



# District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

Heather Fiorentino, Superintendent

[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

Department of Purchasing  
Kendra Goodman, CPPB, Purchasing Agent  
813/ 794-2221 Fax: 813/ 794-2111  
727/ 774-2221 TDD: 813/ 794-2484  
352/ 524-2221 e-mail: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)

June 19, 2012

## MEMORANDUM

**TO:** Honorable School Board Members

**FROM:** Kendra Goodman, CPPO, CPPB, Purchasing Agent *Kdegy*

**SUBJECT:** Inter-agency Agreement between PreKindergarten Services and the Food and Nutrition Services Department

The attached inter-agency agreement between the District School Board of Pasco County's PreKindergarten Services Department and Food and Nutrition Services Department is for families to promote child wellness by providing nutritional services that supplement and compliment nutrition in the home for all Head Start/Early Head Start children during the 2012-2013 school year.

The specific services are outlined in the attached agreement. It is anticipated that annual expenditures for this program will not exceed \$36,500 and will utilize Head Start Federal funding. The services covered under this contract are considered consulting services and therefore are exempt from the competitive pricing requirements as outlined in State Statute 287.057(5)(f)(13), services or commodities provided by governmental agencies. This agreement has been previously reviewed and approved by Nancy Alfonso, School Board Attorney.

At this time, we respectfully request your approval to enter into the attached agreement. Should you have any questions regarding this matter, please contact me or Ms. Beth Rawls at your earliest convenience.

KDG/sb  
Attachments

Date/Time: June 13, 2012 09:41:00



# District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/794-2000

Heather Fiorentino, Superintendent

www.pasco.k12.fl.us

Memo # PRK-070-11/12

Contact: Beth E. Rawls *Bar*

Ext.# 42732

DATE: June 19, 2012

TO: HONORABLE SCHOOL BOARD MEMBERS

FROM: Heather Fiorentino, Superintendent  
Ruth B. Reilly, Assistant Superintendent for Curriculum and Instructional Services

SUBJECT: **Agreement for Nutrition Services Between Food and Nutrition Services and Prekindergarten Services**

## History

Prekindergarten Services and the Food and Nutrition Services Department must enter into an agreement that will define services to be provided each year. The agreement helps ensure that state and federal grant requirements are met.

## Description

The 2011-12 Agreement for Nutrition Services has been reviewed and updated to reflect 2012-13 services and costs and approved by the Policy Council on May 16, 2012.

*Strategic Focus: Engage Families, Communities, and Business*

*Strategic Goal: The district and schools will communicate with and engage all stakeholders in the educational process.*

## Action Requested

Approval of the 2012-13 Agreement for Nutrition Services is needed in order to satisfy Head Start and Early Head Start health and nutrition services requirements.

## Conclusion

The staff respectfully requests the approval of the 2012-13 Agreement for Nutrition Services.



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*5/23/12 Dem*

**DISTRICT SCHOOL BOARD OF PASCO COUNTY  
AGREEMENT FOR NUTRITION SERVICES**

**between  
PRE-KINDERGARTEN SERVICES  
AND  
FOOD AND NUTRITION SERVICES  
2012-2013**

**Purpose:** Prekindergarten Services and Food and Nutrition Services recognize the need to promote child wellness by providing nutritional services that supplement and complement those of the community and that enhance nutrition in the home for all children in the District School Board of Pasco County Head Start and Early Head Start Programs. Both parties acknowledge that this agreement is essential in assisting families to meet each child's nutritional needs and establish good eating habits that nurture healthy development and promote life-long well being.

