



Employee Reimbursements teams, since November 2019. The proposed Administrative Directive mirrors the updated guidelines.


CONNECTION TO BOARD GOALS

These revisions are within the Board's fiduciary goals of insuring appropriate use of District funds.

STAFF RECOMMENDATION

We recommend that the School Board adopt this revised policy.

As a member of the PPS Executive Leadership Team, I have reviewed this staff report.

 (Initials)

ATTACHMENTS

- A. Redline copy 8.30.010-P-District Funds for Purchase of Gifts, Meals, and Refreshments Policy
- B. Clean copy 8.30.010-P-District Funds for Purchase of Gifts, Meals, and Refreshments Policy

District Funds for Purchase of Meals,

Refreshments and Gifts 8.AMCI4.8Tf10.3668 -0 0 11.04 66.0766

generally may not be used for meals or gifts for employees. Nonetheless, there may be exceptions when it is appropriate for Board members, administrators, and others to expend District funds while conducting District business to provide meals or refreshments. The purchase of gifts may also be appropriate in certain situations, as both are outlined below.

- d) Meals not directly business-related may not be provided to staff or others at the District's expense.
- e) The purchase of alcoholic beverages with District funds is strictly prohibited.

2) Gifts

There are occasions when Board members, administrators, or other District staff may want to recognize employees, and they may provide such recognition at their personal expense only, unless 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 service activities utilizing District funds. Approval for this must be sought in the method outlined in Administrative Directive [xxx] ([Link here](#)). 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, 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 d.5 ()].9 tn)

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