



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Purchasing Services

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June 3, 2014

MEMORANDUM

TO: Honorable School Board Members

FROM: Nicole Westmoreland, MBA, Purchasing Agent *NW*

SUBJECT: Early Childhood Programs and Food and Nutrition Services
Intra-Agency Agreement
Contract #2014001813

Attached is an agreement between the Early Childhood Programs and Food and Nutrition Services to promote child wellness by providing nutritional services and enhance nutrition in the home for all children in the Early Childhood Programs. Please reference the attached memo from Angela Porterfield, Director, Early Childhood Programs. The agreement was approved by the District School Board's Attorney, Ms. Nancy Alfonso, on May 20, 2014.

At this time, we respectfully request your approval to enter into the attached agreement for the 2014 - 2015 school year. Annual expenditures will be approximately \$48,500 using Head Start Federal funds. Services covered under this contract are considered educational services and therefore are exempt from the competitive pricing requirements as outlined in Department of Education 6A-1.012(11)(b).

Should you have any questions regarding this matter, please contact Angela Porterfield or Debra Reaves, Purchasing Services, at your earliest convenience.

NW/dr

Attachments

Date/Time: May 28, 2014 11:29:00



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Memo # ECP-032-13/14
Contact: Angela Porterfield *ap*
Ext. # 42730

DATE: June 3, 2014
TO: HONORABLE SCHOOL BOARD MEMBERS
FROM: Kurt S. Browning, Superintendent of Schools
Amelia Van Name Larson, Assistant Superintendent for Student Achievement
SUBJECT: Partnership Agreement- Food & Nutrition Services

Introduction:

Head Start/Early Head Start Programs 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 Agreement for Nutrition Services has been reviewed and updated to reflect 2014-15 services and costs and approved by the Policy Council on May 14, 2014.

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 2014-15 Agreement for Nutrition Services is needed in order to satisfy Head Start and Early Head Start health and nutrition services requirements.

Recommendation:

The staff respectfully requests the approval of the 2014-15 Agreement for Nutrition Services.

Contract # 2014001813



RECEIVED

5/19/2014 PK

**District School Board of Pasco County
Agreement for Nutrition Services between
Early Childhood Programs and
Food and Nutrition Services
2014-2015**

Purpose

The Early Childhood Programs 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 Early Childhood Programs (ECP), 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 Early Childhood 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 ECP Family Resource Nights when requested.

CONTRACT REVIEWED
AND APPROVED:

NW 5.19.14

- f) Provide nutrition-related training for Early Childhood Programs staff and Head Start families as requested.
 - g) Work with ECP nurses and partner with the Pasco County 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 Dietitian 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 ECP Staff, Food and Nutrition Services employees and other staff as well as families to ensure integration of nutrition into all service areas.
 - e) Create monthly Nutrition Newsletters ~~to for~~ Early Childhood Programs classroom teachers ~~on a monthly basis~~.
 - f) Invoice ECP 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~~ Dietitian, classroom teacher and Health Services Coordinator.

Early Childhood Programs shall:

- 1. Request and include the ~~Nutritionist's~~ Dietitian's feedback in deciding procedures that affect the nutrition service area of the Early Childhood Programs.
- 2. Provide the ~~Nutritionist~~ Dietitian with an orientation that includes at a minimum, the goals and underlying philosophy of Early Childhood 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.
 - c) Provide age-appropriate serving sizes to students by cutting full servings in half when necessary.
 - 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 and Dietitian 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-Dietitian when there are special dietary concerns as indicated on the child health record and physical exam form and document in the health care plan. Provide Dietitian with documentation from a recognized medical authority for evaluation of any requested meal accommodation.

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 Early Childhood Programs 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 monthly nutrition 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~~ \$48,500 per year to be paid on a quarterly basis. The fee structure will be reviewed semi-annually to determine needed adjustments.

Head Start - ~~\$40,950.00~~ \$43,650.00
 Early Head Start - ~~\$4,950~~ \$4,850.00

CONTRACT REVIEWED
 AND APPROVED:
 RW 5.19.14

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/Academy of Nutrition and Dietetics 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, ~~2014~~2015, 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 Early Childhood Programs and Food and Nutrition Services enter into this agreement.

The parties as signed below approve this agreement:

Angela Porterfield 4/11/14
 Angela Porterfield, Director Date
 Early Childhood Programs

Julie Hedine 4/14/14
 Julie Hedine, Director Date
 Food and Nutrition Services

Princess A. Wainwright 5/14/14
 Princess A. Wainwright, Chairperson Date
 Head Start/Early Head Start Policy Council

Nicole Westmoreland 5-19-14
 Nicole Westmoreland Date
 Purchasing Agent
 District School Board of Pasco County

Alison Crumbley _____ Date
 Alison Crumbley, Chairman
 District School Board of Pasco County