

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

Portland Public Schools receives funds from a variety of sources. and it is the responsibility of the Board and the District to steward those scarce resources carefully and in the best interests of students. The Board recognizes tThere 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 appropriate in certain situations, as outlined below.

The use of "District funds," as used in this policy, means the use of money in refers to any of the general accounts of the District. This includes the General Fund, Bond Fund, Grants, and others accounts. It also includes money in student body accounts held at each school that are derived from any student activitiesy or from parent organizations.

Exceptions to this policy are nNon-District-affiliated fFunds not generated by the District (e.g., a "social fund" or "sunshine fund") voluntarily collected from staff members or others for the specific purpose of providing gifts or parties, such as. 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

In order to support an efficient, effective, and productive work environment, District funds may be used to pay for individual or group meals during meetings that require extended time (for example, all-day meetings) or take place after normal work hours, only in the following circumstances and as specified in the Administrative Directive [insert link].

- a) Meals or refreshments may be provided by the District as part of Board work sessionsmeetings, at District or building-level committee meetings, professional development trainings, District-authorized advisory committees, community engagement events, or other District-approved activities, subject to specific requirements.
- b) Refreshments may be provided by the District for employees at the discretion of the overseeing 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 want~~ 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, and at all times in compliance with Oregon law:

a) The Department of Human Resources and/or the Board 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.; The District also may provide an item that acknowledges significant and extraordinary work on behalf of an employee (e.g., a framed certificate).

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

~~e)b) Administrators may purchase modest gift items (such as gift cards) may be purchased and distributed as as an incentives for students, or community members to participate in district-sponsored activities under certain circumstances. Details on the authorization process and accountability procedures are he value of which will be outlined stipulated~~ in the Administrative Directive.

~~e)c) 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, unless the granting agency has higher additional restrictions. Expenditures for food and drink may be made with grant funds when if 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.~~

[INSERT link to AD:]

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