

**Board of Education Policy**

**MEALS AND REFRESHMENTS**

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The Board of Education recognizes that from time to time it may be appropriate to provide meals and/or refreshments at District meetings and/or events, which are being held for a District or an educational purpose. Any expenditure made on such meals and/or refreshments should be approved in advance by an Administrator.

Meal and refreshment 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 categories that may be authorized include but are not limited to refreshments for staff on teacher orientation day at the beginning of each year, staff recognition day, refreshments for Superintendent's Conference Day, community/district meetings, assessment day grading of tests, receptions for volunteers, and other meetings at which district business is conducted. A meal may be provided to a committee or working group whose responsibilities require working through the meal hour, or other specific circumstances for which working through the meal hour is advantageous to the District.

All expenses should be pre-approved through a purchase order when appropriate and be appropriately documented with an itemized receipt, 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.

**Reference:** 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

**Cross-Reference:** Board Policy #6830

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