

105 – Board and Administrator Gifts

I. Purpose

The Board of Directors and Bryan Allen Stevenson School of Excellence (BASSE) employees must follow the Delaware State Public Integrity Commission’s guidelines for accepting gifts.

II. Policy Statement

BASSE Board of Directors, its administrators, and staff are restricted from accepting compensation, gift, payment of expenses, or anything of value due to the perception it may result in impaired judgment, preferential treatment, decisions outside official channels, or improper appearance to the outside public and those who support our school and its programs.

III. Rationale

It is the intent of BASSE to maintain the highest quality of integrity in any and all of its transactions and dealings. This policy is intended to support that goal.

IV. Definition

- A. Gift: An item or service of monetary value given willingly to someone without payment in return for that item or service.
- B. Delaware State Public Integrity Commission: The Delaware governing entity that sets laws, regulations, processes, and procedures relative to accepting (or not accepting) gifts of any type.

V. Guidelines

- A. It is the responsibility of the Board of Directors and the Executive Team to ensure that all Board of Director members and BASSE staff follow the guidelines for accepting gifts.
- B. Should a member of the Board of Directors or BASSE staff member accept a gift, it must be reported to the Board and/or Executive Team along with all material facts related to that acceptance.
- C. Should it be discovered that a member of the Board of Directors or BASSE staff member accepted a gift without disclosure, it will be investigated by one or more members of the Board of Directors and the Executive Team. All material facts of the case will be gathered and reported to the Board of Directors and/or Executive Team.
- D. Once the Board of Directors and the Executive Team receive the information about the case, they will meet and determine the next steps in the matter. If it is determined that a gift was not received, a record of the event will be kept on file. If it was determined that a gift was received in conflict with Delaware State law and/or policy or procedures of BASSE, the next steps, consistent with this policy will be determined.

- E. If a gift was received in conflict with Delaware State law and/or policy or procedures of BASSE the interested person(s) may be asked to meet privately with Board and/or Executive Team. After such a meeting the Board and/or Executive Team will determine the appropriate discipline up to and including dismissal from the staff or removal from the Board of Directors.
- F. In any and all circumstances where a gift was accepted in conflict with Delaware State law or BASSE policy, The Board of Directors may engage legal advice either through a BASSE attorney or from an attorney not associated with BASSE, depending on the circumstances.
- G. The Board of Directors and the Executive Team shall strive to keep matters of this type confidential.

VI. Reference:

<https://depic.delaware.gov/wp-content/uploads/sites/48/2017/02/giftlaws09a.pdf>

Related Policies:

A. xxx

Related Procedures and Documents:

A. xxx

Approval: 07/11/2024

Revision Dates: