

3.61 CMS DISTRICT MEAL AND REFRESHMENT POLICY FOR SCHOOL-RELATED MEETINGS AND TRAINING

Policy Purpose:

The purpose of this policy is to establish guidelines for providing meals, snacks, and refreshments to district employees attending school-related meetings, business functions, training, and professional development sessions. This policy ensures that expenditures for food and beverages are reasonable, necessary, and aligned with district goals.

Policy Scope:

This policy applies to all district employees participating in official district meetings, trainings, and professional development activities provided by the district. The provision of meals and snacks will be considered when it contributes to the effective functioning and productivity of the event.

Policy Guidelines:

1. Eligibility:

- Meals, snacks, and refreshments may be provided during meetings, training sessions, workshops, or professional development programs that:
 - Involve district-wide or department-level functions, including but not limited to administrative, instructional, or support staff gatherings.
 - Are deemed essential to the district's business and contribute to the professional growth of employees.

2. Allowable Events:

- District or school-related meetings or workshops
- Professional development sessions
- Training sessions for employees
- Business meetings where attendance is mandatory
- Board meeting and special district committee meetings
- Community events involving district representatives

3. Expenditure Limits:

- Meals, snacks, and refreshments should be procured within the approved budget set by the superintendent

4. Approval Process:

- All expenditures for meals and snacks must be pre-approved by the appropriate administrator, department head, or budget authority.

- Purchases must be documented and itemized, with receipts submitted to the finance office for reimbursement or direct payment.
- All food purchases must comply with district purchasing guidelines and, where applicable, be sourced through approved vendors.

5. Considerations:

- Dietary preferences and restrictions (e.g., vegetarian, allergies) should be considered when planning meals.
- Non-alcoholic beverages are the only allowable refreshments.
- Meals will not be provided for regularly scheduled meetings or routine staff gatherings unless a specific business purpose is identified and approved by the superintendent.

6. Non-allowable Expenses:

- Personal meals unrelated to district business
- Alcoholic beverages
- Meals or snacks for social gatherings or events not directly connected to district business or professional development.

Review and Compliance:

This policy shall be reviewed annually, and compliance with the policy will be monitored by the district's finance department. Any exceptions to this policy must be documented and approved by the district superintendent or designee.

Date Adopted: September 30, 2024

Date Revised: