



Huntington Beach Union High School District Board Policies and Administrative Regulations

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All Personnel

Meetings

The Board has authorized that refreshments may be served at district-sponsored meetings, events and activities. Expenditures for the events enumerated below must have advance approval by the Superintendent or his designee(s), using Form 50.45 (Authorization Request for Professional and Official Business). The designees are the Assistant Superintendents.

1. Functions for volunteers and retiring employees;
2. Activities honoring individuals in education;
3. Public Schools Week activities;
4. Education events sponsored by the Board;
5. Seminars and workshops sponsored by the Board;
6. Board appointed committee meetings;
7. In-house group planning and operational meetings; provided:
 - a. the meeting involves people from outside the district as long as it is not a one-on-one meeting such as, for example, a parent-teacher conference;
 - b. meetings involving only district staff are at least four (4) hours long, not counting the meal;
 - c. it is an all day meeting. Such a meeting may include a lunch if it is on site with a working lunch;

It is not appropriate to use district monies (General Fund or categorical) to provide refreshments or food at short meetings/gatherings/receptions involving only District staff.

Meetings (continued)

8. Other activities as designated by the Governing Board.

Alcoholic beverages or meals at the end of a meeting are not allowed.

Funds for all such expenditures must be available in the budget and the costs must be kept to a minimum.

The cost of refreshments/food served at duly 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.

Legal Reference:

Regulation approved: 2/27/90
Revised: 10/12/93