

004. BUSINESS MANAGEMENT

004.1 Budget

004.11 Establishment and Adoption of the School District Budget

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENT

A. BUDGET FORMULATION—The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The school board shall review the projected revenues and expenditures and make such adjustments in the budget as necessary to carry out all district activities.

B. BUDGET AUTHORIZATION—Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. This shall be considered the school board's expenditure authorization. No funds may be expended prior to the adoption of the budget.

C. REPORTING— Within one week of the acceptance of the final annual audit, the school district shall publish in the form prescribed by the Minnesota Commissioner of Education its: (1) adopted revenue and expenditure budgets for the current year; (2) the actual revenues, expenditures, and fund balances for the prior year; and (3) the projected fund balances for the current year.

D. PUBLIC NOTICE—The school board shall review its current budget and the proposed property taxes payable in the following calendar year at the public hearing on the adoption of the school district's proposed property tax levy.

E. POSTING – The school district must also post the materials specified in Paragraph III C. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of

Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. The school district shall make such reports to the Commissioner of Education as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

First Reading: December 19, 2011

Adopted: January 5, 2012

Reviewed: May 16, 2016

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004.12 Amending the School District Budget

I. PURPOSE

The purpose of this policy is to establish procedures for amending the school district's adopted revenue and expenditure budgets that are in accordance with applicable provisions of law.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to amend its revenue and expenditure budgets to reflect revised revenue estimates and additional expenditures.

III. PROCEDURE

- A. Prior to May 1 of each year, the school board shall adopt revised revenue and expenditure budgets for the current fiscal year.
- B. Proposed revisions shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision.

First Reading: December 19, 2011

Adopted: January 5, 2012

Reviewed: May 16, 2016

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004.13 Managing Fund Balance Reserves

I. PURPOSE

The purpose of this policy is to set forth guidelines for maintaining and managing fund balance reserves for the School District’s budget.

II. GENERAL STATEMENT OF POLICY

The School District will be guided by recommendations from the School District’s Auditor and the School District Administration when setting the fund balance reserve. Maintaining adequate fund balance reserves ensures the School District’s long-term ability to meet its financial obligations.

III. PROCEDURES AND REQUIREMENTS

- A. The Board shall, at all times, plan and approve budgets that maintain a positive balance.
- B. In January of each year, the School Board will review and begin developing a fund balance goal. By no later than the February School Board meeting, the Board will finalize and approve a targeted unassigned fund balance reserve. The method of determining the fund balance reserve shall be “annual revenue divided by 365 days.”
- C. Fund balance reserves are not intended to be used for ongoing personnel or operational expenditures.
- D. The use of fund balance reserves shall be approved by the School Board and can be used to fund unexpected/emergency expenditures. The Board, at its discretion, may designate funds for specific purposes as permitted by Governmental Accounting Standards Board 54 (GASB 54).
- E. The School District shall comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

First Reading: April 1, 2004
Adopted: May 13, 2004
Reviewed: May 16, 2011
June 20, 2011
December 19, 2011
May 16, 2016

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004.14 Accounting

I. PURPOSE

The purpose of this policy is to ensure compliance with mandated accounting procedures established by state and federal law as well as guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards (UFARS) for Minnesota School Districts.

IV. PROCEDURES

- A. Maintenance of Books and Accounts: The school district shall maintain its books and records and do its accounting in compliance with UFARS.

- B. Permanent Fund Transfers: Fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in the manner specified by law.

- C. Reporting: The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information in the manner specified by law.

First Reading: December 19, 2011

Adopted: January 5, 2012

Reviewed: May 16, 2016

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004.15 Annual Audit

I. PURPOSE

The purpose of this policy is to ensure compliance with laws and guidelines for an annual audit of the books and records of the school district.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The School Board shall contract with independent certified public accountants to audit, examine and report upon the books and records of the school district.
- B. After the close of each fiscal year, the books, records and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Minnesota Commissioner of Education (Commissioner) on forms prescribed by the Commissioner.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Guide issued by the Office of the State Auditor.

