



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 4134
4234
4334
Page 1 of 1

All Personnel

Meetings

It is not appropriate to use categorical or general funds to purchase food items (such as meals, beverages, and snacks) for short meetings, gatherings, or receptions involving only District staff. The Board has authorized that food items may be served at specific district-sponsored meetings, events, and activities. Alcoholic beverages are not allowed. The cost of food items served at authorized activities shall be paid from district funds and shall comply with all legal and district requirements for the expenditure of district or categorical funds. Funds for all such expenditures must be available in the budget and the costs must be kept to a minimum. Federal funds cannot be used for any food item purchases. Expenditures for the events listed below must have advance approval by either the Superintendent, Deputy Superintendent, or Assistant Superintendent.

The following events are permitted to have food:

1. Functions for volunteers and retiring employees;
2. Activities honoring individuals in education;
3. District planning and operational meetings, with a printed agenda and sign-in sheet, may qualify for food under the following conditions:
 - a. if the meeting involves people from outside the district and it lasts four hours (not counting the meal time); and is not a one-on-one meeting, such as a parent-teacher conference;
 - b. if the meeting involves only district staff and is at least four hours long (not counting the meal time);
 - c. if it is an all-day onsite meeting, a working lunch may be included;
4. Other activities as designated by the Governing Board.

Regulation Approved: 02-27-90

Revised: 10-12-93

11-12-19