



CITY SCHOOL DISTRICT OF ALBANY

9170

[] Required
[X] Local
[] Notice

MEALS AND REFRESHMENTS

The Board of Education recognizes that, occasionally, it may be appropriate to provide refreshments and/or meals at 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 administrator. Requests may be approved when:

- board members and/or employees of the District will be prevented from taking time off for food consumption due to a 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 community partners (the annual amount spent for all events, as well as the cost of the meals must be nominal.)

Consistent with the Wellness Policy, the District recognizes celebrations should focus on activities other than food. However, a nominal food expenditure is permissible to each education building to encourage parent engagement and support curriculum-related events. The annual permissible expense per building will be based upon enrollment on BEDs day and a per student amount as determined by the Superintendent of Schools. The allocation shall be a nominal amount per building year.

Food for teacher or other staff recognitions are not allowable under this policy.

Any funding a school or program may be eligible under Title I is in addition to these meals and refreshments allocations.

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

ADOPTED: 4-3-12

REVISED: 8-16-18