

# RED HOOK CENTRAL SCHOOL DISTRICT

## POLICY # 8332

### Meals and Refreshments Regulation

From time to time, service of modest meals during a mealtime and/or refreshments may be appropriate for meetings or events held for school district purposes.

Whenever meals 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 or refreshment expenditure 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 purpose of audit and possible payment and/or reimbursement.

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 a meal hour, or other specific circumstances for which working through the meal hour is necessary for completion of District work.

1<sup>st</sup> Reading: 02/06/06  
2<sup>nd</sup> Reading: 02/23/06  
Adopt: 02/23/06