

## SCHOOL LUNCH PROGRAM AGREEMENT May 14, 2019

### 1. PURPOSE

The purpose of this agreement is to establish a cooperative lunch program between the Moscow School District Student Nutrition Program and Palouse Prairie Charter School. Moscow School District will prepare lunches at a Moscow school facility for delivery to Palouse Prairie Charter School.

### 2. TERM

The term of this agreement shall be for the 2019-2020 school year,

### 3. TERMINATION / CHANGE IN AGREEMENT

The Moscow School District Student Nutrition Program or Palouse Prairie Charter School may terminate their participation in this agreement or change the terms of this agreement by giving written notice to the other party at least thirty (30) days prior to the date of termination or change.

### 4. DUTIES

A. The Moscow School District agrees to do the following:

1. Provide food service for the lunch meal to Palouse Prairie Charter School, 406 Powers Avenue, Moscow ID 83843. The lunch provided meet or exceed USDA guidelines, appropriate for age levels of students, however the addition of milk to the meals is required to meet USDA regulations. Food will be prepared and held in a safe and sanitary manner in agreement with Health Department guidelines. The meals will be ready for transport at the mutually arranged time. Milk will not be sent with the meals as arranged.
2. Moscow School District will provide enough food to fulfill the requested number of reimbursable meals. In the event of a miscount or other circumstance resulting in Palouse Prairie Charter School not having the ability to serve a reimbursable meal, please immediately call the prep school kitchen staff or Jessie Campbell (see phone number below). Moscow School District will deliver the necessary items to complete a reimbursable meal or they will not charge Palouse Prairie Charter School for the meal,
3. A monthly menu will be provided. The monthly average nutrients per meal as supplied will be provided on the menu. Because the meal as supplied is not complete without milk the analysis will not be complete. Blank production sheets will be sent monthly for your records as required by the State Department of Education.
4. A salad bar will be provided as the lunch option one day per week. The salad bar day is to be agreed upon by Moscow School District and Palouse Prairie Charter School prior to the start of the 2019-2020 school year.

5. Meals will include Idaho and Washington grown ingredients (produce, proteins, dairy, pulses, grains, etc.) and Idaho and Washington produced ingredients/products whenever possible. Moscow School District will provide Palouse Prairie Charter School with information on which menu items include Idaho/Washington ingredients/products.
6. Meals will give priority to fresh fruits and vegetables over canned/processed/frozen fruits and vegetables with an emphasis on seasonal produce as available.
7. With advance notice, an alternate menu may be provided to take student needs and preferences into account.
5. Standard serving pans with covers and appropriate serving utensils will be provided.
6. The Moscow School District will not provide meals in the event of an emergency closure. If Palouse Prairie Charter School is in session on days different than the Moscow School District, lunches can be provided with advance notice.
7. The Moscow School District will submit a bill for the actual number of meals sent on a monthly basis.
8. The Student Nutrition Services Director can be reached at 208-892-1123 office; 208-310-6951 cell, e-mail [campbellj@msd281.org](mailto:campbellj@msd281.org)


B. Palouse Prairie School agrees to do the following:

- 1 Take meal count before 9 A.M. and report to the preparation kitchen.
- 2 Transport food from the preparation kitchen to Palouse Prairie Charter School. Palouse Prairie Charter School-assumes responsibility for temperature control after arranged time for pick up.
- 3 Use approved food transport units.
- 4 Palouse Prairie Charter School. personnel will return transport units, pans, and utensils to the preparation school by 1 P.M.
- 5 State Department of Education contracts and reimbursement claims will be the responsibility of Palouse Prairie Charter School, with reimbursements issued to Palouse Prairie Charter School.
- 6 Please give advance notice of eight weeks for preparation of materials for State Department of Education Nutrition Reviews
- 7 Palouse Prairie Charter School staff will supervise service of food to students to insure portion control.
- 8 Palouse Prairie Charter School allocation of USDA foods will be issued to the Moscow School District by selecting that option on the sponsor application with SDE approval.
- 9 The meals (food only) will be furnished at the following rates:
  - \$2.70 / student lunch in grades k to 8

- \$4.80 adult lunch

10. The preparation kitchen will be West Park School, 510 Home Street Moscow, ID 83843.
11. Palouse Prairie Charter School will furnish milk, plates, flatware; napkins, gloves and cups. If desired, these items can be ordered through the Moscow School District office and will be billed monthly.
12. Allergy information must be communicated to the preparation school when a student with a health condition plans to have lunch. Advance notice (at the time of the meal count) is required to allow for adequate for time to read food labels and check ingredients. We want to provide meals that are safe for all students.

Signatures:

 \_\_\_\_\_ 5/20/19  
Palouse Prairie Charter School Date

 \_\_\_\_\_ 5/22/19  
Moscow School District Date

