

MONROE COUNTY COMMUNITY SCHOOL CORPORATION
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING June 16, 2009

FOR ACTION: Contract to vend meals to St. Charles Catholic School

RECOMMENDATION: Administration recommends approval of the contract between St. Charles School and MCCSC Food Service Department.

The contract between MCCSC Food Services and St. Charles School is to provide lunch for St. Charles students during the 2009-2010 school year.

MONROE COUNTY COMMUNITY SCHOOL CORPORATION
FOOD SERVICE DEPARTMENT

This will serve as an agreement between St. Charles School and the Monroe County Community School Corporation (MCCSC) Food Service Department for the 2009-2010 school year.

1. The cost of meals is:

Lunch for grades 1-6	\$2.25	Lunch for grades 7-8	\$2.50
Lunch for adults	\$2.75	Ala Carte milk	\$.45
2. The meals prepared for St. Charles will meet the nutritional guidelines and meal patterns set forth by the National School Lunch Program. When averaged over a school week, lunches must provide 1/3 of the RDA's for calories, fat, protein, calcium, iron, Vitamin A and vitamin C for each age group.
3. The MCCSC Food Service Department will provide lunches in bulk, served in 1 insulated containers to St. Charles.
4. St. Charles will provide their students with lunch menus. Menus are subject to change due to availability of products.
5. The MCCSC Food Service Department will provide milk to St. Charles
6. St. Charles will arrange for necessary employee (s) to serve meals and clean up after lunch. Plans and insulated containers are to be leaned before returning them to the MCCSC Kitchen.
7. MCCSC will provide transportation of meals to and from the MCCSC kitchen to St. Charles.
8. St. Charles will call the lunch count daily by 9:00 a.m. to the Food Service Supervisor at the assigned MCCSC kitchen.
9. MCCSC will provide Free and Reduced Priced Meal Applications for all students to be passed out the first day of school. (all completed applications must be returned to the MCCSC Food Service office for approval)
10. St. Charles will count the number of free, reduced price and paid reimbursable meals served to eligible children at the point of service. St. Charles will provide this daily count to the MCCSC kitchen. Enrollment totals must be provided to MCCSC Food Service Office monthly.
11. MCCSC will retain all documents supporting claims for free, reduced and full price meals served for five (5) years.

- 12. St. Charles will establish an accurate system for collecting lunch and milk monies. This system must comply with State Board of Accounts procedures. At the end of each month, the MCCSC Food Service Department will invoice St. Charles for the total number of meals and milk served to students and adults.
- 13. MCCSC Food Service Department will provide St. Charles with a written ten (10) day notice for any change in the cost of the meals or milk.
- 14. A thirty (30) day notice will be given to the other should either party wish to terminate services.
- 15. Meals will be provided to St. Charles on all days that school is in session in the MCCSC. If school is in session at St. Charles on dates when school is closed in the MCCSC, St. Charles will be responsible for making their own lunch arrangements.
- 16. The MCCSC kitchen will be notified in writing one (1) week in advance if St. Charles will not need meals on a particular day. If notice is not given, St. Charles will be billed for the average number of lunches and milk normally served. The rate will be the full paid price.

The following representatives agree to the terms of this contract.


SIGNATURE

St. Charles

Principal
TITLE

5/29/09
DATE


SIGNATURE

MCCSC Food Service

F.S. Director
TITLE

6-8-09
DATE

SIGNATURE
MCCSC School Board

TITLE

DATE