First Reading: December 19, 2011
Adopted: January 5, 2012
Reviewed: May 16, 2016

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004.16 Procurement Practices

I. PURPOSE

The purpose of this policy is to outline the purchasing practices followed by the school district.

II. GENERAL STATEMENT OF POLICY

This policy defines the process for purchasing supplies, equipment, materials and services that will be used to meet the educational needs of the school district. Purchasing processes follow the guidance of state statutes, federal OMB uniform guidance, the directives of the Minnesota Department of Education and the district auditor, and business best practices.

III. PURCHASING PRACTICES

1. The Business Office shall perform the administrative functions necessary to the procurement of goods and services for the School Board, and maintain accurate records of all transactions for documentation and audit purposes.
2. All purchases will follow the District's requisition and purchase order process established by the business manager. In the case of an emergency or urgency of time, the process may be modified with the pre-approval of the superintendent. Payments to vendors will not be approved or paid until the item or service has been received.
3. All purchase orders will be reviewed by the appropriate administrative staff to ensure the item is necessary and appropriate in relation to the strategic goals of the District.
4. In the instances where applicable and advantageous, administrative staff will review local government intergovernmental agreements for consideration.
5. All contracts are to be awarded to only those business or contractors with the ability to perform the specified contract terms successfully.
6. All solicitations sought by the District will provide clear and accurate descriptions of the technical requirements for the material, product, or service to be procured.
7. The District shall seek business and/or bids from all eligible vendors and consultants, regardless of race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with regard to public assistance, sexual or affectional orientation, familial status or disability.

Reviewed: May 19, 2017

004. BUSINESS MANAGEMENT

004.2 Financial Management Goals

I. PURPOSE

The purpose of this policy is to provide a financial management framework for financial planning and decision making by the School Board, Finance Committee, and District staff.

II. GENERAL STATEMENT OF POLICY

It is the School District's policy that financial goals are broad statements of board philosophy intended to guide the District in its financial matters.

III. FINANCIAL MANAGEMENT GOALS

- A. The District will establish a financial base sufficient to support high quality and innovative educational programs that meet community needs.
- B. The District will follow prudent and professional financial management practices in order to achieve and maintain long-term financial stability.
- C. The District will demonstrate to the taxpayers of the District due diligence in the procuring and awarding of financial contracts.
- D. The District will examine ways to provide cost-effective services to citizens by cooperating with other educational, government, and nonprofit agencies.
- E. The District will actively pursue revenue opportunities above and beyond state and federal funding resources.
- F. The District will have an adequate capital improvement program that maintains existing District assets, provides for student and employee safety, maintains a quality instructional environment, and allows for enhancements that are necessary to meet changes in enrollment.
- G. The District will continually review and improve its formal budget document and other financial information so that it clearly and openly communicates its resources, expenditures, and financial position.

First Reading: March 13, 2008
Adopted: April 10, 2008
Reviewed: June 2011
December 2011
May 16, 2016

004. BUSINESS MANAGEMENT

004.3 Investment Policy

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the investments of the School District.

II. GENERAL STATEMENT OF POLICY

A. Monetary funds are accounted for in the School District's annual financial report and include:

General Fund
Food Service
Building Fund

Community Education
Debt Service
Trust Fund

B. Following the satisfaction of liquidity and maturity needs, the balance of funds available for investment will be placed with institutions that offer the highest rate of return consistent with preservation of principal.

C. All officials and employees who are part of the investment process shall act responsibly as custodians of the public trust. Investment officials shall avoid any transactions that might impair public confidence in the School District.

D. The Business Manager is the designated investment officer of the Board of Education and: (i) is responsible to the School Board for investment decisions and activities; (ii) shall operate the investment program consistent with this policy; and (iii) shall report to the School Board of Education regarding the School District's investment activities.

E. All investment transactions shall be made in good faith and shall include consideration of the probable safety of the capital as well as the probable investment return, derived from assets, and will be applied in all investment transactions. This shall not include speculative investments.

