MEALS AND REFRESHMENTS

The Board of Education (the Board) recognizes that, occasionally, it may be appropriate to provide refreshments and/or meals at Bethlehem Central School District (the District) meetings or events that 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 building administrator. Refreshments consist of light snacks and beverages, which may be provided as is professionally customary, for meetings during nonmeal periods. 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 include, but are not limited to, refreshments and/or meals for staff on teacher orientation day at the beginning of each year, staff recognition including opening day and at year-end, refreshments during professional development on Superintendent’s Conference Day or faculty meetings, community/district meetings, assessment day grading of tests, receptions for volunteers, and other meetings at which District business is conducted.

Expenditures must be reasonable, actual, and necessary. Reasonable is defined as a nominal per person amount for refreshments, and within the federal travel reimbursement rate schedules for meals. Necessary is defined as professionally customary and as is approved by the appropriate administrator. All expenses must be appropriately documented, including the date, purpose of the meeting, and the group in attendance, and submitted to the District’s Business Office for the purposes of audit and possible reimbursement.

Cross-ref: 6830, Travel Expense Reimbursement

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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