

8.30.010-P District Funds for Purchase of Meals and Refreshments for Meeting

The Board recognizes there may be occasions when it is appropriate for Board members, administrators and others to expend District funds in the course of conducting District business to provide meals or refreshments (i.e., bakery goods, snacks, fruit, punch, coffee, tea, soft drinks, etc.). The purchase of gifts may also be approved in certain situations. Such occasions may include, but are not limited to, community meetings and other outreach events, various District and building level meetings, contributions or outstanding service to the District and other District and school-sponsored activities. ~~[[c1]]~~

The use of District funds, as used in this policy, means the use of money in any of the general accounts of the District. This includes the General Fund, Bond Fund, and others. It also includes money in student body accounts held at each school that are derived from any student activity or from parent organizations. Exceptions are funds collected from staff members or others for the specific purpose of providing gifts or parties.

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1) Meals and Refreshments

District funds may be used to pay for individual or group meals only if official District business is being conducted during the time in which the meal is provided and only if the meal provides a particularly practical time or setting for the discussion, consistent with the following:

- a) Meals may be provided by the District as part of Board work sessions, at District or building-level committee meetings, professional development trainings, or other District-approved activities.
- b) Refreshments may be provided by the District for employees at the discretion of the administrator for mandatory meetings for staff scheduled outside of the normal work day.

Meals not directly business related may be provided to staff or others at the individual's expense only.

The purchase of alcoholic beverages with District funds is strictly prohibited.

2) Gifts

There are numerous occasions that may arise when Board members, administrators, or other District staff may feel the need to recognize employees. A Board member, administrator or other District employee may provide such recognition at his/her expense only, unless as otherwise permitted below:

- a) The Department of Human Resources may provide a small token of appreciation for a

Board member's or employee's retirement or years of service and other related activities utilizing district funds budgeted for this exclusive use. For example, the Board generally proclaims special recognition for classified employees' week and teacher appreciation week, and Board members may receive plaques in their honor or framed certificates or student art for their service to the District;

- b) Administrators may purchase modest gift items as an incentive for students, however, the giving of gift cards is prohibited;
- c) All other expenditures of District funds for gifts is permitted only with prior authorization from the Board or Superintendent.

3) Grant Funds

Grant funds are subject to the same guidelines as outlined in this policy. Additional or other expenditures for food and drink may be made with grant funds when the event requiring the refreshments was included in the grant proposal and approved by the granting agency.

In order to comply with statutory requirements, the board directs the following:

1. Meals are defined as food provided at a customary time or occasion for eating (i.e. breakfast, lunch, dinner). Meals are generally more extensive than snacks.
2. Refreshments such as a beverage and/or pastry are considered snack items provided at times not generally a customary mealtime.
3. District funds may be used for expenditures for meals for District employees if an Administrator schedules a working lunch, training session, workshop involving district business or if a group works through a meal period and no meal break is provided.
4. District funds may be used for expenditures for refreshments for District employees at the discretion of the Administrator if the Administrator schedules a mandatory meeting for staff during or outside of the normal work day.
5. Administrators may, at their discretion, purchase nominal food and drink for meetings involving members of the community who are voluntarily assisting the District in its mission.
6. Administrators are expected to exercise prudent and appropriate judgment in the expenditure of District funds for food or drink.
7. Grant funds are subject to the same guidelines as outlined in this policy. Additional or other expenditures for food and drink may be made with grant funds when the event requiring the refreshments was included in the grant proposal and approved by the granting agency.

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