

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, which are being held for a district or educational purpose. Any expenditure on such refreshments and/or meals must be approved in advance by the Assistant Superintendent for Business & Operations. 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 authorized expenditures would be refreshments and/or meals for staff assigned to participate, by virtue of their board office, in activities of a combined business and social nature. These include, but are not limited to district-wide events open to the school community, such as annual student award dinners.

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

Ref: NY Constitution, Art. VIII, Section 1 (constitutional prohibition against gifts)
Education Law Section 2118
Ops. St. Compt. 77-677; 79-522; 82-66; 82-21382; 83-57; 98-2

Adopted: July 1, 2008