



# Administrative Regulations

South San Antonio Independent School District

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Vendor Disclosures and Contracts - 2023	

## Reporting Gifts and Entertainment to Board Members and Senior District Employees

The district requires the reporting of any gift, award, or memento given by a vendor to a Board member or a senior District employee, or to the spouse of a Board member or senior District employee, the value of which exceeds \$50 in the aggregate during any six-month period.

The Board also requires the reporting of any entertainment expense made by a vendor for a Board member or a senior District employee, or the spouse of a Board member or senior District employee, which exceeds \$50, excluding taxes and gratuities, as further described below:

1. The term "vendor" shall mean any person who enters or seeks to enter into a written contract with the District for the sale or purchase of real property, goods, or services, and includes professional service providers.
2. The term "senior District employee" includes the following:
  - Superintendent;
  - Chief financial officer;
  - Chief academic officer;
  - Chief of staff; and
  - Director of purchasing.
3. The term "entertainment expense" includes any activity generally considered to provide entertainment, amusement, or recreation, and includes meals or light refreshments.
4. The term "gift" does not include lawful contributions to a Board member's campaign fund that fall within legal limits.

## Reporting Requirements for Entertainment Expenses

The requirement for a vendor to report entertainment expenses applies in the following circumstances:

1. Any single expenditure made by a vendor exceeding \$50, excluding taxes and gratuities, on behalf of any Board member, senior District employee, and/or his or her spouse/guest.
2. Each expenditure made by a vendor exceeding \$50, excluding taxes and gratuities, during an official convention, conference, or other training session for individual and/or group entertainment of Board members, senior District employees, and/or their spouses/guests. The total entertainment



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expense for each expenditure shall not exceed \$50 per Board member, senior District employee, and/or spouse/guest entertained.

In the event that a convention, conference, or other training session is sponsored by the District, the total cost of the event shall not exceed \$50 per Board member, senior District employee, and/or spouse/guest in attendance. Spouses/guests in attendance shall be required to reimburse the District for the cost of attendance. At no time shall the costs of alcoholic beverages be incurred by the District.

Vendors are prohibited from "splitting" the costs of entertainment among individual partners/principals in order to exceed the \$50 limitation imposed by this policy.

Board members may not participate in group entertainment in which there are verbal exchanges about public business or policy if such gathering would be considered a "meeting" under the Open Meetings Act, Chapter 551, Government Code.

### **Reporting Process**

The District requires the following persons to make a report of any gift, award, or memento given to and/or entertainment expense made for a Board member or a senior District employee, or to the spouse of a Board member or senior District employee, the value of which exceeds the applicable maximum amount described in this policy:

1. A representative of any vendor who provides a gift, award, or memento and/or makes an entertainment expense in excess of the amounts described in this policy.
2. Any Board member who receives a gift, award, or memento from a vendor in excess of the amount described in this policy. The Board member shall also report any gift, award, or memento from a vendor in excess of the amount described in this policy given to the Board member's spouse.
3. Any senior District employee who receives a gift, award, or memento from a vendor in excess of the amount described in this policy. The senior District employee shall also report any gift, award, or memento from a vendor in excess of the amount described in this policy given to the senior District employee's spouse.

The report shall be made on a disclosure form created by the Superintendent or designee and shall include the following information:

1. The vendor's full name and address;
2. The name under which the person normally conducts business and the person's business phone number and address;
3. If applicable, the full name and address of each person:



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- a. Who reimburses, retains, or employs the person to communicate directly with a Board member or senior District employee; and
  - b. On whose behalf the person has communicated directly with a Board member or senior District employee.
4. The name of the Board member or senior District employee (or spouse/guest) on whose behalf the gift, award, memento, and/or entertainment expense is given or made;
  5. The place and date of the gift, award, memento, and/or entertainment expense; and
  6. A description and value of the gift, award, memento, and/or entertainment expense given or made by the vendor.

Completed forms must be submitted to the Superintendent or designee not later than 30 days after the gift, award, or memento was presented by the vendor or following the vendor's entertainment expenditures.

### **Contact with Employees**

Except for the Superintendent and/or the District's legal counsel, District employees who are directly involved with a request for proposals/qualifications or an advertisement for bids by the District shall not have direct or indirect contact with individual Board members to discuss such requests for proposals/qualifications or advertisements for bids. All communication between District employees, other than the Superintendent and/or the District's legal counsel, and the Board regarding requests for proposals/qualifications and advertisements for bids shall be conducted during Board meetings at which the specific request for proposals/qualifications or advertisement for bids is listed as an agenda item.

### **Consequences for Violations**

Violations by vendors may lead to disqualification of the vendor for selection of future District contracts for the provision of goods or services for a period of two years and, in extreme circumstances, cancellation of contracts the awarding of which was influenced by the gift, award, memento, or entertainment expense.

Any senior District employee who fails to report a gift, award, memento, or expenditure for entertainment described in this policy, or a gift, award, memento, or expenditure for entertainment on behalf of his or her spouse or guest described in this policy, is subject to discipline, up to and including termination of employment.