



**Point Arena Joint Union High School District
Arena Union Elementary School District**
P.O. Box 87, Point Arena CA 95468
(707)882-2803 * Fax (707)882-2848

Brent Cushenbery, Superintendent
Catherine Chin, Fiscal Resources - Eloisa Oropeza, Human Resources

**FOOD SERVICE MEMORANDUM OF UNDERSTANDING
BETWEEN
POINT ARENA JOINT UNION HIGH SCHOOL DISTRICT
AND
MANCHESTER UNION ELEMENTARY SCHOOL DISTRICT**

THIS AGREEMENT, entered into for the 2017-2018 school year between Manchester Union Elementary School District, hereinafter referred to as "Manchester Elementary", and the Point Arena Joint Union High School District, hereinafter referred to as "Point Arena High School".

WHEREAS, Point Arena High School has the capability of providing such services; and

WHEREAS, Manchester Elementary has a present need for the daily delivery of Type A sack lunches to the Manchester Elementary School; and

WHEREAS, Point Arena High School is willing to provide such services to Manchester Elementary on a cost reimbursement basis (factoring in the cost of labor);

NOW, THEREFORE, the parties hereto agree as follows:

POINT ARENA HIGH SCHOOL will:

- 1) Prepare Type A sack lunches including milk products to Manchester Elementary School, Manchester, CA each school day, including minimum days, in accordance with the number of meals requested for that day. Eating utensils and napkins will be provided daily.
- 2) Be responsible for meeting the nutritional standards for Type A sack lunches as set forth by the United States Department of Agriculture for the National Lunch Program, and also for the temperature and quality of the lunches at the time of pick-up.
- 3) Present Manchester Elementary with an itemized invoice by the 5th working day of each month. Type A lunches will be billed at a rate of \$4.37* per lunch and \$0.40 per milk.
- 4) Assume all liability for proper use and protection of surplus commodities assigned to it by the District.
- 5) Provide Manchester Elementary with a copy of the monthly menu which is subject to change within a month.
- 6) Provide sack lunches, which meet Type A requirements, for field trips when requested five (5) school days in advance.
- 7) Maintain all necessary records on the nutritional components of the lunches and the number of lunches delivered to the Manchester Elementary School and make said records available for inspection by State and Federal authorities upon request.

Board of Trustees
Leslie Bates – Cynthia Cione – Jim DeWilder – Bob Gardiner
Ron Miles – Vikki Robinson – Bob Shimon



*Price per meal is calculated based on the last full year of data 2015-16:
 Total Cafeteria Costs: \$498,289
 Less Federal, State, and Food Service Sales revenue collected: \$220,858
 Total Costs less Federal revenue collected: \$277,431 / 63,552 meals = \$4.37 price per meal

MANCHESTER ELEMENTARY SHALL:

- 1) Request by telephone no later than 10:00 A.M. daily an accurate number of lunches to be provided to Manchester Elementary on each school day. Errors in count called in shall be the responsibility of Manchester Elementary.
- 2) Establish collection procedures which are in accordance with State and Federal regulations relating to the overt identification of needy pupils and keep accurate records of the number of free, reduced price, paid and adult breakfasts and lunches served daily.
- 3) Prepare all claims for reimbursement under its own agreement number, receive and approve all free and reduced price meal applications, and maintain all necessary records to substantiate the above items.
- 4) Consult with Point Arena High School five (5) days in advance regarding any special menu requests of field trips.
- 5) Assign to Point Arena High School all commodities, for which Manchester Elementary is entitled, and the liability for use of such commodities.
- 6) Pay Point Arena High School by the tenth of each month the full amount as presented on the monthly itemized invoice.

TERMS

This agreement becomes effective July 1, 2017 and will continue to June 30, 2018, to be renewed the following school year if both parties agree.

CANCELLATION


This agreement may be canceled by either party upon the giving of thirty (30) days written notice to the other party.

IN WITNESS WHEREOF, Manchester Elementary and Point Arena Joint Union High School have executed this agreement as of the date first written above.

MANCHESTER UNION ELEMENTARY
SCHOOL DISTRICT

POINT ARENA JOINT UNION HIGH
SCHOOL DISTRICT

by _____
Cynthia Gonzalez,
Superintendent/Principal

by 
Brent Cushenbery, Superintendent