III. PROCEDURES

A. The School District shall provide a certification form to any investment firm with whom they choose to do business with.

B. Before engaging in investment transactions with the School District, the supervising officer at the securities/broker dealer shall complete the required certification form provided by the School District.

- C. The document will state that the officer has reviewed the investment policies and objectives, as well as applicable state law, and agrees to disclose potential conflicts of interest or risk to the public funds that might arise out of business transactions between the firm and the School District.
- D. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the School District's funds.

Reviewed: December, 1999
June, 2004
June, 2011
December, 2011
May 16, 2016

004. BUSINESS MANAGEMENT

004.4 Check Issuance Between School Board Meetings

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures to accommodate situations that arise in which immediate payment of accounts is necessary.

II. GENERAL STATEMENT OF POLICY

The School Board authorizes the Superintendent or his/her designee to issue checks between Board of Education meetings in advance of School Board approval for designated scenarios.

III. PROCEDURES

A. The following scenarios are authorized for immediate payment:

1. Claims for goods and services which have been previously authorized by the Board of Education;
2. Claims for the School District's share of employee fringe benefits;
3. Payment of bond principal and interest;
4. Fiscal agent fees;
5. Remittance of amounts withheld from employees;
6. Transfers from the General Accounts Payable checking account to the Payroll checking account;
7. Claims for goods and services for which payment is required to avoid penalties or delayed delivery;
8. Purchase of investments;
9. Inter-bank transfers; and
10. Claims for goods and services for which payment prior to a School Board meeting is in the best interest of the School District as determined by the Superintendent or the Superintendent's designee.

- B. The Superintendent, or his/her designee, shall include checks so issued in the list of bills submitted to the School Board treasurer for review.
- C. The Treasurer of the School Board shall review the payment of bills on a monthly basis and make a recommendation to the School Board for approval.

Reviewed: December, 1999
June, 2004
June, 2011
December, 2011
May 16, 2016

004. BUSINESS MANAGEMENT
004.5 Advertising

I. PURPOSE

The purpose of this policy is to provide requirements for the advertising or promoting of products or services to students and community members in the School District.

II. GENERAL STATEMENT OF POLICY

It is the School District's policy that no part of the School District shall be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except upon approval by the School Board.

III. GUIDELINES AND REQUIREMENTS

- A. Print or digital advertising may be allowed, upon approval of the School Board, in School District facilities or on School District property.
- B. Any approval will state precisely where such advertising may be placed, the manner and type of advertising, and the length of time for which the advertising will be in place.
- C. School District personnel will have control over the production and display of all advertising.
- D. The inclusion of advertisements in School District publications, in School District facilities, or on School District property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.
- E. School District publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator.
- F. In no instance shall the School District accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, pornographic, or illegal materials.
- G. Advertisements may be rejected by the School District if determined to be inconsistent with the educational objective of the School District.
- H. Advertising must be for promotion of businesses and/or organizations and sales of products and/or services.

- I. No advertising that promotes political or religious viewpoints will be allowed.
- J. All advertising shall contain only the name of the ad purchaser, the purchaser logo, the product logo, and/or information on how to contact the advertiser, including the business location and phone number.
- K. The School District or a school may acknowledge a donation it has received from an organization by displaying a "donated by," "sponsored in part by," or a similar by-line with the organization's name and/or symbol on the item. Examples include activity programs or yearbooks.
- L. The acceptance of donations that are given with the expectation of advertising must be approved by the School Board.
- M. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. An annual report shall be made to the School Board by the Superintendent regarding the scope and amount of such revenues.

First Reading: May 13, 2004

Adopted: June 10, 2004

Reviewed: June 2011
December 2011
May 16, 2016

004. BUSINESS MANAGEMENT
004.6 Naming Rights

I. PURPOSE

The purpose of this policy is to provide guidelines for having a building or a portion of a building or grounds named after an individual(s), an entity, or a business.

