



Policy: 6.02

SUBJECT: FOOD SERVICES MANAGEMENT

Supersedes: Policy 5:34
Effective: March 12, 2009
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Approved by: Board of Education

1.0 Policy

1.1 ORGANIZATION

The Office of Food Services, which shall also be known as the School Food Authority (SFA), will centrally administer all food services programs. The Executive Director of the Office of Food Services will supervise the functions of the School Food Authority.

The role of the Office of Food Services is to ensure all food services programs are provided in compliance with district, federal, state and local laws, policies and regulations. The Executive Director of the Office of Food Services supervises the functions of the School Food Authority. The Executive Director is the District's authorized signatory representative in the execution of all federal, state and local agreements for the provision of required and potential Child Nutrition Program(s).

The Office of Food Services is an enterprise unit. The role of the Office of Food Services is the management and operation of all food service programs authorized by the School Food Authority.

1.2 PROVISION OF CHILD NUTRITION PROGRAMS

The District must make available to all enrolled students school meals which meet the minimum federal requirements for reimbursable services unless no more than 40% of the students enrolled at the school in the previous year were ineligible for meal benefits under the federally funded child nutrition programs (s) guidelines. If the District changes or amends any available child nutrition program(s), a

public hearing must be held prior to that decision. Thereafter, the District must provide written explanations prior to implementation of any actions.

The District shall provide parents and enrolled students a process that ensures their participation in the planning and evaluation of the school meals programs and other foods sold or dispensed on school premises.

1.2.1 Meal Benefits (a.k.a. Free and Reduced Priced Meals)

The District shall provide meal benefits in the form of free and reduced price meals and free milk to all students in accordance with the eligibility criteria specified by United States Department of Agriculture (USDA) for federally funded child nutrition program(s).

1.2.2 PRICING OF SCHOOL MEALS

The General Superintendent shall approve the prices for school meals at the beginning of each school year. The price for reduced price meals cannot exceed the federal guidelines.

1.3 SALE OF OTHER FOODS

The Executive Director of the Office of Food Services shall manage and supervise the production, preparation, delivery, and sale of other foods in all District schools. Other Foods are defined as “food items that are not produced, prepared, delivered or sold as part of a reimbursable school meal”. Other Foods income can be derived from ala carte student sales, adult sales, catering and contract sales. The income accrued from these sales shall be credited to the account of the Office of Food Services.

Local school groups as part of an educational or a fund raising activity with the approval of the school administrator (principal) may sell other foods.

At the beginning of each school year or no less than two days prior to a fund raising event, the principal or designee must inform the Office of Food Services of any outlet in their school that will be selling other foods.

Other Foods sales cannot be held in competition with school meals, with or without the principal’s approval unless:

1.3.1 They occur one-half hour preceding breakfast service;

1.3.2 One hour preceding lunch service; or

1.3.3 One half hour following lunch services.

Additionally, carbonated beverages and foods of minimal nutritional value (water ices, chewing gum, and certain candies) may not be sold in the school until one-half hour following lunch service. If a principal approves other food sales in competition with the school meals program one half (1/2) of the earned daily revenue must accrue to the Office of Food Services.

1.4 OTHER FOODS – VENDING MACHINE SERVICES

All contracting of vending machine services within District buildings shall be the sole responsibility of the Office of Contracting and Procurement. The Office of Food Services will serve as the Contracting Officer Technical Representative (COTR) for procuring and management of vending contracts.

Managing the local school income from vending services shall be under the direction of the Chief Financial Officer (CFO).

Vending machine services shall not operate in competition with the school meals programs.

1.5 OTHER FOODS – PRICING

Other Foods pricing will be recommended to the General Superintendent/designee for approval by the Executive Director of the Office of Food Services at the beginning of each school year or as required by individual contract.

Other Foods pricing will be in accordance with commercial market indicators.

1.6 RESPONSIBILITY/COOPERATION WITH BUILDING PRINCIPAL

Office of Food Services staff assigned to each building is required to cooperate with the principal or their designee in matters that affect the school meals programs

Principals are required to notify the Office of Food Services or local staff in matters which affect the preparation, service, accounting and availability of students for service of school meals.

Principals can cancel daily school meal service only for emergent reasons.

Principals or their designee are responsible for student management in the cafeterias, lunchrooms and other designated areas.

1.7 LUNCHES FROM HOME

Students are permitted to bring food from home to be consumed at meal periods. The District does not provide storage facilities to ensure the safety of food items brought from home.

1.8 CLOSED CAMPUS

All students are required to remain on the campus during the school meals period. Enrolled students are prohibited from leaving the school grounds during their assigned school meal period without written permission from the school principal or designee.

In addition to the foregoing, the Executive Director of the Office of Food Services may recommend to the Chief, Facilities Management and Auxiliary Services, regulations or procedures pertaining to the administration, management and operation of all food services programs, which effectuate the provisions of this policy, as well as federal, state, and/or local laws and regulations.

Attachments to Policy: None

See also: None

Legal References: 7CFR: Subpart B 210, et al

Labor Contract References: None