MEALS AND REFRESHMENTS - REGULATIONS

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 educational purposes. Any such expenditure on meals and/or refreshments must be approved in advance by the Assistant Superintendent for Business & Operations.

Any such expenditure made for meals/and or refreshments must be appropriately documented with an itemized receipt, and submitted to the District's Business Office for the purpose of audit and reimbursement.

All supporting documentation must include the names of attendees and the reason why the attendees required meals and/or refreshments to conduct school district business.

Examples of authorized categories of expenditures include but are not limited to refreshments for staff on Teacher Orientation Day, Staff Recognition Day, full day teacher workshops, Superintendent's Conference Day, Community/District meetings, Assessment Day grading of tests, receptions for volunteers and other meeting at which district business is conducted.

The Board recognizes that each year there may be a limited number of instances where Board members are expected to participate by virtue of their board office in activities of a combined business and social nature, where their participation is deemed by the Board to be in the best interest of the school district. These include, but are not limited to, district wide events open to the school community, such as an annual PTA Recognition Dinner, where board members will serve as representatives of the Board to express the Board's appreciation for the efforts of parent volunteers and other honorees, and at retirement dinners for staff retirees where the presence of board members is essential for the promotion of the goals of harmonious labor relations and for the expression of the Board's appreciation for past services by such retirees to the District and its students.

In such circumstances, the Board may approve those of its members whom it deems to be in the best interest of the District to attend such functions at district expense.

From time to time, service of modest meals during a mealtime and/or refreshments may be appropriate for a meeting or event held for an educational purpose.

Whenever meals and/or refreshments are ordered, the person making the request shall indicate the date, purpose of the meeting and identify the group in attendance. The Board recognizes that on occasion, it will be necessary that a meal and/or refreshment

expenditure may be incurred as an extension of the responsibilities of a Board of Education member, school official, or staff member to continue and complete a specific activity or event which is being held for a business purpose. In such instances, documentation as noted above shall be submitted to the Business Office for the purposes of audit and possible payment and/or reimbursement. In any instance where a receipt has been lost or not obtained, at the discretion of the Assistant Superintendent for Business & Operations, a signed statement may be submitted and accepted as a substitute document.

Other reimbursable non-travel related meals may include a meal with a consultant of the district, a meal provided to a committee or working group whose responsibilities require working through the meal hour, or other specific circumstance for which working through the meal hour is advantageous to the District.

Each claim must include supporting documentation in the nature of itemized receipts and explanations substantial enough to determine that the amounts claimed represent actual and necessary School District expenses.

Adopted: July 1, 2008