

## NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

### Series 700

#### POLICY TITLE PUBLIC PURPOSE AND RECOGNITION OF BOARD DIRECTORS, EMPLOYEES & VOLUNTEERS No. 705.4

The Board of Directors recognizes and supports the principle that District funds are to be expended only for legitimate public purposes and not for private personal gain for which services of comparable value have not been rendered to the District. The Board of Directors, therefore, believes it is important to designate those expenditures for officers, directors, employees, contractors and volunteers, which are in addition to salaries and benefits authorized and/or specified in contract or policy and legitimate expense reimbursements which serve a legitimate public purpose.

The Board of Directors authorizes the expenditure of District funds for District officers, directors, employees, contractors and volunteers for the following purposes, as these are commonly-granted benefits which aid in recruitment of personnel, promote improvement of staff morale and cooperation, and assist in building a commitment to the District, thus assisting in creating a more productive learning environment:

- When purchasing food and non-alcoholic beverages for directors, employees and volunteers, the cost of the items purchased shall be reasonable for the situation and not exceed the amounts specified, without specific authorization from the Board of Directors. The District may use public funds for food and non-alcoholic beverages for the following types of situations:
  - To show hospitality, the District may provide for the hydration & nutrition of officials, employees, and volunteers at District events not already provided by another entity. While the amount spent must be reasonable, the costs incurred are to be limited to the most economical based on the circumstances of the situation and proximity of the closest food and beverages which will provide appropriate hydration and nutrition for the situation.
  - Limited refreshments such as water and coffee may be available in public reception areas of the district including, but not limited to the central office, building administrator's office, etc. These refreshments may be purchased with the use of public funds, as they provide light refreshment to members of the community.
  - To aid in the recruitment of personnel, the District may provide meals for licensed interviewees (and if the interviewee is an administrative candidate, the interviewee's spouse) and District employees accompanying the interviewee at the time of an interview, if occurring over a normal meal time hour, not to exceed \$20.00 per attendee.

- Various items (nominal value) may be given out during job fairs to promote the district while recruiting prospective future employees.
- To recognize longevity of service, the administration and/or Board may hold a retirement event including cake, non-alcoholic beverages, and food upon a bonafide retirement, defined as a minimum age of 55 & completed more than 10 years of service. In addition, a nominal gift (total cost of \$100 or less) may be purchased for employees leaving the District's employment after 10 years or more of service.
- Small gifts may be provided to employees commemorating service milestones in 5 year increments. The cost of the gifts may increase nominally with additional years of service.
- Light refreshments and light meals may be provided for special Board of Education meetings as long as public officials or others are attending at the invitation of the Board for the purpose of conducting Board business. The total cost of the refreshments shall be reasonable and appropriate to the situation.
- Meetings of the District's Board of Directors and Board committees are made up of individuals who volunteer a large amount of their personal time to serve the needs of the school community. These meetings are also scheduled at time most convenient for the public, and often span normal meal hours. Food and refreshment purchased for Board members and District staff attending these meetings is an acceptable use of public funds. The service of these unpaid volunteers directly benefits the entire school community. The Superintendent/designee has discretion to purchase/reimburse reasonable expenses for providing food and refreshment to these unpaid volunteers during these meetings and work sessions.
- Facility rental for District meetings anywhere other than a Johnston Community School District facility is allowable as a public expense if it has been pre-approved by the Superintendent/designee.
- It is within the discretion of the building principal to authorize the purchase of awards holding a nominal value to commemorate the achievements of a student or group of students. These awards should be designed to reward behavior and values that exemplify the educational and community mission of the district. Awards should not be gift cards or other monetary awards.
- Memorial flowers to convey sympathy or congratulations are allowable as a public expense if they have been pre-approved by the Superintendent/designee. Memorial cards are always appropriate. Memorial gifts of any sort other than flowers and a card are a personal expense.
- District staff may at times receive an honorarium from an outside source such as compensation for the employee's time devoted to preparing and delivering a presentation within the scope of their professional field. Honorariums may only be accepted by District staff when the staff has used their personal time outside of their work for the

district to prepare and deliver the presentation. If the employee uses district time or resources to prepare or deliver a presentation, any honorarium will be given to the district.

- Apparel may be purchased with public funds for the supervision of events. This apparel must be very noticeable so that anyone at an event would know who to go to if necessary, and this apparel is only worn at events for supervision.
- Apparel and personal items including, but not limited to items such as t-shirts, hats, mugs, etc. provide personal benefit to individuals and are a personal expense. These items shall not be purchased or reimbursed with public funds. However, they may be purchased from district funds when fully funded by outside organizations such as PTOs, etc.
- Gift cards or gifts given to individuals are personal expenses and public funds should not be used except for recognition/staff retirement. Voluntary collections from staff would be an acceptable way to purchase gifts.
- Parties and receptions to benefit individual staff members are considered a personal expense and should not be purchased or reimbursed with public funds. This includes but is not limited to holiday parties.
- The purchase of perishable or disposable supplies for employee break rooms is primarily designed for individual consumption and is a personal expense. This includes items such as coffee, coffee filters, plates, cups, spoons, napkins, etc.
- School/student activity banquets are typically a personal expense and will not be purchased or reimbursed with public funds.

No District funds will be used to pay the cost of any alcoholic beverage and no alcoholic beverage will be available on school grounds.

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