BIBB COUNTY SCHOOL DISTRICT

Dr. Dan A. Sims, Superintendent

INFORMATION MEMORANDUM

To: Board of Public Education for Bibb County ("Board")
Dr. Dan A. Sims, Superintendent

From: Dr. LaToya Smith, Assistant Superintendent of Human Resources
Sherry H. Culves, Parker Poe Adams & Bernstein LLP

Subject: Policy GAJB: Gifts to Staff **(First Reading)**

Summary

The District is presenting Policy GAJB: Gifts to Staff on First Reading.

Background

For organizational clarity, we recommend rescinding Policy KHD – Gifts to Staff and replacing it with revised Policy GAJB – Gifts to Staff. Because the policy primarily addresses employees, and is consistent with the approach used by many Georgia districts, it is more appropriately placed in the "Personnel" policy section.

The proposed revisions to Policy GAJB reorganize and clarify the District's gifts-to-staff policy by separating gifts from vendors from gifts offered by students, parents, and others. The vendor provisions establish a general prohibition on soliciting or accepting items of value from current or prospective vendors, while identifying limited exceptions for customary food and beverage donations, nominal gifts within defined monetary limits, approved professional-development expenses, items benefiting students, and other exceptions approved through a documented review process. The revisions also clarify that vendor payment of travel or professional-development expenses are allowed but require advance written approval. Exception requests must comply with applicable monetary and procurement requirements and present no conflict of interest. Georgia law does not define "nominal value" for vendor gifts, so the $25 threshold was determined based on a review of other Georgia school districts, which showed limits on vendor gifts ranging from $0 to $50.

The proposed revisions regarding student/parent gifts preserve reasonable opportunities for community appreciation and District-related support by allowing modest gifts, requiring gifts valued at $50 or more to be reported. The $50 reporting threshold was determined

based on a survey of other Georgia school districts, which showed reporting thresholds ranging from $50 to $200.

Finally, the revised policy adds an enforcement provision and cross-references related conflict-of-interest and procurement policies so that employees and administrators can apply the requirements consistently.

Next Steps

Policy: The District will post Policy GAJB - Gifts to Staff for First Reading on Simbli to receive input from the Board members and stakeholders for 30 days. The policy will be brought to the next board meeting for second reading and final Board adoption and approval.

Superintendent's Comments and Approval

Superintendent's Signature	Approved / Not Approved
Dr. Dan A. Sims	Approved