

## MEALS AND REFRESHMENTS

The Peru Central School District Board of Education recognizes there are appropriate occasions and school sponsored events where it is appropriate and customary to provide light refreshments at particular school district activities, events and meetings.

Such occasions include regular monthly Board meetings when public recognition is offered to celebrate distinctive and exemplary achievement by students and/or employees and/or school volunteers.

Other such occasions include 'Back to School' gatherings of employees, volunteers and/or students, open house events, commencement events, exhibits of student work, special meetings of district employees scheduled by the district office, volunteer recognition events, Superintendent's Conference Day activities for employees, ad-hoc task force meetings extending service on campus for district employees and school volunteers, professional development activities scheduled by the school district and evening activities associated with continuous improvement of instructional programs or support operations.

The Board of Education also recognizes that there are periodic occasions when it is appropriate and customary to provide light working breakfasts or other meals. Meal requests are eligible for approval by the Superintendent of Schools and School Business Administrator under the following conditions:

- There is specific and justifiable pressing need for officers and/or employees and/or members of the school board to continue through a customary meal time in order to accomplish and complete school district business at hand;
- The school district is faced with business of an immediate nature and meetings of district employees are essential throughout a customary mealtime;
- The school district is providing a customary function such as induction programming for new faculty/staff during summer, gatherings of association presidents with the Superintendent of Schools to discuss timely business of mutual interest to the school district and bargaining units; recognition of students and parents at the customary annual awards breakfasts or dinners, twice-annual school board retreats during the day that extend beyond a three-hour time frame, emergency management-related duties.
- Light working lunch or dinner for faculty assigned by a Principal to participate in extended hours grading of federal or state-mandated testing when time is of the essence.

Expenditures for refreshments or light working meals require advance request and advance authorization via appropriate approval form via the building administrator or operations supervisor for district office review and consideration.

The Superintendent of Schools is charged with establishing an appropriate protocol and request form, calling for the date, time, title, purpose of the event, and anticipated size of group in attendance. Such requests are to be submitted to the district office for purposes of audit and determination of eligibility for reimbursement.

The cafeteria services function of the school district is to be given first consideration when a vendor is required for approved expenditures of refreshments and/or light working meals.

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.

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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