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## Memo

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Vernon Hal, Senior Business Officer *VHA*  
Jennifer Le Barre, Executive Director Nutrition Service, Warehouse & Distribution

**Board Meeting Date** August 23, 2017

**Subject** Request for Approval of Food Services Agreement Between Oakland Unified School District Nutrition Services and Community School for Creative Education.

**Action Requested** Approval by the Board of Education of Food Services Agreement Between Oakland Unified School District and Community School for Creative Education.

**Background** Community School for Creative Education requested that Nutrition Services provide breakfast, lunch and snack service. Nutrition Services will provide meals based on attached agreement.

**Discussion** Oakland Unified School District is able to provide meals and services to Community School for Creative Education in compliance with National School Lunch protocols through Oakland High School cooking kitchen.

**Recommendation** Approval by the Board of Education of the Food Services Agreement Between Oakland Unified School District and Community School for Creative Education.

**Fiscal Impact** Approximated increased revenue of \$150,000.00 from Federal & State reimbursements. Will be cost neutral better.

**Attachments** Food Service Agreement

## FOOD SERVICE AGREEMENT

<b>Administering Sponsor:</b> Oakland Unified School District	
Agreement Number: 01-61259-0000000-01	Vendor Number: 6125-00
<b>Receiving Sponsor:</b> Community School for Creative Education	
Agreement Number: N/A	Vendor Number: N/A

This Agreement, executed in duplicate and entered into on (date) July 1, 2017, between the Administering Sponsor, hereinafter referred to as School Food Authority (SFA), and the receiving sponsor, Community School for Creative Education, hereinafter referred to as Community School for Creative Education created for the purpose of providing: (check  all that apply)

- X Lunches under the National School Lunch Program
- X Breakfasts under the National School Lunch Program
- X PM Snacks under the Child & Adult Care Food Program or National School Lunch Program
- X Suppers under the Child & Adult Care Food Program

**It is hereby agreed that:**

- (1) The SFA will represent the COMMUNITY SCHOOL FOR CREATIVE EDUCATION as the Child Nutrition Program "Sponsor" and will claim reimbursement from the California Department of Education for all meals served to children enrolled in the COMMUNITY SCHOOL FOR CREATIVE EDUCATION. Reimbursement will be claimed at the rate of one breakfast/lunch/snack per child per day, only for complete meals/snacks counted at the point of service, and according to each child's eligibility category.
- (2) Once approved by the California Department of Education, this agreement will automatically renew on an annual basis unless terminated. Either party may terminate this agreement for cause upon ten days written notice. Either party may also terminate this agreement without cause by giving written notice by June 1 proceeding the upcoming school year. Notice of termination will be provided in writing to the California Department of Education, Nutrition Services Division and the SFA.
- (3) The SFA will conduct the free and reduced-price application process, including the review, and approval of applications for the sites belonging to COMMUNITY SCHOOL FOR CREATIVE EDUCATION. COMMUNITY SCHOOL FOR CREATIVE EDUCATION will collect these meal applications between July 1<sup>st</sup> and October 15<sup>th</sup> each year. Completed meal applications must be submitted to the SFA no later than October 16<sup>th</sup> of each year, or

closest business day. However, meal applications will be submitted and processed throughout the school year.

- (4) Community School for Creative Education shall provide SFA a list of directly certified students from CALPADS. Student list shall be emailed to [Flynn.ing@ousd.org](mailto:Flynn.ing@ousd.org) and [Jennifer.lebarre@ousd.org](mailto:Jennifer.lebarre@ousd.org) prior to the start of the school year and as needed throughout the school year to identify students that should be receiving free meals as part of the direct certification program.
  - (5) COMMUNITY SCHOOL FOR CREATIVE EDUCATION will create and update the student rosters and provide current lists in Excel to the SFA as soon as possible after changes occur via email to [Flynn.ing@ousd.org](mailto:Flynn.ing@ousd.org) and [Jennifer.lebarre@ousd.org](mailto:Jennifer.lebarre@ousd.org). In turn the SFA will create and update eligibility rosters and provide current lists to COMMUNITY SCHOOL FOR CREATIVE EDUCATION as soon as possible after changes occur.
  - (6) If the SFA used/uses computerized POS (Point of Service) at COMMUNITY SCHOOL FOR CREATIVE EDUCATION for meal counting purposes, students will use the food services number provided by the SFA.
  - (7) The SFA will perform the required daily and monthly edit checks.
  - (8) The SFA shall be responsible for meal count accountability. COMMUNITY SCHOOL FOR CREATIVE EDUCATION shall support the SFA in these efforts by ensuring that the approved collection procedures are followed at all times. If COMMUNITY SCHOOL FOR CREATIVE EDUCATION directs SFA staff to not follow approved collection procedures, COMMUNITY SCHOOL FOR CREATIVE EDUCATION will be charged and shall pay SFA for all meals that the SFA is not able to claim due to non-compliance. COMMUNITY SCHOOL FOR CREATIVE EDUCATION will be charged and shall pay SFA at the paid student meal rates outlined in section 23.
  - (9) COMMUNITY SCHOOL FOR CREATIVE EDUCATION will assume responsibility for any over-claims identified during a review or audit, and reimburse the State accordingly when COMMUNITY SCHOOL FOR CREATIVE EDUCATION staff completes the point-of-service meal counts.
  - (10) The SFA will provide meals (breakfast, lunch, snack and supper) to COMMUNITY SCHOOL FOR CREATIVE EDUCATION that complies with the nutrition standards established by the United States Department of Agriculture for the menu requirements of the National School Lunch Program and Child & Adult Care Food Program.
- The SFA will prepare the meals/snacks in the Prescott Central Kitchen, 920 Campbell, 874-3342. This preparation site will maintain the appropriate state and local health certifications for the facility.
- (11) Breakfast counts will be established by the 2<sup>nd</sup> week of school and that number of meals will be sent daily until COMMUNITY SCHOOL FOR CREATIVE EDUCATION notifies Prescott. The After School Snack counts will be established by COMMUNITY SCHOOL

