

VENTURA COUNTY BOARD OF EDUCATION

**ADMINISTRATIVE
REGULATION NO. 3550**

ADOPTED: 02/24/97

CLASSIFICATION: Business and Noninstructional Operations REVISED:

SUBJECT: Meetings: Service of Food and Nonalcoholic Beverages

The Board and the Superintendent recognize that officers and employees often are required to promote understanding of schools and programs operated by the Superintendent through personal contact with individuals and groups at various times. Funds may be used to purchase food and nonalcoholic beverages such as coffee, tea, and/or soft drinks for participants in specific Office-sponsored workshops, meetings, award ceremonies, and other official activities in order to:

1. Communicate the Mission and Goals of the Office.
2. Provide assistance or direction to the Board, Superintendent and/or designee(s).
3. Increase community awareness of educational programs.
4. Promote individual and group support of local educational priorities.
5. Improve time management and staff effectiveness.
6. Commend exemplary service to education.
7. Costs are not excessive.

The Superintendent and division assistant superintendents are authorized to provide the service of food, snacks, and nonalcoholic beverages such as coffee, tea, and/or soft drinks at Office sponsored workshops, award ceremonies, or meetings at which school or community college district staff, students, community members, or other agency representatives compose the majority of participants, and the cost per participant is not excessive. Any excessive costs, such as for meals and/or beverages for staff, etc., require the specific approval of the Superintendent.