

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** July 18, 2025

TOPIC/TITLE: Approve Written Meal Charge Policy (2nd reading)

PRESENTER: Courtney Quire

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
 - ☒ ACTION REQUESTED AT THIS MEETING
 - ☐ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
 - ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
 - ☐ BOARD REVIEW REQUIRED BY
- ☐ STATE OR FEDERAL LAW OR REGULATION
 - ☐ BOARD OF EDUCATION POLICY
 - ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- X NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
 - ☐ PREVIOUS REVIEW OR ACTION
- ☐ DATE: June 9, 2025
 - ☐ ACTION: First Reading Approved

BACKGROUND INFORMATION:

SUMMARY OF MAJOR ELEMENTS:

Updated old policy to reflect current practices.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended

Yori Jones

Charges (~~Current~~)

All parents shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices.

The written meal charge policy shall be distributed to all school level staff including school nutrition employees involved in policy enforcement.

Charges up to \$10 will be allowed. Adult meals and ala carte items may not be charged. If the deficit has reached the maximum \$10 allowed, students and adults shall pay cashier for breakfast and/or lunch from their Mosaic POS account or in cash at the time of the meal. If parents have not contacted the Cafeteria Manager or submitted the amount indicated within ten (10) working days from the date of the final notice, the debt will be considered delinquent and may be directed to the Board Attorney.

A nutritious snack of cheese, fruit and milk shall be served in place of the regular meal. This meal shall be free of charge and non-reimbursable to food service.

NOTE: Due to processing time, students who have submitted a Free/Reduced Lunch Application may be granted an exception to the charge policy for the student's first five (5) days of school; not to exceed \$30.00. To allow for processing time, students who have a change of status during the course of the school year may be granted an exception to the charge policy for five (5) days of school; not to exceed \$30.00.

07.1 Charges (Updated)

All parents shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices.

The written meal charge policy shall be distributed to all school-level staff, including school nutrition employees involved in policy enforcement.

No student will be denied a regular, reimbursable meal due to insufficient funds. All students will receive the same meal, regardless of their payment status.

Students will be allowed 10 school days to accrue a negative balance on their meal account.

Parents or guardians will receive ParentSquare notifications via email, phone call, and text when balances are negative.

The district will offer flexible payment options, including online payments, payment plans, and assistance applying for free or reduced-price meals.

School staff will work proactively with families to address the underlying causes of unpaid meal charges. This may include:

- Providing information about the Free and Reduced-Price Meal Program.
- Connecting families with community resources that can provide financial assistance.

The district will explore options for covering unpaid meal charges, such as seeking grants, accepting donations, or allocating district funds. The district will make reasonable efforts to collect unpaid meal charges, but the primary focus will be ensuring students have access to nutritious meals.

Debt collection efforts will be conducted respectfully and discreetly, in accordance with applicable laws and regulations.