



Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF  
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY  
41017

TELEPHONE: (859) 344-8888 / FAX: (859) 344-1531

WEBSITE: [www.kenton.kyschools.us](http://www.kenton.kyschools.us)

Dr. Henry Webb, Superintendent of Schools

**KCSD ISSUE PAPER**

**DATE:**

July 23, 2020

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve The contract with the Northern Kentucky Community Action Commission Head Start/Early Head Start to provide meals and afternoon snacks to Head Start students at Ft. Wright Elementary for the 2020-2021 school year.

**APPLICABLE BOARD POLICY:**

Support Services 07.1

**HISTORY/BACKGROUND:**

The Student Nutrition department will furnish meals to Head Start participants that are compliant with the Child Adult Care Food Program Rules and Regulations while following local Health Department Policy. Northern Kentucky Community Action Commission Head Start/Early Head Start will be billed monthly at \$2 for breakfast, \$2.75 for lunch, and \$.88 for afternoon snack

**FISCAL/BUDGETARY IMPACT:**

None

**RECOMMENDATION:**

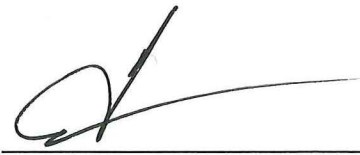
Approval of contracts with Northern Kentucky Community Action Commission Head Start/Early Head Start to furnish meals to Head Start students at Ft. Wright Elementary for the 2020-2021 school year.

**CONTACT PERSON:**

Elizabeth Hord, Student Nutrition Director

  
Principal

  
District Administrator

  
Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.*

*Principal—complete, print, sign and send to your Director. Director—if approved, sign and put in the Superintendent's mailbox.*

**Kenton County Board of Education**

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn  
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"

**Child Care Food Program Meal Service Agreement  
With District School Board/School Food Service**

Name of Sponsor/Institution: <u>H. Wright Head Start</u>	CNIPS ID: <u>11499</u>
Contact Person: <u>Kristi Bank</u>	Phone No. <u>(859) 655-2940</u>
Address: <u>501 Farrell Drive</u>	
<u>Covington, KY 41011</u>	

The Kenton County School District Food Service agrees to furnish meals daily to the above child care center for the period from: first day to last day except for holidays or other days of in-operation complete with required (indicate below):  
(Date) (Date) \*Based on Kenton District Calendar

☒ paper products ☒ condiments ☒ milk

**\*AGES 1-5 MEALS BASED ON PORTION SIZES FOR AGES 3-5.**

Meal Type/Age	Estimated Total No. of Meals Per Day	Estimated No. of Serving Days per Year	Unit Price per Meal	Total Price	Delivery or Pick-up Time
Breakfast(1-5)*	<u>45</u>	<u>140</u>	<u>2.00</u>	<u>90.00</u>	
Breakfast(6-12)					
AM Snack(1-5)*					
AM Snack(6-12)					
Lunch(1-5)*	<u>45</u>	<u>140</u>	<u>2.75</u>	<u>123.75</u>	
Lunch(6-12)					
PM Snack(1-5)*	<u>45</u>	<u>140</u>	<u>0.88</u>	<u>39.60</u>	
PM Snack(6-12)					

GRAND TOTAL PRICE: \$ 253.35

The Kenton County School District Food Service agrees to:

- Ensure meals will meet or exceed the Child and Adult Care Food Program Meal Pattern for Children (attached).
- Provide meals in: ☒ bulk or ☐ unitized
- Prepare meals for: ☐ pick up by center or ☒ delivery by School District Food Service at the time(s) indicated above.
- Provide delivery slips using the KY CACFP delivery slip form or equivalent.
- Submit billing invoice for payment by the 5th of each month to mailing address provided by center.
- Maintain receipts and cost determination records for a period of 3 years after the end of the agreement period to which they pertain. These records will be made available to the KY CACFP, representatives of the U.S. Department of Agriculture, the child care center and the Kentucky Office of the Inspector General.

The Sponsor/Institution agrees to pay for meals based on the above unit price(s) within 30 days of receipt of invoice.

The Kenton County School District Food Service warrants meals provided are safe and wholesome, but that any liability is severed upon receipt of meals. If for any reason, this agreement is no longer desired, either party may terminate these services with a 2 week notification.

IN WITNESS WHEREOF, the parties hereto have caused said agreement to be executed by their duly authorized officers.

By: \_\_\_\_\_  
Authorized Signature Date

By: \_\_\_\_\_  
Authorized Signature Date

Title

Title

Child Care Center

School District Food Service