FOR CREATIVE EDUCATION and will be sent as ordered until COMMUNITY SCHOOL FOR CREATIVE EDUCATION notifies Prescott Central Kitchen. The adjustment must be made 2-3 business days prior to effective date.

- (12) COMMUNITY SCHOOL FOR CREATIVE EDUCATION will be obligated to accept and pay for the number of meals requested (see # 23 for prices).
- (13) The SFA will provide meals on days when the SFA is not open for business. However, the meals will be modified to bagged meals and staff will not be provided.
- (14) The SFA will provide all the equipment necessary to transport meals.
- (15) COMMUNITY SCHOOL FOR CREATIVE EDUCATION will provide all equipment for storage & preparation of meals once delivered.
- (16) The delivery of prepared meals will be no later than the day before service, unless otherwise agreed upon by the SFA and COMMUNITY SCHOOL FOR CREATIVE EDUCATION .
- (17) The SFA will provide staffing only if the number of meals supports the labor costs associated with meal service. This will be established and determined by the SFA based on SFA's staffing standards and requirements. If SFA determines that staffing cannot be provided, COMMUNITY SCHOOL FOR CREATIVE EDUCATION shall be responsible for all aspects of meal service, including but not limited to meal counting procedures. COMMUNITY SCHOOL FOR CREATIVE EDUCATION may also elect to pay the salary for SFA employee(s), with an hourly rate charged by the SFA that will cover all salary and benefits of SFA employee(s).
- (18) The SFA will be responsible for maintaining the proper temperature of the meals/snacks until they are served.
- (19) COMMUNITY SCHOOL FOR CREATIVE EDUCATION will return on a daily basis any and all property owned by the SFA.
- (20) The SFA will provide the necessary trays, dishes, utensils, straws, and napkins.
- (21) No later than one (1) week prior to the end of each month the SFA will provide to COMMUNITY SCHOOL FOR CREATIVE EDUCATION a monthly menu consisting of the meals/snacks to be served the following month. This menu will be made available online at [www.ousd.org](http://www.ousd.org)
- (22) The SFA will submit to COMMUNITY SCHOOL FOR CREATIVE EDUCATION itemized invoices for the meals/snacks. The invoices will be calculated using the following pricing: Breakfast Paid students: \$1.50; Breakfast Reduced Students \$0.30; Lunch Paid students \$3.25; Lunch Reduced Students \$0.40. COMMUNITY SCHOOL FOR CREATIVE EDUCATION will submit payment to the SFA in such form as required by the SFA on or before the 15th day of the following month. Prices are subject to change annually at minimum and may increase during the school year based on food costs.
- (23) For all schools on Provision 2 or Community Eligibility Provision (CEP) the base year percentage will be used to determine the number of meals charged at the reduced and paid rate (Provision 2) or paid rate (CEP).

