

Kings Canyon Unified School District

Internal Purchasing Policy



The District must maintain a responsible balance between providing reasonable support and the fiduciary responsibility not to make a gift of public funds. School and Department Administration should avoid any expenditure which would erode trust with our community and the cost would be better spent in the classroom.

Food & Meetings

Employee meals are typically not approved while attending local (within a 60 mile radius) staff development or other training sessions, unless authorization has been given by your direct supervisor. If the training dismisses for a lunch period, employees are responsible for their own meals.

- Meal allowances for travel will be authorized for actual expense up to the GSA.gov approved rate by region. Please refer to website or attached region listing.

Meetings/Staff Development

1. Morning or afternoon meetings that last three or more hours may include coffee, soft drinks or water and a light snack such as fruit or granola bar.
2. All day meetings are to include a lunch break long enough to allow participants to leave for a meal on their own. If time constraints make for a working lunch, cost should not exceed per diem. Agenda must indicate that meeting is occurring over the lunch period and continuing past a reasonable time that it is a working lunch.
3. Meetings that run up to 6:00 p.m. may include a drink or a substantial snack. Cost should not exceed \$15.00 per person.
4. Meetings that run past 6:00 pm including parent and stakeholder meetings, will follow the per diem.
5. Agenda and sign in sheet (or list) with the employee/parent initialing their presence should accompany the receipt of cost for all meetings that serve food.
6. Student meals on occasion will be approved when students are not on campus to receive a meal during the school day due to a class trip or event.

Any food vendor catering an event must be able to supply the District with a "Certified Food Safety" or Department of Public Health Food Safety Certification inspection certificate upon request.

KCUSD will hold an annual employee recognition event and retirement dinner to celebrate employee's/retirees contribution and work in the district. Food for event will not exceed the per diem cost per employee. (Agenda required)

For the retirement of Cabinet level administrators, a retirement party at an offsite location may be planned. All funding for the event will come through donations of those attending the event.

For principals and directors, the district will fund one "Costco style" cake and drinks consisting of water and/or soda. The retirement party may take place at a location within the District.

ESC Sponsored Professional Development and Strategic Events

Buy Back Day: The ESC (District Office) will hold all day staff employee (Buy Back) professional development meetings on several dates throughout the year (usually no more than 3). The district will approve lunch within the per diem for those staff members attending this annual event due to the volume of employees in one area and lack of resources available for lunch on their own.

Leadership Summit: The ESC (District Office) will hold a professional development and strategic planning symposium once on an annual basis. Principals, Cabinet members and key positions within the District will attend this event. Total meal cost per day shall not exceed the total allowable per employee.

Leadership Academy & Principal Strategic Meeting: The ESC (District Office) will hold a Leadership Academy and Strategic Principal/Director meeting in each area once per month. Lunch will be provided due to the time and duration of the meeting. Total meal cost shall not exceed the lunch per diem.

PBIS & TESTING – FOOD GUIDELINES

1. Food may be purchased for PBIS activities that follow the District Nutritional Guidelines. See the attached list of suggested items for purchase.
2. Smart Snack Compliant snacks can be found on the District Amazon webpage.
3. Fruit and Vegetable snack packs can be purchased through Food Service.
4. During testing, a site may provide students with a light snack before or during the testing process.
5. See Rewards and Student Motivation section in this document below.

FLOWERS

1. Flowers purchased for decorations as part of the district annual awards ceremony are authorized.
2. A gift of flowers to show sympathy due to illness or death, or to express joy or congratulations is personal and should be paid from your site "sunshine Fund" or employee donations.

GIFT CARDS

Gift cards to individuals or students are not allowed unless purchased through donated or parent club funding. Gift cards are characterized as a gift of public funds, because they confer a tangible private benefit to an individual and are of cash value. To avoid making a gift of public funds, gift cards may be donated by merchant, or individuals for raffles and door prizes. You may also use your PTC to purchase gift cards for students in the amount of \$5.00 or less.

CHARITABLE CONTRIBUTIONS

School districts may not *donate* public funds for charitable purposes. For instance, a district may not donate funds to an individual student or use school equipment for a charity fund-raising drive. This rule does not prohibit a school from providing students with essentials needed at school (e.g. pencil, pens, paper), because this is expressly authorized by statute and serves the educational mission of the schools.

Foster and homeless student needs may be addressed through Student Services and do not fall under this section of the policy.

