MEALS AND REFRESHMENTS

The Board of Education recognizes that 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 appropriate division administrator. Meal requests may be approved when:

- officers and/or employees of the district will be prevented from taking time off at mealtime 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);
- light refreshments, such as coffee and cookies, may be served by the school district on occasions such as honoring student and/or staff achievements.

An example of an authorized expenditure would be refreshments and/or meals for staff assigned to participate in assessment day grading of standardized tests.

All expenses must be appropriately documented, including the date, meeting agenda, attendance roster, and detailed receipt of the meals and refreshments purchased and submitted to the district's business office for the purposes of audit and reimbursement if properly approved in advance.

Ref: 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

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