

**NON-INSTRUCTIONAL/BUSINESS OPERATIONS****SUBJECT: REIMBURSEMENT FOR MEALS/REFRESHMENTS**

The Board of Education recognizes that from time to time it may be appropriate to provide service of modest meals during a mealtime and/or refreshments at District meetings and/or events which are being held specifically during a mealtime for an educational purpose. Any expenditure made for such meals and/or refreshments should be appropriately documented with a receipt, itemized whenever possible, and submitted to the District's Business Office for the purposes of audit and possible reimbursement.

Examples of authorized categories of expenditures include, but are not limited to refreshments for staff on Teacher Orientation Day at the beginning of each year and on Staff Recognition Day; refreshments for a Superintendent's Conference Day; community/ district meetings at which school district business is conducted; during assessment day grading of tests; receptions for volunteers; and other meetings, which occur during a mealtime at which district business is conducted.

The Board recognizes that each year there may be a limited number of instances where Board members and members of the administration are expected to participate by virtue of their Board office or job description 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 and administrators will serve as representatives of the District to express the District's appreciation for the efforts of parent volunteers and other honorees, and at retirement dinners for teacher retirees or administrative retirees where the presence of Board members and members of the administration is essential to 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 designate those of its members and/or administration whom it deems to be in the best interest of the District to attend such functions at district expense.

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

Adopted: November 9, 2005  
Revised: March 11, 2009

**Re-Adopted: July 11, 2012**