SITE OR DEPARTMENT DONATION ACCOUNT

Sites or departments may solicit for donations. Example of funds that could go into your donation account are profits from a Papa Murphy fund raiser, Save Mart give back program, aluminum can drive or vendor donations. These funds will be deposited into the district account and will be assigned a specific number for tracking per site and department, they also roll-over and is yours to keep. Access to these funds is immediate upon receipt at the district office. The spirit of these funds is to be used for the benefit of the school, culture or climate but still follow the District Purchasing Guidelines. Suggested use of donated funds:

1. Shirts for students
2. Shirts for staff (one time per year)
3. Field trips

STUDENT BODY FUNDS HELD WITH KCUSD (NOT PARENT CLUB FUNDS)

Student body funds must be expended on activities on behalf of the students approved by the school administration. This rule does not prohibit giving a scholarship or award to an identified class of students, as these are specifically authorized.

AWARDS – STAFF AND STUDENTS

1. Awards to employees for exceptional contributions and to students for excellence, are authorized. Awards to community members are not unless you are recognizing volunteers that have been working at a school site.

2. A district can recognize superior work accomplishments of an employee, within specified guidelines. Life transitions, weddings, and the like, occur for everyone, therefore, cannot be considered superior accomplishments.
3. Awards are often signified by letters of commendation, board resolutions, trophies, certificates, plaques, medals, badges, pins and the like.
4. Awards may be given to recognize years of service and retirement. A district wide annual ceremony is held to recognize those employees. Cost of food, decorations, and awards are approved for the annual event. (see below for more information)
5. Reedley High , OCHS and all 8th grade campus's may have an annual Awards Banquet recognizing students. Cost of food, decorations and awards are approved for the annual event. The cost for food must fall between the lunch per diem amounts for the event.

TITLE I - AWARDS FOR RECOGNITION AND INCENTIVES

Minimal-cost certificates, plaques, ribbons, small trophies, or instructionally related items to be used in the classroom are acceptable incentives for participation in program activities or awards for recognition. These items should be tied to instructional strategies and activities. The following items may be donated by others but may not be purchased with grant funds:

- Souvenirs, memorabilia, promotional items, team sport shirts, caps, tote bags etc.

REWARDS & STUDENT MOTIVATION

Awards to students for excellence are authorized. Approved items include trophies, certificates, and other appropriate items such as pencils or tokens and detailed guidelines are listed below.

- Wellness Policy – see policy below for guidelines. The policy is located on our website.
- Classroom celebrations provide a unique opportunity for children to learn about nutrition and health. To further reinforce healthy eating behavior in children, schools will limit celebrations that involve food/beverages that do not meet USDA Smart Snack standards during the school day to no more than one celebration per class per month. The District will ensure that on all other days, any food,/beverages used for celebrations will meet USDA smart snack standards. Please refer to the Wellness Policy Page 5 for all snack nutrition standards.
- All food guidelines apply to ASB (excluding Club Days), Parent Club and between the hours midnight and 3:30pm.
- Foods and beverages as rewards and incentives provide a unique opportunity for children to learn about nutrition and health. To further reinforce healthy eating behavior in children. Schools will limit using rewards and incentives that do not meet USDA Smart Snack standards during the school day to no more than one reward/incentive event per class per month. The District will ensure that on all other days, any food/beverages used as rewards and incentives will meet USDA smart snack standards.

Approved items include entry to the zoo, pizza party or other events and are allowable through General Funds. PBIS motivational items shall be funded with General Funds. T-shirts, pencils, backpacks, etc. are appropriate. Nutritious snacks may be ordered through Food Service.

- Title I cannot pay for rewards for students or staff.
- General Fund: t-shirts (not school shirts), pencils, lanyards, entry fee to event such as zoo or any other non-personal items, sports equipment such as balls, classroom games or supplies.
- Parent/Booster Club : food, gift cards (no larger than \$5.00 each), bikes, electronic devices (not to exceed \$100.00 per item unless pre-approved).

CLOTHING – STAFF & STUDENT

Certain positions in Child Nutrition, Warehouse, Print Shop, Transportation and Maintenance are provided uniforms and laundry service.

KCUSD logo or school logo shirts can be purchased for staff but cautioned the item must be a school spirit shirt to be worn on campus and at events. (Limit one per year)

SPONSORING COMMUNITY EVENTS & USE OF DISTRICT FACILITIES

All facility use requests from the community or staff must be requested through the KCUSD Facility Use procedure located at the Educational Support Center (ESC). Determination of fee and authorization of use is approved and invoiced through the ESC. A site may not approve any use of facilities without proper paperwork and approval from the ESC.

CONCLUSION

By law a district is required to examine each expenditure from district funds and comply with Fresno County Superintendent of Schools audit guidelines through the accounts payable process. School and department administration should avoid any expenditure which would erode trust with our community.

The District can review on an individual basis purchases that are in the best interest of the District, culture and past practice. Requests can be made through the Business Office and should be in advance of any purchase. The Superintendent's office has the authority to approve special circumstances and one time purchases that may fall outside of the Internal Purchasing Policy guidelines.

Please contact the Business Office if you have any questions at (559) 305-7010.

Governing Board Approval Date 4-9-2019

