

*Adopted: June 22, 2016*

*Revised:*

## **702.2 NONINSTRUCTIONAL OPERATIONS AND BUSINESS**

### **I. PURPOSE**

As trustee of local, state, and federal funds allocated for use in public education, the **Spring Grove** Public School District board and employees will be vigilant in fulfilling the responsibility to see that these funds are used wisely for achievement of the purpose for which they are allocated. [See 702.1 Fiscal Management]

### **II. GRANTS AND AWARDS**

The Superintendent shall be authorized to:

- A. Apply, on behalf of the Board, for any and all special federal and state grants and awards as deemed appropriate for the District's operation.
- B. Approve commitment of District funds for matching, cost sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the District budget approved by the Board; and
- C. Approve grant and award amendments as necessary.

The District shall comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity. The Superintendent shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the District is complying with requirements for state and federal grants and awards. (See policies; 702.1 Fiscal Management Goals & Objectives-Financial Ethics Policy)

### **III. FEDERAL AWARDS: CONFLICT OF INTEREST**

- A. Each employee, Board member, or agent of the District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest as defined at Code of Federal Regulations, title 2, section 200.318 shall disclose to the District, in writing, a conflict that meets the disclosure threshold in Chapter 176 of the Local Government Code
- B. In addition, each employee, Board member, or agent of the District shall comply with any other conflict of interest requirements imposed by the granting agency or a pass-

through entity. [See Policy 702.1 Fiscal Management Goals & Objectives-Financial Ethics]

- C. For the purposes of this policy, “immediate family member” shall have the same meaning as “family member” as described in Chapter 176 of the Government Code.
- D. For the purposes of this policy, “partner” shall have the same meaning as defined in the Hiawatha Valley Education District Agreement and Bylaws as “Member District.”
- E. An employee, Board member, or agent of the District who is required to disclose a conflict in accordance with the provisions above shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

#### **IV. GIFTS AND GRATUITIES**

- A. The District recognizes that students, parents, and others may wish to show appreciation to district employees. It is the policy of the District, however, to discourage gift-giving to employees, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. Employees, Board members, and agents of the District shall not solicit any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award and shall not accept:
  - 1. Employees, Board members, and agents of the District may accept items of insignificant value of a promotional or public relations nature. The Executive Director has discretion to determine what value is “insignificant.” or
  - 2. Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.
- C. Employees who violate the provision of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.  
[See Policies 403. and MS§ 10A.071. Subd.1.]