- (24) When requested by COMMUNITY SCHOOL FOR CREATIVE EDUCATION , the SFA will provide sack lunches for field trips that meet the meal pattern requirements. Sack lunches for field trips will be requested at least ten (10) school days in advance. The cost per sack lunch will be the same as for the regular lunch. COMMUNITY SCHOOL FOR CREATIVE EDUCATION is responsible for maintaining the appropriate temperature of lunches until served and for correct meal counting procedures. All meals ordered by COMMUNITY SCHOOL FOR CREATIVE EDUCATION , but not consumed, will be charged and payable to SFA at the paid student rate: \$1.50 for Breakfast, \$3.25 for Lunch, and \$0.95 for Snack. COMMUNITY SCHOOL FOR CREATIVE EDUCATION will submit payment to the SFA in such form as required by the SFA on or before the 15th day of the month following the prior month's ordering and provision of meals. COMMUNITY SCHOOL FOR CREATIVE EDUCATION and the SFA agree that prices for meals are subject to change annually, at a minimum, as determined by the SFA, and may increase during the school year based on food costs, as determined by the SFA. COMMUNITY SCHOOL FOR CREATIVE EDUCATION agrees that the SFA may unilaterally change the prices for meals ordered by COMMUNITY SCHOOL FOR CREATIVE EDUCATION and payable to the SFA pursuant to this Agreement.
- (25) COMMUNITY SCHOOL FOR CREATIVE EDUCATION shall ensure compliance with Federal, State, and Local requirements related to competitive food sales. Specifically, COMMUNITY SCHOOL FOR CREATIVE EDUCATION agrees that any and all fundraisers will NOT take place during meal service and shall comply with Oakland Unified School District Wellness Policy nutrition guidelines. This includes, but is not limited to, student stores, clubs, and teacher- or parent-led fundraisers.
- (26) COMMUNITY SCHOOL FOR CREATIVE EDUCATION , in partnership with the SFA, establishes and supports a Share Table. Students shall be allowed to place unwanted food items from the meal served on the Share Table, and other students shall be allowed to take extra food, if needed, from the Share Table. COMMUNITY SCHOOL FOR CREATIVE EDUCATION shall ensure that all food is consumed by students in the cafeteria, however, students are allowed to take one fruit or vegetable from the cafeteria.
- (27) The gift or exchange of commodities is not permitted. Until students are served a meal/snack, all food remains the property of the SFA.
- (28) COMMUNITY SCHOOL FOR CREATIVE EDUCATION will indemnify and hold the SFA and its officers, employees, and agents harmless from any and all liability, cost, or expense incurred as a result of negligence on the part of COMMUNITY SCHOOL FOR CREATIVE EDUCATION .
- (29) COMMUNITY SCHOOL FOR CREATIVE EDUCATION will keep and maintain liability insurance, including extended coverage for product liability in an amount no less than \$1,000,000 for each occurrence and will provide the SFA with a certificate evidencing insurance in the amount, naming the SFA as an additional insured and specifying that the coverage will not be canceled or modified without 30 days prior written notice to the SFA.
- (30) The SFA will indemnify and hold COMMUNITY SCHOOL FOR CREATIVE EDUCATION and its officers, employees, and agents harmless from any and all liability, cost, or expense incurred as a result of negligence on the part of the SFA.

- (31) The SFA will keep and maintain liability insurance, including extended coverage for product liability in an amount no less than \$1,000,000 for each occurrence and will provide COMMUNITY SCHOOL FOR CREATIVE EDUCATION with a certificate evidencing insurance in the amount, naming COMMUNITY SCHOOL FOR CREATIVE EDUCATION as an additional insured and specifying that the coverage will not be canceled or modified without 30 days prior written notice to COMMUNITY SCHOOL FOR CREATIVE EDUCATION. The parties agree that SFA is permissibly self-insured and shall provide evidence thereof to COMMUNITY SCHOOL FOR CREATIVE EDUCATION upon request.
- (32) Both parties will comply with all applicable federal, state, and local statutes and regulations with regard to the preparation and service of National School Lunch Program and Child & Adult Care Food Program meals, including, but not limited to, all applicable regulations relating to the overt identification of needy pupils, the nutritional content of meals, and nondiscrimination. All records maintained by both parties shall be open and available to inspection by Federal, State, and local authorities in accordance with applicable statutes and regulations.
- (33) All business and information relating to the execution of this agreement and the services thereof, including kitchen visitations, will be directed to the Director, SFA or designee.

*[Handwritten Signature]*

James Harris  
President, Board of Education

*[Handwritten Signature]*

Kyla R. Johnson-Trammell  
Secretary, Board of Education

*Receiving Agency*

Name and Title of SFA Official <i>Clifford Thompson</i>		Telephone Number <i>(570) 686-4131</i>
Signature of SFA Official <i>[Signature]</i>		Date <i>5-12-17</i>
Name and Title of Receiving Agency Official <i>Devin Dillon Interim Superintendent</i>		Telephone Number <i>(510) 879-8200</i>
Signature of Receiving Agency Official <i>[Signature]</i>		Date <i>6-15-17</i>
California Department of Education Signature	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Date

SFA →

Board of Education  
OAKLAND UNIFIED SCHOOL DISTRICT  
Office of General Counsel  
~~APPROVED FOR FORM & SUBSTANCE~~

*[Signature]*  
MICHAEL L. SMITH, Attorney at Law

Reviewed *[Signature]*  
Vernon Hall