

## **Child Nutrition Food Service Program**

John Paul II Catholic School, 1000 Butler Spaeth, Gillette, WY 82716 and Nutrition Services a department of Campbell County School District, 1000 West 8<sup>th</sup> Street, Gillette, WY 82716 enter into an agreement that describes the responsibilities of each party when providing meal service to a private school participating in the National School Lunch Program and School Breakfast Program.

### **John Paul II Catholic School Agrees To:**

1. Contact Nutrition Services on the number of meals needed for that day's service no later than 9 a.m.
2. Be responsible for ensuring that CCSD Nutrition Services operation conforms to John Paul II Catholic School's agreement with the Wyoming State Department of Education; including the completion of determination and verification of meal benefit forms for enrolled children.
3. Send the Wyoming Department of Education any proposed changes in the contract for approval prior to implementation.
4. Notify CCSD Nutrition Services with reasonable advance notice those days and times for which meals are not to be served.

### **CCSD Nutrition Services Agrees To:**

1. Ensure correct ServSafe cooking, holding, and transporting practices are used for all prepared meals.
2. Maintain records needed by John Paul II Catholic School in meeting their responsibility in the National School Lunch Program and School Breakfast Program as supported by invoices, receipts, food production records, and amounts of food prepared.
3. Maintain records that John Paul II Catholic School will need to meet its responsibilities including menu records and the number of each type of meal served.
4. Ensure that health and sanitation requirements are met at all times where food is prepared and stored.
5. Make available to Wyoming Department of Education, U.S. Department of Agriculture, and the U.S. Government Accounting Office any books and records for inspection and audit at any reasonable time and place, for a period of three years.
6. Operate in accordance with current National School Lunch Program and School Breakfast Program regulations.
7. Submit invoices for payment on a monthly basis.

**John Paul II Catholic School and CCSD Nutrition Services Mutually Agree That:**

1. Meals will not be purchased that are not available in the agreed upon time, are spoiled or unwholesome at the time of pick up, or do not meet the meal requirements in this contract.

2. The price of the following meals for adults and children will be:

<u>Meal</u>	<u>Student Price</u>	<u>Adult Price</u>
Lunch	\$2.50	\$3.75

3. Additional responsibilities of each party, which have been mutually agreed upon, are listed on the attached Details of Agreement.

This agreement may be terminated for cause of convenience by either party by the presentation to one party by the other of thirty days written notice. Neither party to this agreement shall be liable to other damages caused by cancellation pursuant to this agreement.

This agreement is effective beginning 08/1/2021 for preparation of meals in accordance with the National School Lunch Program and School Breakfast Program, the contract will end on 07/31/2022.

CCSD Representative

Title

Date

Bryan Young

Nutrition Supervisor

7/20/21

Print Name

John Paul II Catholic Representative

Title

Date

Vanessa Gemar

Principal

7/20/21

Print Name

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### Details of Agreement

CCSD Nutrition Services will provide school meals and snacks as requested by John Paul II Catholic School under the following terms and conditions:

Meals will be prepared at CCHS North Campus for John Paul II Catholic School to pick up. Once under control of John Paul II Catholic School's staff it will be their responsibility for proper holding temperatures and actual service of meals. John Paul II Catholic School is responsible for assuring food is at proper temp when picked up, maintaining proper holding temperatures, and for safety and sanitation of all equipment and facilities at the school during lunch service. Some items will require heating from frozen state to proper temp before serving.

John Paul II Catholic School is responsible for:

- Providing calendar and giving notice of any cancellations or changes
- Picking up meals from CCHS North Campus
- Keeping logs of proper holding temperatures
- Heating certain items to correct temperature before serving
- Obtaining License for Department of Health and renewing annually
- Service of meals and snacks
- Applying for USDA School Meals program status and reimbursements
- Keeping records on site of meal counts and production records
- Reimbursement of meals in timely manner

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CCSD Nutrition Services is responsible for:

- Purchasing food and non-food supplies as necessary
  - Providing utensils and disposable trays with meals
  - Providing milk for sale on top of milk provided for meal service
  - Menu selection
  - Maintaining proper food temperature from preparation to pick up
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