

Adopted from MSBA/MASA Model Policy 421, Orig. 1995, Rev. 2025
Approved: 7/21/22 by Board of Directors
Revised: 11/20/25 by Board of Directors

**BLUFFVIEW MONTESSORI SCHOOL
POLICY 421
GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS**

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to Bluffview Montessori School employees and school board members.

II. GENERAL STATEMENT OF POLICY

- A. Bluffview Montessori School recognizes that students, parents, and others may wish to show appreciation to Bluffview Montessori School employees. The policy of Bluffview Montessori School, however, is 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. A violation of this policy occurs when any employee solicits, accepts, or receives, either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with Bluffview Montessori School. Employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The Head of School has discretion to determine what value is "insignificant."
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with Bluffview Montessori School. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with Bluffview Montessori School.
- F. An elected or appointed member of a school board, the Head of School, the Assistant Head of School, or other administrator, may not accept a gift from an interested person. Members of charter school boards and persons

employed as charter school directors and chief administrators are subject to the requirements of Minnesota Statutes, sections 10A.071 and 471.895.

III. DEFINITIONS

- A. “Gift” means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.
- B. “Interested person” means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, the Head of School, the Assistant Head of School, or other administrator, is authorized to make.
- C. “Financial interest” means any ownership or control in an asset which has the potential to produce a monetary return.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 124E.03, subdivision 11 (Statement of Economic Interest; Gift Ban)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)