

# POLICY

2522

Adopted: April 3, 2007

School Board Governance and  
Operations

## SUBJECT: MEALS/REFRESHMENTS AT MEETINGS

Greater Southern Tier BOCES' officers and employees may be provided a meal at BOCES expense or reimburse for meals under the following circumstances:

1. When an officer or employee is traveling outside the employee's regular work area for an extended period of time.
2. Where official business of an immediate nature prevents the officer or employee from taking time out of the workday for a meal.
3. When an employee requires a meal to be served at a meeting in a BOCES facility, the employees should first consider using BOCES food service department for the provision of such meal before contracting with a restaurant or caterer. External catering should only be considered when the food service department is not operating or is completely committed to another event.
4. It is permissible to provide meals/refreshments for BOCES staff when **ALL** of the following apply:
  - There is a valid business purpose for the meeting.
  - There is a pressing need to conduct the business at meal time.
  - The meeting continues before and after the meal time and the food is sent in so the meeting can continue uninterrupted.
  - The meal is incidental to the business purpose for the meeting.
5. It is **NOT** permissible to provide meals/refreshments as a "perk" for BOCES staff (e.g., it would not be permissible for a BOCES employee to walk through the cafeteria line and charge their meal to BOCES since this would be perceived as a perk because they could make the payment directly to the cashier. Also, food for employee celebrations, such as birthdays, may not be purchased with BOCES funds).
6. When BOCES is hosting a business that includes outside groups or organizations who partner with BOCES' educational mission, it is permissible to provide reasonable cost refreshments, depending on the number of people present and the time of day.
7. In recognition of the time and distances traveled by Board members to attend meetings and the need for adequate time to complete the Board's agenda, the BOCES shall provide to the Board members an evening meal preceding each regular and special Board meeting. Such meals are provided in lieu of any meal reimbursement payable to Board members in accordance with Education Law § 1950(2-b).