

MANAGEMENT AGREEMENT 2015-16 and 2016-17

This agreement is made the 30th of June 2015 by and between the School District of La Crosse (herein after designated as the SELLER) and the La Crescent-Hokah School District (herein after designated as the PURCHASER).

1. In consideration of the mutual promises and covenants contained herein, the two school districts agree as follows:
 - A. Both Parties to the Joint Agreement shall have an Application-Agreement Policy statement for determining free and reduced price meals, approved by their respective State Departments. Both parties shall submit separate claims for reimbursement from their State Departments for the meals served to students in their respective school agencies.
 - B. The Joint Agreement shall not include the transfer of any responsibility that each Party has under its approved food service Application-Agreement to provide free and reduced price meals to eligible needy students. Both parties to the Joint Agreement shall have an approved Policy Statement for determining free and reduced price meals as required by the USDA regulations.
2. The responsibilities of the Seller shall be to:
 - A. Write and print menus for distribution among students.
 - B. Bid all food supplies.
 - C. Bid and order all disposable supplies.
 - D. Recommend equipment purchases.
 - E. Assist with specifications and bid for equipment.
 - F. Determine staffing of school nutrition personnel.
 - G. Assist in budget preparation.
 - H. Train school nutrition personnel.
 - I. Assure that safety and sanitation practices in kitchens comply with local and state regulations.
 - J. Assure that La Crescent's school nutrition program is in compliance with USDA regulations.
 - K. Oversees allocation of USDA Commodity Food Products provided through the MN Food Distribution Program.
 - L. Oversees catering activities and billing.

3. The responsibilities of the Purchaser shall be to:
 - A. Make monthly reimbursement claim to state for allowable breakfasts and lunches and record and report reimbursements and income in accordance with Minnesota State Department's instructions and contracted requirements.
 - B. Employ nutrition workers and process payroll.
 - C. Pay distributors for all food, supplies, tickets, equipment, etc. Invoices will be billed to La Crescent-Hokah Schools.
 - D. Transport food items from La Crosse.
 - E. Cover cost of deliveries from La Crosse to La Crescent at \$60.00 each time trip charge.
 - F. Maintain all food service equipment in proper working condition.
 - G. Maintain current secretarial and clerical services.
 - H. Pay for School Nutrition Program employees to attend workshops and conventions.
 - I. Pay for mileage related to site visits by La Crosse District personnel.
 - J. Evaluate nutrition staff.
 - K. Assist in labor contract negotiations.
 - L. Clean and maintain kitchens as in current policy.
 - M. Encourage nutrition staff to participate in relevant training sessions.
 - N. Advise Seller of any breakfast or lunch schedule changes prior to implementation.
 - O. Charge for all adult meals. No free meals given to non-program adults.
 - P. Pay for milk for needy children if the Purchaser's Board of Education believes it should be provided.
 - Q. Keep Seller apprised of nutrition personnel issues.
 - R. Pay monthly freezer storage fee when La Crescent food items are stored in La Crosse.
 - S. Approve free & reduced applications.
 - T. Provide timely reports (budget, ala carte) to seller for analysis.
 - U. Assist with and promote Farm to School activities.

- U. Communicate District decisions which impact the School Nutrition Program and provide relevant minutes, communications, etc. to La Crosse Nutrition Program.
- 4. The Purchaser agrees to buy the management services from the Seller at a rate of **18¢** per meal served. Meals include every lunch and breakfast served to students and adults and each \$1.60 collected for Ala Carte meals. Billings shall be made monthly and Purchaser will pay such billing within 30 days of receipt of billing.
- 5. It is understood by both parties that this agreement is made in order to improve the school nutrition programs for the benefit of students in both school districts.
- 6. This agreement shall be for two years beginning July 1, 2015, and ending June 30, 2017. However, either party may, at any time during the life of the Agreement, terminate this Agreement without cause by giving thirty (30) calendar days notice in writing to the other party of its intention to do so.

In WITNESS WHEREOF, the parties have executed this Agreement the day and year written above.

LA CRESCENT-HOKAH SCHOOL DISTRICT

By: _____
President or Designee

By: _____
Clerk

Date: _____

Date: _____

SCHOOL DISTRICT OF LA CROSSE

By: _____
President or Designee

By: _____
Clerk

Date: _____

Date: _____