

BOARD POLICY

BUSINESS: 3565

SUBJECT: FOOD SERVICE MANAGEMENT

The Board of Education recognizes that school cafeterias are a part of the total school program. The Board shall, therefore, provide adequate facilities, resources and personnel for the provision of food services for all students in the school district.

Food service management is the responsibility of the Assistant Superintendent for Finance & Operations with day-to-day supervision of the program provided by the Director of Food Services. The food service program shall be operated in the most nutritious, economical, efficient and satisfactory method given student needs and district resources. Food services should promote, by example, the development of life-long healthy eating habits according to the Wellness Policy.

The Board has entered into an agreement with the New York State Education Department to participate in the National School Lunch Program and National School Breakfast Program, and to receive commodities donated by the Department of Agriculture, and to accept responsibility for providing free and reduced price, in addition to full price breakfast and lunches, to students in the school district.

The Superintendent of Schools or his/her designee shall have the ultimate responsibility to carry out the rules of the school lunch and breakfast programs. The determination of which students are eligible is the responsibility of the Superintendent or his/her designee. Appeals regarding eligibility should be submitted to the Assistant Superintendent for Finance & Operations.

Prepayments

At the start of the school year, parents will be encouraged to deposit money into a student account so that adequate funds are readily available to purchase meals and a la carte items. This payment can be made by sending cash, money order or check. Checks and money orders should be made payable to the Sewanhaka Central High School District. This eliminates the need for the parent to send money with the student each day. It also helps increase the speed of the serving line so students have more time to eat meals during their designated mealtime.

End of Year Balances

All balances remaining at the end of a school year will be carried into the following school year, unless a parent requests a refund. If a student graduates, any balance remaining will be reimbursed.

Meal Payments

Because of the District's participation in the child nutrition program, the Board approves the establishment of a system to allow a student to charge meals, whether at a full or reduced rate as follows:

1. The Sewanhaka Central High School District will allow students who do not have money to charge meals.
2. Charges for meals must be counted and logged for reimbursement on the date the meal was charged.
3. Students are urged to make payments on charges the following school day, whenever possible.
4. At the end of each month, a negative balance letter will be sent to each parent of a student with a negative balance, requesting immediate payment of the amount due.
5. Parents shall be advised in writing at the beginning of the school year of this Food Management Policy. Additionally, this policy shall be posted on the District website. New entrants will be provided with a copy of this policy during the initial student registration process.

Unpaid charges place a financial strain on the Child Nutrition Program. As a self-sustaining program it does not receive General Fund support for routine operations, and thus must generate funds through student and adult sales, a la carte sales, and federal/state reimbursement. Unpaid charges reduce revenue which affects the ability to sustain operating expenses. Uncollected charges may result in higher meal prices for all students.

Monitoring and Policy Review

The Director of Food Services will ensure district-wide compliance with this established Food Service Management Policy. Each building principal will ensure compliance with this policy in his/her school.