

PURCHASING
(Nominal Gifts and Expenditures of Food and Beverage)

The Smithville School district must be a responsible steward of taxpayer dollars and careful to use district funds solely to support district programs and the mission of the district. That said, the district benefits from employees working outside regular hours and community volunteers and it is a recognized professional business practice to provide gifts of appreciation to retain employees, encourage quality performance, and garner community support and engagement in the district. For that reason, the district authorizes expenditures for nominal gifts for recognition and appreciation, as well as nominal expenditures for food for hospitality purposes and for the convenience of the district and those providing services to the district.

Nominal Gifts and Expenditures

The district is a governmental entity funded by local, state and federal tax dollars, not a private business. While providing gifts or expenditures for food and beverage are a recognized business practice and community engagement tool, these gifts and expenditures must be nominal in value, purchased following district procurement policies and practices, appropriately budgeted for, paid for using appropriate funding sources, and given transparently and without conflict of interest or ethical violations as outlined in law and Policies DJFA, BBFA and GBCA.

Gifts are not to be used to increase an employee's compensation, provide an unlawful bonus to district employees or provide compensation to volunteers. Gifts must be provided for good reason and on an equitable basis. When questioned, the supervisor authorizing the expenditure must be prepared to explain the reason for the gift and how the gift furthers the district's mission.

Gifts provided under this procedure will not exceed \$100 per person, unless approved by the superintendent in extraordinary circumstances and reported to the Board. The per person expenditure on food and beverage provided under this procedure will not exceed \$25.00 per event, unless approved by the superintendent in extraordinary circumstances and reported to the Board.

Human Resources and Supervisor Gifts to Employees

It is a recommended practice in the field of human resources for both large and small businesses to recognize the longevity and achievement of employees for the purposes of retaining employment, highlighting acts of professionalism, encouraging good customer service and fostering a positive team atmosphere. For that reason, the Human Resources Department is directed to create a coordinated plan of recognition that will be routinely implemented throughout the year. Recognition may include, but is not limited to, plaques or certificates, spirit wear, celebratory dinners, gift cards of nominal value, and a turkey at Christmas. The plan will be approved by the superintendent at least annually and included in the human resources budget.

Likewise, principals and other supervisors are encouraged to provide nominal gifts to employees they supervise to build a team atmosphere, show appreciation and recognize extraordinary contributions. The costs of gifts must be included in the building budget.

Gifts to Volunteers

The district serves the community and depends on community resources, including volunteers to successfully operate district programs. The district recognizes that it does not have enough employees and could not afford to employ sufficient staff to provide the necessary supervision and services to operate district programs. Therefore, it is important to the district business model to cultivate good relations with those willing to volunteer their time in support of the district's operation and to make volunteer service as convenient as possible for those willing to assist. It is also important to recognize extraordinary volunteer service and to publicly thank volunteers to encourage continued volunteerism and community support.

For this reason, the district will provide nominal gifts to volunteers, including but not limited to, plaques or certificates, spirit wear, and celebratory dinners. The superintendent will create a coordinated plan of recognition for volunteers and include anticipated expenses in the district's budget. In addition, principals and other supervisors are also encouraged to recognize volunteer contributions within the building budget.

Nominal Food and Beverage Expenditures

Volunteers and employees that attend district meetings or provide services outside the regular school day have altered their schedules to provide services to the district. The district recognizes that employees and volunteers are more productive if they are comfortable and that business is finished in an efficient and timely manner if attendees do not leave meetings or events in search of food or drink. For these reasons, the district may provide food and drinks to employee volunteers as follows.

The district may provide water, coffee, and other nominal, non alcoholic beverages to any person attending any district meeting or event, as long as the costs of the beverages are covered in the appropriate budget. In addition, for any meeting that is anticipated to last more than an hour, is scheduled during a mealtime, and for any meeting occurring outside of the regular school day the district may provide snacks or a nominal meal to the attendees.

Gifts to Volunteers and Employees Not Funded by the District

The district encourages booster clubs, parent organizations, the district foundation, and others seeking to recognize volunteers and district employees to coordinate gifts with the district to prevent duplication, ensure equity, avoid potential violations of Title IX, and ensure appropriate media coverage.

Gifts to board members and employees must comply with the limitations of Policies BBFA, DJFA, and GBCA.