

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
 Child Nutrition Services  
 Old Capitol Building, PO Box 47200  
 OLYMPIA, WA 98504-7200  
 (360) 725-6200 TTY (360) 664-3631

**Skagit/Islands Head Start  
 Skagit Valley College**

## **AGREEMENT BETWEEN SKAGIT/ISLANDS HEAD START AND CONCRETE SCHOOL DISTRICT**

This agreement is entered into between Skagit/Islands Head Start and the Concrete School District for the purpose of providing meals for participants enrolled in the Head Start's Child and Adult Care Food Program (CACFP). This agreement provides the minimum obligations and responsibilities of the parties to this agreement. The parties below will be referred to throughout this agreement as Head Start and the School District

<p>Institution: Skagit/Islands Head Start          Skagit Valley College          2405 E. College Way          Mount Vernon, WA 98273          Mary Ellen Lykins, Director          360-416-7590</p>	<p>Center Site: Concrete Head Start          7638 S. Superior Ave.          Concrete, WA 98237          Karen Petosa, Center Manager          360-853-7209</p>
<p>Vendor: Concrete School District          45389 Airport Way          Concrete, WA 98237          Barbara Hawkings, Superintendent          360-853-8141</p>	

This agreement covers the period beginning approximately September 14, 2016 through June 9, 2017.

- I. The School District will:
- A. Provide lunch for approximately 25 children 1 day per week: Monday. To meet Head Start's need the School District will:
    1. Include milk with meals.
    2. Provide sack lunches which meet federal regulation 7 CFR 226.20 requirements for field trips when requested by Head Start five days in advance of the trip.
    3. Prepare bulk meals instead of unitized.
    4. Provide Head Start with a monthly menu one week prior to the beginning of the month.
    5. Present Skagit/Islands Head Start with an itemized invoice within ten working days following the end of the month for the previous month's deliveries.
    6. Staff from each agency will make arrangements for safe food transport.

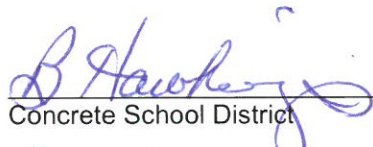
- B. Meet all sanitation and health standards to ensure:
  - 1. That appropriate health certifications are available for meal preparation facility(ies)
  - 2. Those foods are kept at the proper temperatures and under sanitary conditions until the time of delivery.
- C. Omit from the billing any spoiled or unwholesome meals found at the time of delivery or that do not meet meal pattern requirements per CACFP.
- D. Comply with applicable record keeping requirements and procedures to include the following:
  - 1. Retain required records for a period of three years after the end of the fiscal year to which they pertain.
  - 2. Foods are kept at the proper temperatures and under sanitary conditions until the time of delivery.
  - 3. Maintain full and accurate records which document: (1) the menus and list nutritional components and quantities used to prepare meals; and (2) the number of meals delivered on a daily basis to the Head Start center.
- E. The School District will not subcontract for the total meal, with or without milk, or for the assembly of the meal per 7 CFR 226.21(e).
- F. The School District shall operate in accordance the current program regulations per 7 CFR 226.6(i)(6)


II. Skagit/Islands Head Start will:

- A. Meet all meal requirements as specified by USDA for the CACFP regulations as contained in federal regulation 7 CFR 226.20 for breakfast and lunch.
  - 1. Inform the School District at a specified time each day, or as per arrangement, of the number of lunches required (see I.A. and I.A.5).
  - 2. Inform the School District at the beginning of each month, upon receipt of the School District monthly meal calendar, which meals they will not be contracting for during that month.
- B. Provide a list of approved site(s) and their locations to the School District.
  - 1. Provide a person at the center to receive, and verify safe temperature and sanitary condition of meals at the time received and to accept only those meals that meet the requirements of federal regulation 7 CFR 226.20.
  - 2. Provide staff to serve meals and clean the serving area.
- C. Notify the School District five days in advance when meals will not be needed for various reasons, i.e. field trips, emergencies, etc.
- D. Agree to the payment of \$2.75 per child lunch to the Concrete School District, and an additional 15% service fee to cover driver time, clerical, administrative and other over-all costs.
- E. Issue payment for meals received within 30 days following receipt of billing.

1. Do not reimburse for meals delivered spoiled or unwholesome or do not meet meal pattern requirements.
- F. Maintain all records justifying the number of meals received and served, by appropriate eligibility categories, for review by state and/or federal personnel. This includes records of amount of food prepared and count of meals supplied.
- G. Be able to amend any portion of this agreement in writing after approval by the state agency.
- H. Skagit/Islands Head Start will remain responsible for ensuring that the food service operation conforms to its agreement with the State agency per 7 CFR 226.21(a).
- I. The maximum amount payable under this contract unless amended shall be five thousand dollars (\$5,000.00).

All efforts will be made to resolve any disputes as they arise. If these efforts are not successful, this agreement may be terminated by written notification given by either party at least 60 days prior to the date of termination.

  
\_\_\_\_\_  
Concrete School District  
Superintendent  
(Title)                      9/29/16  
(Date)

  
\_\_\_\_\_  
Skagit Valley College  
VP Administrative Services  
(Title)                      10/5/16  
(Date)

Three copies:  
(1) Original to Skagit/Islands Head Start; (2) Copy to the State Office; (3) Copy to Concrete School District.