

NOVATO UNIFIED SCHOOL DISTRICT

BOARD POLICY

Series 3000

BP 3551

Business and Non-instructional Operations Food and Nutritional Services Department

It is the intent of the Governing Board, insofar as possible, that the Food and Nutritional Services Department shall be a self supporting and sustaining activity. All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. All costs covered by food sales and meal reimbursements shall be exclusive of all other costs of the Food and Nutritional services program which are charged to district funds by statute and by resolution by the Governing Board as authorized by state law.

Meals may be offered to employees and Board members as a matter of convenience. Since these meals may include federally donated food commodities, their price shall be set in accordance with state and federal guidelines.

Meals may be served to adults other than employees and Board members who are on campus during meal times for a legitimate purpose, such as serving as a classroom volunteer. Since these meals may include federally donated food commodities, their price shall be set in accordance with state and federal guidelines.

As part of the Food and Nutritional services program, the Superintendent is authorized to establish guidelines for providing free or reduced priced meals for students in those cases where the cost of a meal becomes a financial burden on the student or his/her family.

The Superintendent shall also establish procedures for the review and approval of menu prices by the Governing Board and the preparation and presentation of program financial reports for inspection by the Governing Board on a regular basis.

Cafeteria Fund

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries and benefits of food service employees shall be paid from the cafeteria fund. (Education Code [38103](#))

To increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of food and supplies, the planning of menus, and the auditing of all food service accounts for the district.

(cf. [3550](#) - Food Service/Child Nutrition Program)

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(cf. [3553](#) - Free and Reduced Price Meals)

Contracts with Outside Providers

With Board approval, the district may enter into a contract for management consulting services related to food service on a year-to-year basis.

With Board approval, the district may enter into a contract with a private company that enables a school to operate a franchise offering fast food items for sale to students. The franchise agreement and food purchases shall be subject to the competitive bidding requirements of the National School Lunch and School Breakfast Programs.

Legal Reference:

EDUCATION CODE

38891 Expenditures from cafeteria fund restricted

39900 Cost chargeable against school district funds

39902 Employment of persons, cost of wages; reimbursement to general funds

49490-49493 School breakfast and lunch program

49500 – 49504 School meals for pupils