Furthermore, the consulting services of a nutrition professional are essential to good nutrition health activities. These consulting services shall focus on:

1. Identification of Nutritional Needs
2. Nutrition Services
3. Meal Services
4. Family Assistance with Nutrition
5. Food Safety and Sanitation

Therefore, Food and Nutrition Services (FNS) and Pre-Kindergarten Services (Pre-K), which administers the Head Start (HS), Early Head Start (EHS) and Voluntary Pre-Kindergarten (VPK) Programs, enter into this agreement with the following terms:

**Food and Nutrition Services shall:**

1. Provide a Registered Dietitian who is licensed with the State of Florida (R.D./L.D.) and will provide documentation to verify these standards are met.
2. Provide R.D./L.D. who shall be responsible for the following specific services at Early Head Start Centers and Head Start Classrooms:
  - a) Visit each site as requested to provide consulting services to staff and parents. Assess and respond to referrals of children's nutrition needs to include appropriate services such as nutrition counseling for families; assistance with the development and delivery of special diets; and tracking of progress concerning individual nutrition needs, to include children with disabilities. Follow-up visits to be scheduled as needed.
  - b) Prepare menus for Pre-K Programs to ensure the meal program reflects the Head Start nutrition guidelines and follows National School Lunch Program regulations.
  - c) Collect and review site inspection reports from Food and Nutrition Services staff members.
  - d) Meet with administrative staff as necessary regarding planning, policy development, and prioritizing nutrition services based upon initial and on-going program evaluations.
  - e) Plan and provide a nutrition education training session for parents in conjunction with the annual Pre-K Programs Family Resource Nights when requested.
  - f) Provide nutrition-related training for Pre-K Programs staff and Head Start families as requested.

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AND APPROVED:  
*Kdy 5/24/12*

- g) Work with Pre-K nurses and partner with the Pasco WIC program to formulate a Nutrition Needs Assessment and revisit when requested.
  - h) Attend the Head Start Health Services Advisory Committee meetings to consult with administrative staff regarding planning, policy development, and prioritizing nutrition services based on initial and on-going program evaluations of the nutritional needs of program participants.
  - i) Follow the District School Board of Pasco County's Code of Ethics.
  - j) Provide a minimum of 12 hours service per month for Early Head Start when averaged over a calendar year.
3. Provide Food and Nutrition Services Staff at the district level who shall work directly with the Licensed Nutritionist and be responsible for the following:
- a) Monitor classrooms three (3) times per year and provide written reports according to Head Start guidelines and follow-up services as needed.
  - b) Monitor each classroom and kitchen site for compliance in meeting health, sanitation and safety standards related to nutrition.
  - c) Monitor each site for compliance in accommodating any special diets or individual nutrition-related needs, to include children with disabilities.
  - d) Collaborate with the Pre-Kindergarten Services Supervisor, Nurses, Resource Teachers, Family Service Workers, Food and Nutrition Services employees and other staff as well as families to ensure integration of nutrition into all service areas.
  - e) Distribute Nutrition Newsletters to Pre-K Programs classroom teachers on a monthly basis.
  - f) Invoice Pre-Kindergarten Services for meals on a monthly basis and for nutrition services on a quarterly basis.
4. Provide Food and Nutrition Services Staff at each school who shall be responsible for the following:
- a) Provide meals that are in compliance with all Head Start and National School Lunch Program regulations. File claims for reimbursement of meals under the National School Lunch Program.
  - b) Provide meals to each classroom in bulk containers for family-style feeding. Send clean and sanitized serving equipment and utensils necessary for each meal.
  - c) Check posted menus to ensure all necessary items are ready and record food temperatures when meals are picked up for delivery to the classroom.
  - d) Provide meal documentation forms (rosters) to be completed in the classroom.
  - e) Provide meals to comply with special dietary concerns working with the Nutritionist, classroom teacher and Health Services Coordinator.

**Pre-Kindergarten Services shall:**

- 1. Request and include the Nutritionist's feedback in deciding procedures that affect the nutrition service area of the Pre-K Programs.
- 2. Provide the Nutritionist with an orientation that includes at a minimum, the goals and underlying philosophy of Pre-K Programs and the ways in which they are implemented by the program.
- 3. Comply with all food safety guidelines, Pasco County Health Department requirements, National School Lunch Program regulations, and Head Start nutrition standards within each classroom through the following:
  - a) Provide meal counts to cafeteria by agreed upon time.
  - b) Pick up meals from the cafeteria and transport them to the classroom. Check posted menus to ensure all necessary items are included.

