

AGREEMENT BETWEEN FAYSTON SCHOOL DISTRICT AND WAITSFIELD SCHOOL DISTRICT FOR SCHOOL MEALS PROGRAM 2016-17 SCHOOL YEAR

Fayston Elementary School will provide Waitsfield Elementary School breakfast and lunch for the 2016-17 school year based on the following terms:

Lunch:

1. The paid student rate will be \$3.25 per meal. The adult rate will be \$3.75 per meal. Free and reduced lunches will be paid by the State of Vermont Child Nutrition at rates effective the time the meal is served.

Breakfast:

1. The paid student rate will be \$1.50 per meal. The adult rate is \$1.80 per meal. Free and reduced breakfasts will be paid by the State of Vermont Child Nutrition at rates effective the time the meal is served.

Cost Per Meal - Waitsfield agrees to pay the difference between the actual cost per meal served and the reimbursement received from the student, state and federal government per meal. The actual cost per meal will be calculated on the total meal sales in Waitsfield and Fayston and is the same for both schools.

The initial cost per meal is determined to be \$4.17 for lunch and \$2.08 for breakfast. This is calculated using the initial FY2016-17 expenditure budget for the Fayston/Waitsfield food service program based on the estimated meals to be sold at both Waitsfield and Fayston. Breakfasts are counted as a 50% meal equivalent.

Waitsfield will be billed quarterly in December 2016, April 2017 and July 2017 based on the actual number of meals (breakfast & lunch) served to students in Waitsfield at the initial rate(s). A 5% credit will be issued by Fayston against each monthly billing to recognize that Waitsfield is a satellite location.

The cost per meal under this agreement will be re-calculated twice, in December 2016 and again at the close of the school year. The actual cost per meal as calculated for 2016-2017 will be compared to the cost per meal initially billed and the difference billed or refunded to Waitsfield.

- The cost per meal billed under this agreement will be re-calculated in December 2016 based on the projected annual expenditures and estimated annual number of meals to be sold at Waitsfield and Fayston for the school year, and the difference billed or refunded to Waitsfield in January 2017 for the period through December 2016.
- The final cost per meal billed under this agreement will be calculated based on the actual cost of the program for the 2016-2017 year and actual meals sold at Waitsfield and Fayston for the school year. In August 2017, Waitsfield will be billed or refunded based on the actual cost per meal.

A credit of 5% of the total amount billed by Fayston to Waitsfield, based on the Actual cost per meal, will be applied to recognize that Waitsfield is a satellite location.

**AGREEMENT BETWEEN FAYSTON SCHOOL DISTRICT AND WAITSFIELD
SCHOOL DISTRICT FOR SCHOOL MEALS PROGRAM 2016-16 SCHOOL
YEAR -Page 2**

Other Terms:

1. Daily meal sales targets for each school will be set and monitored monthly. A minimum target is 145 average lunches per day (Waitsfield and Fayston). The FY2016 average was 145 lunches per day.
 2. Fayston and Waitsfield administration and food service staff will work together to support the success and health of the shared program by:
 - Surveying students and families;
 - Meeting with students;
 - Offering special events and celebrations to promote the program.
 3. The Food Service Director will visit Waitsfield once every six to eight weeks during the school-year.
 4. The Food Service Director will perform a menu evaluation in an effort to offer desirable meal choices.
 5. The Fayston and Waitsfield School Principals will work collaboratively with the Food Service Director to plan and manage a quality school meal program and will meet a minimum of twice annually. These meetings will be held in November 2016 and March 2017.
 6. Fayston will deliver breakfast and lunch to Waitsfield Elementary School. Transportation charges are included in the cost/meal.
 7. A Fayston School District employee will serve lunch. Breakfast will be served by Waitsfield staff.
 8. Waitsfield staff will collect all of the lunch sales paid by students and staff, which will be remitted to the Fayston Food Service Director daily.
 9. Fayston will submit all required reports to the Agency of Education. Fayston will be responsible for all compliance as required by State and Federal regulations.
 10. Waitsfield will be financially responsible for unpaid student meals after the Fayston Food Service Director has made reasonable attempts to collect the funds from the parents.
 11. All menus will be developed by the Fayston Food Service Director in advance and provided to Waitsfield in paper and electronic format.
 12. Fayston will be responsible for providing adequate trays and non-disposable silverware.
 13. Fayston will be responsible for maintaining a kitchen and the necessary kitchen equipment to provide food services to Waitsfield. Waitsfield will share the costs of capital upgrades and
- AGREEMENT BETWEEN FAYSTON SCHOOL DISTRICT AND WAITSFIELD
SCHOOL DISTRICT FOR SCHOOL MEALS PROGRAM 2016-17 SCHOOL YEAR
Page 3**

maintenance as identified and budgeted by Fayston, as mutually agreed upon in FY2017 in writing.

14. The scheduling of lunch and breakfast service will be mutually agreed upon by the Fayston and Waitsfield Principals in consultation with the Food Service Director.

Fayston will provide financial information to Waitsfield by the close of December 2016 so the financial performance of the program can be considered during the budget process by the Waitsfield School Board.

This agreement may be terminated at any time by any party for reason or no reason, stated in writing with 30 days written notice upon approval of Superintendent. Waitsfield will be responsible for the actual cost of all meals served prior to termination of this Agreement.

Agreed to:

Kaiya Korb, Principal
Waitsfield Elementary School

Jean Berthiaume, Principal
Fayston Elementary School

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