II. GENERAL STATEMENT OF POLICY

The school district may grant naming rights under two circumstances: a building, portion of a building, grounds, or school program may be named after an individual(s), an entity, or a business based on the payment of a set fee, sponsorship or the provision of equipment, materials, land, or services. The school district may grant naming rights to recognize outstanding service to the district, recognition of the achievement of distinguished alumni, or recognition of individuals who have made significant contributions or accomplishments in their careers, community, nation, and/or world.

III. GRANTING NAMING RIGHTS

- A. In granting naming rights, due regard should be taken of the need to maintain an appropriate balance between commercial considerations and the role which names of buildings and spaces contribute to the school district's sense of identity as well as their role in assisting staff, students, and visitors to orient themselves within a campus.
- B. The granting of naming rights must always be consistent with the school district's mission and vision. The long-term effects of the naming rights must be considered. The department/school affected by the naming right to be granted may be consulted before any decision is made.
- C. Each granting of naming rights is bound by a written agreement defined by this policy and all other applicable board policies and the administrative rules and regulations pertinent to this policy.
 1. The school board must approve named facilities and/or grounds. Any approval will state precisely where such naming rights may occur, the manner and type of signage associated with the name, and the length of time for which the naming rights will be in place.
 2. The school district may not grant a naming right without consulting the named party, if possible.

3. Monetary valuations may be assigned to proposed naming rights on a case-by-case basis to aid with making decisions about granting naming rights. Payment for naming rights must be in place prior to the naming occurs.
4. The superintendent will recommend the monetary valuation of each naming right after consulting with the appropriate Board committee. Each case should take into account market comparisons for naming rights for which professional advice may be sought.
5. Naming rights may be revoked based on justifiable reason as determined by the school board.

III. ACCOUNTING

- A. Naming revenues must be accounted for and reported in compliance with UFARS.
- B. All funds generated through naming rights shall be deposited in the general appropriate fund based on its intended purpose.

First Reading:	December 19, 2011
Adopted:	January 5, 2012
Reviewed:	June 16, 2014
	July 21, 2014
	April 20, 2015
	May 16, 2016

004. Business Management
004.7 Concession Stands

I. PURPOSE

The purpose of this policy is to:

- A. provide clear and consistent guidelines for the operation of district concessions;
- B. ensure proper handling of all funds associated with the sale of products; and
- C. meet health and safety regulations for the sale and disbursement of food/beverage items on school property and at school events.

II. GENERAL STATEMENT OF POLICY

The School District shall be responsible for the sale and serving of food, beverage, or product within the concession stands of the Districts.

III. GUIDELINES AND REQUIREMENTS

- A. The School District will provide the management and coordination for concession stands within the District by:
 - i. establishing rules and procedures for the operation of the concession stands.
 - ii. determining all menus and prices.
 - iii. being responsible for the ordering, receiving, and inventory of all food/non-food products sold from the concession stands. All product procurement will follow rules, guidelines, and agreements established by the School District.
 - iv. assigning a minimum of one (1) paid worker for each concession stand event.
 - v. assuring that 100 percent of the net revenue of a concession event(s) will be credited to the capital projects fund for the appropriate activity area of the high school (i.e. gymnasium, pool, theatre, athletic complex).
- B. All equipment purchases for concessions are considered concession expenditures and will be funded from gross concession revenue. The exception to this requirement is that the use of bond construction proceeds shall be allowed to purchase initial concessions equipment for renovated or new facilities.

First Reading:	May 14, 2009
Second Reading:	July 9, 2009
Reviewed:	December 19, 2011
	May 16, 2016

004. Business Management
004.8 Booster Clubs

I. PURPOSE

The purpose of this policy is to:

- A. provide clear and consistent guidelines for the booster clubs supporting co-curricular activities within the School District; and
- B. ensure compliance with federal and state statutes (Title IX, the Office of Civil Rights requirements, and Minnesota State High School League guidelines) related to the:
 - 1. equitable treatment of all students, and
 - 2. providing a mechanism to ensure equivalency.