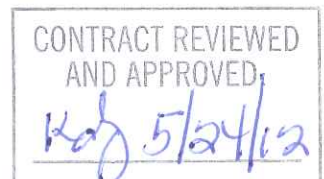
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AND APPROVED:  
*Kay Slater*  
5/24/12

- c) Provide age-appropriate serving sizes to students by cutting full servings in half when necessary (i.e. pizza, hamburgers, etc.).
  - d) Serve meals in family style format within ten (10) minutes of food arriving in classroom.
  - e) Offer students all foods provided for the meal at the time of meal service, not withholding any foods for service at another time or meal.
  - f) Work with Food and Nutrition Services Manager to provide appropriate menu substitutions for students with special dietary needs when documented by an approved medical authority.
  - g) Record meals served to each individual student at the point and time of meal service. Return signed meal documentation (rosters) to the school cafeteria by the designated time after each meal service.
  - h) Return all food equipment and serving utensils to the cafeteria after each meal for cleaning and sanitizing.
  - i) Maintain a clean and sanitary refrigerator and freezer, documenting temperatures each day.
4. Contact the Nutritionist when there are special dietary concerns as indicated on the child health record and physical exam form and document in the health care plan.
  5. **As students enroll, provide Food and Nutrition Services with a list of all income-eligible Head Start students and their student identification numbers. When signed by the Pre-Kindergarten Services Director, this list shall be used to approve students for free meal status. Student information that is not provided in a timely manner will result in meals being claimed as a paid status, the account balance will negative. When a student's account must be cleared, Food and Nutrition Services will invoice for the loss of local revenue.**
  6. Provide the food serving and transport equipment necessary for each classroom.
  7. Subscribe to the Primarily Nutrition parent newsletter in both English and Spanish. Print the newsletters and menus for all students and families.
  8. Pay Food and Nutrition Services for all meals supplied according to the Board approved meal prices for elementary students and adults.
  9. Pay Food and Nutrition Services for nutrition services at the rate of \$39,140.00 per year to be paid on a quarterly basis. The fee structure will be reviewed semi-annually to determine needed adjustments.
    - Head Start - \$31,312.00
    - Early Head Start - \$7,828.00

## Performance Standards

The services that a Registered Dietitian is expected to provide in developing, implementing and supervising a high quality feeding and nutrition program require a person or agency with at least the minimum amount of nutrition training and experience as follows:

*A qualified nutritionist or dietitian is one who (1) possesses a current registration with the Commission on Dietetic Registration of the American Dietetic Association or is eligible, registered and ready to take the examination and (2) is a licensed nutritionist with the State of Florida.*



## Term and Limitation

1. The term of the Agreement is from the date executed by both parties through June 30, 2013, unless terminated as provided herein. This Agreement may be considered for renewal on an annual basis if agreed to by both parties in writing thirty (30) days before the end of the contract.
2. This Agreement may be terminated by either party, with or without cause, upon written notice delivered to the other party.

In consideration of the above nutritional, educational and meal services, the Pre-Kindergarten Services and Food and Nutrition Services enter into this agreement.

The parties as signed below approve this agreement:



Beth Rawls  
Director  
Pre-Kindergarten Services

4/10/12  
Date



Richard P. Kurtz  
Director  
Food, Nutrition and Distribution Services

APRIL 9, 2012  
Date



Policy Council Chairperson  
Head Start Program

5-10-12  
Date

Heather Fiorentino  
Superintendent of Schools

\_\_\_\_\_  
Date

Joanne Hurley  
Chairwoman  
District School Board of Pasco County

\_\_\_\_\_  
Date

CONTRACT REVIEWED  
AND APPROVED:  
Kaj 5/24/12