

**MEETING EXPENSE**

The Board supports staff attendance at meetings and workshops designed to promote understanding of district programs and improve job performance. The Board authorizes the scheduling of such meetings and delegates to the superintendent the authority to serve non-alcoholic beverages and/or refreshments and to provide for certain other items related to designated meetings or events. The following activities are approved for service of non-alcoholic beverages and/or refreshments:

1. Functions for volunteers and retiring employees
2. Activities honoring individuals in education
3. Public Schools week activities
4. Educational events sponsored by the Board
5. Seminars and workshops sponsored by the Board
6. Board appointed committee meetings
7. Group planning and operational meetings

The Board authorizes the superintendent to approve the following items related to meetings and events:

1. Speakers fees
2. Rental of space and equipment
3. Framed certificates, plaques, trophies
4. Flowers and gifts

The expenses for non-alcoholic beverages or other refreshments which are served at duly authorized activities shall be paid for through district funds at a cost per person not to exceed \$25.00. Scheduled activities shall be in conformance with the Education Code and shall serve the educational purpose as follows:

1. Communicates the mission of the Board of Trustees
2. Increases community awareness of educational programs
3. Promotes individual and group support of local educational priorities
4. Improves time management and staff effectiveness
5. Commends exemplary service to education

**LEGAL REFERENCE****CALIFORNIA EDUCATION CODE**

35160 Authority of Governing Boards  
35160.1 Unique Needs and Solutions  
44015 Awards to Employees  
44032 Travel Expense Payment