

POLICY

2006

5360

Non-Instructional/Business
Operations

SUBJECT: MEALS AND REFRESHMENTS

The Board of Education recognizes that, occasionally, it may be appropriate to provide refreshments and/or meals at district meetings or events that are being held for a district or educational purpose during normal meal times or for an extended period of time. Any expenditure on such refreshments and/or meals must be approved in advance by the appropriate Building Administrator. Meal requests may be approved when:

- officers and/or employees of the district will be prevented from taking time off for food consumption due to a pressing need to complete the business at hand;
- the district is faced with business of an immediate nature and meetings of district employees are essential at mealtime;
- the district wishes to recognize the services provided by volunteers or other unsalaried members of the district (in such cases, however, only the meals of those being recognized may be reimbursed and the cost of the meals must be reasonable).

Examples of an authorized expenditure include, but are not limited to, refreshments and/or meals for staff assigned to participate in assessment day grading of standardized tests; for staff on Teacher Orientation Day at the beginning of each year and on Staff Recognition Day; Superintendent's Conference Day; community/district meetings at which school district business is conducted; a committee or working group, which may include a consultant employed by the district, where it is necessary to work through the meal hour on district related business.

All expenses must be appropriately documented, including the date, purpose of the meeting and the group in attendance, and submitted to the district's Business office for the purposes of audit and possible reimbursement.

NY Constitution, Art. VIII, §1
(constitutional prohibition against gifts)
Education Law §2118
Ops. St. Compt. 77-667; 79-522; 82-66; 82-213 82-298;
83-57; 98-2

Adopted: 7/05/2005