



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

## Issue Paper

**DATE:**

7-24-25

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve Execution of the Child Care Food Program Meal Service Agreement with Learning Grove for the 2025-2026 school year.

**APPLICABLE BOARD POLICY:**

Legal Status of the Board 01.1; Community Relations 10.3

**HISTORY/BACKGROUND:**

During the 2025-2026 school year, River Ridge Student Nutrition Department will furnish fifteen breakfast meals and fifteen lunch meals per day to the Learning Grove program at River Ridge Elementary School. The Student Nutrition Department will be paid adult meal prices for breakfast and lunch. The estimated amount to be paid by Learning Grove is \$19,197.00.

**FISCAL/BUDGETARY IMPACT:**

None (Food/labor costs to KCS D Student Nutrition Department will be reimbursed by Learning Grove.)

**RECOMMENDATION:**


Approval to execute the Child Care Food Program Meal Service Agreement with Learning Grove for the 2025-2026 school year.

**CONTACT PERSON:**

Jennifer M Notton, Director Student Nutrition

  
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

<b>Name of Sponsor/Institution:</b> Learning Grove	<b>CNIPS ID:</b> 11218
<b>Contact Person:</b> Shaun Cutchin	<b>Phone No.</b> 859-653-6611
<b>Address:</b> 333 Madison Ave, Covington Ky. 41011	

The Kenton County School District Food Service agrees to furnish meals daily to the above child care center for the period from:  
August 13 2025 to May 21 2026 except for holidays or other days of in-operation complete with required (indicate below):  
(Date) (Date)

\_\_\_\_\_ 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)*	15	2370	\$3.25	\$7702.50	TBD
Breakfast(6-12)					
AM Snack(1-5)*					
AM Snack(6-12)					
Lunch(1-5)*	15	2370	\$4.85	\$11,494.50	TBD
Lunch(6-12)					
PM Snack(1-5)*					
PM Snack(6-12)					

**GRAND TOTAL PRICE: \$ 19,197.00**

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 15th 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: Shaun Cutchin 7/24/25  
CEO Authorized Signature Date

Learning Grove Title  
Child Care Center

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

\_\_\_\_\_  
Title  
School District Food Service