

Non-Instructional/Business  
Operations**SUBJECT: MEALS AND REFRESHMENTS POLICY**

The Port Jervis Board of Education recognizes the fact that at certain times it may be appropriate to provide refreshments and/or meals at District Meetings and/or events which are being held for an educational purpose. Prior approval of the Superintendent or his/her designee must be obtained for food and beverages provided at meeting or activities which will be charged to the District. Requests must include the purpose of the meeting, meeting date and time, the estimated number of people expected, and the reason that refreshments and/or meals had to be served during the meeting. These requirements must be met for any and all meals or refreshments either provided by the school lunch fund or local vendors, charged to District credit cards, or reimbursed to a School District official.

Situations where meals may be considered a proper expense include, but are not limited to, the following:

- The Port Jervis School District is faced with business of an immediate nature between two or more people and said meetings are required to be held at meal times due to staff schedules.
  - Staff members are participating in events such as a conference day, grading of standardized tests, or orientation sessions where the length of the event is consistent with the employee's normal work day.
  - Professional Development Seminars for staff members are at least five hours in length.
  - Conferences or workshops for district personnel where the fee includes the cost of the meal.
- Said meal must be provided during the meeting. It cannot be delivered or served at the beginning or end of the scheduled meeting. For example: where a luncheon meeting is scheduled from 10:00 am until 2:00 pm because it is the only time a meeting can be held before an important deadline, the meal may be eligible for reimbursement if it was delivered at 12:00 noon.

Refreshment requests may be approved when the Board wishes to annually recognize individuals such as those being granted tenure, those retiring from the District, or students who are accepting awards. They may also be approved for district-wide committee meetings or at the special request of the Board. For the purpose of this policy, refreshments include coffee, tea, non-alcoholic beverages, water, cookies, pastries, cake, fruit, and other food provided in quantities that are not considered to be a meal.

Administrative procedures will be developed so that there is proper accounting for said use of district funds.

Note: refer also to Policy #5624 - Travel and Conference Expense Reimbursement

Adopted: 11/28/06