II. GENERAL STATEMENT OF POLICY

The District is responsible for providing equivalent benefits, treatment, services, and opportunities to males and females, and it is responsible for having a mechanism in place to ensure equivalency in these areas.

III. DEFINITIONS

- A. A booster club is defined as an organization that is formed to help support a middle school or high school activity.

IV. GUIDELINES AND REQUIREMENTS

- A. It is the District's policy that all booster club activity related to raising money for co-curricular activities must be done in full cooperation and knowledge of the School District.
- B. The School District has the authority to accept or deny expenditure requests from booster clubs. The School District has the sole responsibility for all facets of the co-curricular program including, but not limited to, banquets, end-of-season awards, and purchases in support of the program.
- C. The School District will:
 - 1. Be responsible for reviewing expenditure requests based on federal and state statutes related to Title IX, the Office of Civil Rights, and the Minnesota State High School League.
 - 2. Be responsible for the ordering, receiving, and inventory of all approved expenditures. Equipment purchased using booster club funds becomes the property of the School District.

D. Booster clubs will:

1. make all expenditure requests through the School District. This includes but is not limited to equipment, coaching positions, travel, and banquet expenses.
2. not pay for an athlete's sport participation fee or for fees to attend camps or clinics.

First Reading:	July 9, 2009
Second Reading:	August 20, 2009
Reviewed:	June 2011
	December 19, 2011
	May 16, 2016

004. BUSINESS MANAGEMENT

004.9 Expense Reimbursement

004.91 Reimbursement for School District Business Expense

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. GENERAL STATEMENT OF POLICY

The school district provides reimbursement to employees for expenses that are initially paid by the employee and meet the requirements set forth in this policy.

III. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

IV. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by federal law. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Meals:
 - 1. All meals must be itemized daily as to the number of meals and submit claims at least once each semester.
 - 2. A copy of an itemized receipt for each meal must be provided for reimbursement.
 - 3. The level of reimbursement will be determined annually by the School Board.

- i. Breakfast \$12.00
- ii. Noon Meal \$15.00
- iii. Evening Meal \$25.00

4. Banquets or other special means in conjunction with conventions or other special activities will be reimbursed at the actual expense.

5. There is no provision for reimbursement of alcoholic beverages or for tips/gratuities in excess of 15 percent.

6. For attendance at state or national conferences, employees will be entitled to a daily food allowance of \$60.

V. AIRLINE TRAVEL CREDIT

A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.

1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.

2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.

B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.

C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

Reviewed: May, 2001
 June, 2004
 June, 2008
 June, 2010
 December, 2011
 May 16, 2016

004. BUSINESS MANAGEMENT

004.9 Expense Reimbursement

004.92 Expense Reimbursement for Clothing Damage

I. PURPOSE

The purpose of this policy is to provide direction for clothing reimbursement to DCD special education employees.

II. GENERAL STATEMENT OF POLICY

The school district shall provide reasonable reimbursement to employees of the special education DCD program for the loss or damage of articles of personal clothing resulting from direct personal contact with students in the performance of regular duties during assigned working hours.

The superintendent shall formulate the procedure and requirements for expense reimbursement.

Reviewed: December, 1999
June, 2004
December, 2011
May 16, 2016

004. BUSINESS MANAGEMENT
004.10 Acceptance of Gifts

I. PURPOSE

The purpose of this policy is to provide guidelines for acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. Gifts valued at \$1,500 or more require school board acceptance. Gifts between \$1,500 and \$5,000 shall be placed on the consent agenda of a regular school board meeting to be accepted and recognized. Gifts over \$5,000 shall require submission of a written contribution proposal to be reviewed by the Gifts and Donations Committee. Gifts recommended for acceptance by the committee shall be placed on the agenda of a regular school board meeting as an action item. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. ADMINISTRATION IS ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

First Reading: April 20, 2015
Second Reading: June 15, 2015
Reviewed: May 16, 2016