherwise permitted below:

—The Department of Human Resources may provide a small token of appreciation for a Board member's or employee's retirement or years of service and other related activities utilizing District funds—, as approved in advance budgeted for this exclusive use. For example, the Board generally proclaims special recognition for classified employees' week and teacher appreciation week, and Board members may receive plaques in their honor or framed certificates or student art for their service to the District;

a)

b) The Board may also provide a small token of appreciation in recognition of service to a Board member or employee.

c) Administrators may purchase modest gift items as an incentive for students, the value of which will be outlined in the Administrative Directive.

modest giving

d) All other expenditures of District funds for gifts is permitted only with prior authorization from the Board or Superintendent.

## 3) Grant Funds

Grant funds are subject to the same guidelines as outlined in this policy. Additional or other expenditures for food and drink may be made with grant funds when the event requiring the refreshments was included in the grant proposal and approved by the granting agency.

The Superintendent will develop procedures which will provide for the implementation of this policy.

In order to comply with statutory requirements, the board directs the following:

1. Meals are defined as food provided at a customary time or occasion for eating (i.e. breakfast, lunch, dinner). Meals are generally more extensive than snacks.
2. Refreshments such as a beverage and/or pastry are considered snack items provided at times not generally a customary mealtime.
3. District funds may be used for expenditures for meals for District employees if an Administrator schedules a working lunch, training session, workshop—

~~involving district business or if a group works through a meal period and no meal break is provided.~~

- ~~4. District funds may be used for expenditures for refreshments for District employees at the discretion of the Administrator if the Administrator schedules a mandatory meeting for staff during or outside of the normal work day.~~
- ~~5. Administrators may, at their discretion, purchase nominal food and drink for meetings involving members of the community who are voluntarily assisting the District in its mission.~~
- ~~6. Administrators are expected to exercise prudent and appropriate judgment in the expenditure of District funds for food or drink.~~
- ~~7. Grant funds are subject to the same guidelines as outlined in this policy. Additional or other expenditures for food and drink may be made with grant funds when the event requiring the refreshments was included in the grant proposal and approved by the granting agency.~~

8. History: Government Standards and Practices Commission staff opinion No. 01S-016 and ORS 244.040(1)(a)  
Adopted 2/28/2005; BA 3224.