



MT. DIABLO UNIFIED SCHOOL DISTRICT
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Lisa Gonzales, Ed.D.
Chief Business Officer

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To: All Administrators

From: Dr. Lisa Gonzales *LMG*

Subject: Update Guidelines on Meals for Meetings - 2022/2023 Fiscal Year

We recognize that meetings lasting several hours or those that occur during a meal period may warrant the need for refreshments and/or food. As a district we strive to be flexible and allow administrators to use their best judgment when providing food where you believe it is necessary, while being mindful of the appearance of using taxpayer dollars for food.

Therefore, the district will allow refreshments and/or food to be purchased for staff or parent/family engagement meetings. These meetings must be for group meetings that last more than two hours. The following guidelines have been developed to assist in making these purchases:

1. Expenditures must be Pre-approved by the Chiefs that oversees the department/site.
2. The participants must be actively engaged in School District business during the meal.
3. Appropriate and permissible funding sources are available and prearranged.
4. Meals may be provided for meetings if the meeting/event is two hours or more during breakfast, lunch and dinner times. Breakfast will be allowed for meetings that start at 7:30 am or earlier and dinner will be allowed for meetings that start at 5:30 pm or later.
5. In order to stay within the meal dollar limits, grocery stores may offer the best option but external catering companies with district funds are NOT recommended & will need prior approval from a Chief or Executive Cabinet member.
6. The School/Department or designee must submit documentation to support the activities, meals, and refreshments. The documentation shall include a description of the activity, the purpose/justification of the activity or meeting, a copy of the meeting agenda and a completed sign in sheet for all participants.
7. The table on the next page summarizes the criteria for food purchases.

Criteria for Food Purchases		
1	Email Pre-Approval from Administrator	Required
2	Duration of Meetings	Only during breakfast meeting periods (start 7:30 am or earlier), lunch or dinner (start at 5:30 pm or later) lasting more than 2 hours
3	Nature of Meetings	Welcome Back Meetings/events; parents/family engagements. For required staff development for teachers and classified staff only when purchasing "meals on your own" is not available. (Meaning you are not providing a lunch break and working through lunch, which should be noted in your agenda).
4	Limits on spending per person: <ul style="list-style-type: none"> ● Breakfast: \$17.00 ● Lunch: \$18.00 ● Dinner: \$33.00 	
5	External Caterers	Not Recommended & needs pre approval by a Chief.

The following are NOT allowed:

1. Receptions, dinners, or other social functions held for or honoring any employee or group of employees of the district (e.g breakfast, luncheon, dinner, or reception for retirees or award recipients).
2. Meals or refreshments served to guests, parents, vendors or employees at any event that has not been approved.
3. Expenses for alcoholic beverages and/or candy.
4. If the meeting is being hosted by the Site Administrator, the request will need pre-approval by their Chief, and Chief hosted events by the Superintendent, otherwise it has not been approved.
5. Any CalCard purchases, as CalCards are for emergencies only - food is not an emergency.