



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

# Issue Paper

**DATE:**

August 1, 2022

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve Child Care Food Program Meal Service Agreement between the Head Start Program at Taylor Mill Elementary School and Kenton County Student Nutrition

**APPLICABLE BOARD POLICY:**

Legal Status of the Board 01.1; Community Relations 10.3

**HISTORY/BACKGROUND:**

During the 2022-2023 school year, Taylor Mill Student Nutrition Department will furnish twenty-three breakfast meals, twenty-three lunch meals, and twenty-three snacks per day to the Head Start Program at Taylor Mill Elementary School. The Student Nutrition department will be paid according to the Federal reimbursement rate of school meals.

**FISCAL/BUDGETARY IMPACT:**

None.

**RECOMMENDATION:**

Approval to execute the Child Care Food Program Meal Service Agreement with Head Start Program at Taylor Mill Elementary School.

**CONTACT PERSON:**

Elizabeth Hord

Principal/Administrator

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.

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

Name of Sponsor/Institution: <b>Northern Kentucky Community Action Commission Head Start/Early Head Start</b>	CNIPS ID: <b>11499</b>
Contact Person: <b>Kristi Rank</b>	Phone No. <b>859-655-1151</b>
Address: <b>437 W. 9<sup>th</sup> Street, Newport, KY 41071</b>	
<b>Site: Taylor Mill Head Start</b>	
<b>5907 Taylor Mill Rd, Covington, KY 41015</b>	

The    Kenton County    School District Food Service agrees to furnish meals daily to the above child care center for the period from:    August, 2022    to    May, 2023   , except for holidays or other days of in-operation complete with required (indicate below):

   x    Paper products         x    condiments         x    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)*	23	140			8:00 a.m.
Lunch(1-5)*	23	140			11:00 a.m.
PM Snack(1-5)*	23	140			1:40 p.m.

**GRAND TOTAL PRICE: \$ \_\_\_\_\_**

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).
- **Menu must be in weekly format with Whole Grain for the day clearly marked. (example attached)**
- **Nutrition Labels for whole wheat/grain rich products, cereals, yogurts and combination foods must be sent with monthly invoice.**
- Provide meals in:    bulk or    unitized
- Prepare meals for:    x    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 30 day 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