

**MEALS AND 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 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 teacher retirees or administrative retirees, where the presence of Board members 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 whom it deems to be in the best interest of the District to attend such functions at District expense.

**MEALS AND REFRESHMENTS REGULATION**

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 *Superintendent*, a signed statement may be submitted and accepted as a substitute document.

Examples of authorized categories include but are not limited to, a meal with a consultant employed by the District where it is necessary to work through a meal hour, a meal 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 necessary for completion of District work.