



Tucson Unified School District

*Office of the
Chief Financial Officer*

Yousef Awwad, CPA, MBA, CGMA

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April 16, 2013

TO: Dr. John J. Pedicone, Superintendent
Tucson Unified School District Governing Board

FROM: Yousef Awwad
Chief Financial Officer

SUBJECT: Approval to Provide Food/Beverages for District Meetings and Training Sessions

There are times that District meetings and training sessions are scheduled which span a half-day or an entire day. Most of these meetings usually continue during the lunch hour. On occasion, the function is held after normal work hours continuing into the evening. For these occasions, it is believed that providing a meal to board members/participants benefits the District since the meetings are usually more productive when members do not have to break for lunch or dinner which will extend the time spent for these meetings. The District usually documents that a reasonable justification exists when serving food at these meetings.

Recommend Board approval to purchase/provide food/beverages at the functions listed below:

- Governing Board Executive Sessions
- Governing Board Retreats
- Superintendent Search
- Administrators' Meetings
- Back-to-School Conference
- Department Training Sessions
- District hosted SASBO Luncheon Meetings

Other functions scheduled during lunch or after hours where the benefit of individual participation outweigh any costs involved.

Administrative Recommendation: Authorize the purchase of food/beverages during District meetings and training sessions for employees, staff, and guests as needed in the best interest of the Tucson Unified School District.