



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

Warren Galletti, Superintendent
Catherine Chin, Fiscal Resources – Dunnell Daleuski, Human Resources
Kelly Piper, Accounting Technician – Lisa Riboli, District Secretary

**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 2023-2024 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”.

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

WHEREAS, Manchester Elementary has a present need for the daily delivery of breakfast and lunch to the Manchester Elementary School; and

WHEREAS, Point Arena is willing to provide such services to Manchester Elementary;

NOW, THEREFORE, the parties hereto agree as follows:

POINT ARENA will:

- 1) Prepare breakfast and lunch, 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 breakfast and lunch as set forth by the United States Department of Agriculture (USDA) for the School Breakfast Program and National School 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 each month. Breakfast and Lunch will be billed at the non-program food vending rate(s) of \$3.57 per breakfast, and \$5.33 per lunch. A milk is included with each meal – any extra milks will be billed at cost, \$0.55 per milk.
- 4) Assume all liability for proper use and protection of surplus commodities assigned to it by the District.

Board of Trustees
Sigrid Hillscan, Board President – Sal Martinez, Clerk of the Board
Victor Aparicio – Bob Gardiner — Mary Visser — Aparna Wilder

Point Arena School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person’s actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.)



- 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 USDA 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 these records available for inspection by State and Federal authorities upon request.

MANCHESTER ELEMENTARY SHALL:

- 1) Pick-up their breakfast and lunch meals from the Point Arena High School Cafeteria daily.
- 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 breakfasts and lunches served daily.
- 3) Prepare all claims for reimbursement under its own agreement number, receive and approve all meal applications and/or alternative income forms, and maintain all necessary records to substantiate the above items.
- 4) Consult with Point Arena five (5) days in advance regarding any special menu requests of field trips.
- 5) Assign to Point Arena all commodities, for which Manchester Elementary is entitled, and the liability for use of such commodities.
- 6) Pay Point Arena the full amount billed monthly as presented on the related invoice(s).

TERMS

This agreement becomes effective July 1, 2023 and will continue to June 30, 2024, 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 have executed this agreement as of the date first written above.

MANCHESTER UNION ELEMENTARY
SCHOOL DISTRICT

POINT ARENA JOINT UNION
HIGH SCHOOL DISTRICT

by _____
Kristin Larson Balliet,
Superintendent/Principal

by _____
Warren Galletti, Superintendent