

Morgan Hill Unified School District

Food Guidelines

The District must maintain a responsible balance between providing reasonable support for meetings we conduct and the fiduciary responsibility not to make a gift of public funds. We are here first and foremost for the education of children and it is our hope that our District's budget and resources should be used in the most efficient manner to that end.

The following guidelines will apply to all food and beverage purchases by staff. Food purchases are not allowed to be reimbursed from Petty Cash funds and may only be funded using Unrestricted Lottery. A sign-in sheet and agenda must accompany the paperwork (i.e. credit card statement, requisition, invoice or expenditure transfer) to pay for an approved food or beverage purchase. Violations may result in the employee being held personally responsible for the cost of any purchases that do not follow these guidelines. If in doubt, check first with the Business Office.

Employee Meals

1. The District does not generally provide employee meals. This means that staff luncheons or "working lunches" are the employee's responsibility unless approved in writing in advance by the Superintendent or Assistant Superintendent.
2. The District does not pay for an employee's lunch while attending District provided staff development or other training, unless the lunch is included in the cost of the program. If the professional development meeting dismisses for a lunch period, employees are responsible for their own meals.
3. For meals incurred while attending an out-of-county conference, please refer to the District's [Travel Reimbursement Policy](#).

Staff or Community Meetings

1. Morning meetings or afternoon meetings that last two or more hours may include a beverage such as coffee or water and a healthy snack such as fruit or granola bars.
2. Meetings that begin at 6:00 PM or later and last at least two hours may include a light dinner. The cost per person should be kept to a minimal amount and shall not exceed ten dollars.

NOTE: Whenever possible, foods should be purchased through the District's Food Service Department to minimize costs. Please submit the receipt(s) for all food costs, the meeting's agenda, and a sign-in sheet to the Fiscal Office.

Other

1. Crisis intervention counselors who are providing a service to the District and cannot break for lunch may be provided a district-paid lunch. The cost per person should be kept to a minimal amount and shall not exceed ten dollars.
2. Snacks for students during testing periods must be purchased through the District's Food Service Department and comply with the District's Wellness Policy.
3. Coffee and/or tea supplies for staff lounges must be funded through staff donations.
4. Any food or beverages for community, staff and/or parent appreciation cannot be funded using District funds.
5. Candy may not be purchased using District funds.