



LINCOLN PUBLIC SCHOOLS  
Lincoln, Massachusetts

FILE: GBEC

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**PRESENTS TO SCHOOL PERSONNEL**

Students and their parents are discouraged from the routine presentation of gifts to district employees on occasions such as Christmas. **The School Committee expects adherence to the limits on gifts to public employees and the reporting requirements set out by the State Ethics Commission.**

Where a student has a spontaneous desire to give a present to an employee, the gift should not be elaborate or expensive. In most circumstances, ~~the writing of letters of appreciation to staff members is considered more appropriate~~ **families should consider alternative avenues for honoring the work of teachers and staff.**

~~The provisions herein shall not be interpreted as intended to discourage acts of generosity in unusual situations.~~

*Adopted at School Committee Meeting of May 21, 1959  
Reaffirmed at School Committee Meeting of October 5, 1981  
Revised at School Committee Meeting of March 18, 1985  
Reaffirmed at School Committee Meeting of \_\_\_\_\_*



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**GIFTS/DONATIONS/GRANTS TO SCHOOLS**

**A. Introduction**

The School Committee of the Lincoln Public Schools recognizes and appreciates the benefits to the school of donations of time, talent, and money in support of the educational goals of the School District. The School Committee further acknowledges the value of group or individual donations on behalf of the public schools that help to maintain, augment, and support approved new programs. The Lincoln Public Schools and the Lincoln School Committee greatly appreciate the continued support of our community.

The purpose of this policy is to establish guidelines for the continued partnership between the Lincoln Public Schools, the School Committee and the community in support of the educational mission of the Lincoln and Hanscom schools.

**B. Acceptance of Donations**

The Lincoln School Committee may accept donations to assist the School District in furtherance of its educational goals, in accordance with applicable laws. Donations subject to this policy include all monetary gifts, donations, grants, or bequests, and all donations of equipment, materials, or other donations in kind. Donations will be accepted through a simple majority vote except where noted in part C, when a "Supermajority Vote" is required.

All donations accepted by the School Committee shall be expended only with the approval and at the discretion of the School Committee. Donations that are accepted by the School Committee shall ordinarily be accepted without condition or restriction, unless the Committee approves a proposed condition or restriction as being in the interest of the School District.

All donations, whether in cash or in kind, accepted by the School Committee shall become the property of the Lincoln School District to be used as the Lincoln School Committee deems appropriate and are subject to the same controls and laws that govern the use and disposal of other school-owned property. Monetary donations shall be deposited with the Town Treasurer and placed in a separate account as needed and in compliance with applicable law.

The School Committee shall consider the overall interests of the District in reviewing each donation, and will give priority to donations that:

- Are compatible with existing or planned curriculum, programs, or educational goals of the District.
- Support the professional development of school personnel in areas that are beneficial to the educational program.

C Guidelines for Administrators:

- The Superintendent or his/her designee is authorized to accept grants or gifts of funds from the federal, state, county, or local governmental agencies, charitable foundations, corporations, private corporations, or individuals when a Lincoln School District staff member has applied for the grant with the approval of the Superintendent. However, when grants or gifts have long-range financial implications, the Superintendent must seek an affirmative vote by a Supermajority of the School Committee. Approval of a motion relating to the elements of this policy that require a "Supermajority Vote" shall require the affirmative vote of four (4) or more members of the School Committee.
- Donations that would give rise to a new operating expense ~~and/or result in a recurring cost to the District~~ **in the current or future fiscal years** in the form **of** the salary or benefits for a staff position or the continued operation or maintenance of equipment or materials must be approved by a "Supermajority Vote" of the School Committee as defined in the policy.
- Duly authorized school administrators are authorized to accept on behalf of the School District gifts from individuals or organizations in the form of supplies, materials, and equipment for the school (or money for the purchase of such supplies, materials and equipment), not to exceed a value of \$100 per donor in a single school year. School administrators may not accept a donation of any amount that would be spent to alter the physical plant or other school property without the simple majority approval of the School Committee.
- Donations of time and personal services by parents and other Lincoln, Hanscom or Boston residents shall not be subject to this policy. This exemption shall apply to individual volunteerism only and shall not extend to donations of services by employees and agents of businesses or commercial entities, which shall be treated the same as donations of money or other contributions of economic value under this policy.

D Guidelines for Fundraising

Any group or organization that seeks to raise significant funds to support the District, especially to support a particular program or initiative, must communicate with the District through the Superintendent or his/her designee to ensure its efforts are compatible with the District's educational goals.

E. Voting Requirement for Amendment to the Policy

A "Supermajority Vote" (as defined herein) of the School Committee, shall be required to amend this policy.

*Adopted at School Committee Meeting of December 18, 2008*  
*Reaffirmed at School Committee Meeting of \_\_\_\_\_*