

School Nutrition Program Claims System

Sponsor Summary

MiND (./mindhomepage.aspx) SNP Claims (snphomepage.aspx) Sponsor Summary Admin Options Admin Report User Management

Help Logoff (./mindlogin.aspx)

MiND (./mindhomepage.aspx) / SNP Claims (snphomepage.aspx) / Sponsor Summary

Sponsor: Clarenceville School District (63090)

School Year: 2019 (July 1, 2018 - June 30, 2019)

Claim Month: September 2018

Certify Hold Claim

Sponsor Summary

Sponsor Status: Eligible for Performance Based Reimbursement, Eligible for Additional \$.02 for Lunch

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Number Of School(s)	Number of Eligible Students		Student Enrollment
						Free	Reduced Price	
Breakfast	12087	601	11408	78	4	594	63	1881
Lunch	18973	2338	15993	642	4			

Admin Certification Notes:

Performance Based Reimbursement

Eligible (SNP PBR) Save

Reimbursement

Site Selection

Site: Botsford Elementary School (630900368) Enter/Edit Add a Site Update Site Status

Site Listing

Site Name: BOTSFORD ELEMENTARY SCHOOL (630900368)  
Site Status: CEP Severe Need Breakfast

Last Edit On: Oct 10 2018 1:43PM

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Percentage of Meals Claimed as Free	Student Enrollment
Breakfast	5175	238	4937	n/a	19	95.4	416
Lunch	5032	231	4801	n/a	18		

Enter/Edit Site Data

Site Name: CLARENCEVILLE HIGH SCHOOL (630900700)  
Site Status: Severe Need Breakfast

Last Edit On: Oct 10 2018 1:43PM

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Number of Eligible Students		Student Enrollment
						Free	Reduced Price	
Breakfast	764	32	715	17	19	337	28	615
Lunch	4156	804	3112	240	17			

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Number of Eligible Students		Student Enrollment
						Free	Reduced Price	
<input type="button" value="Enter/Edit Site Data"/>								

Site Name: CLARENCEVILLE MIDDLE SCHOOL (630900699)  
 Site Status: Severe Need Breakfast

Last Edit On: Oct 10 2018 1:47PM

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Number of Eligible Students		Student Enrollment
						Free	Reduced Price	
Breakfast	925	91	773	61	19	257	35	437
Lunch	4389	1055	2932	402	18			

Site Name: GRANDVIEW ELEMENTARY SCHOOL (630901461)  
 Site Status: CEP Severe Need Breakfast

Last Edit On: Oct 10 2018 1:44PM

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Percentage of Meals Claimed as Free	Student Enrollment
Lunch	5396	248	5148	n/a	18		

**School Nutrition Program Claims System**

**Sponsor Summary**

[MiND \(./mindhomepage.aspx\)](#)  
 [SNP Claims \(snphomepage.aspx\)](#)  
 [Sponsor Summary](#)  
 [Admin Report](#)  
 [Help](#)  
 [Logout \(./mindLogin.aspx\)](#)

MiND (./mindhomepage.aspx) / SNP Claims (snphomepage.aspx) / Sponsor Summary

Sponsor: **Clarenceville School District (63090)**

School Year: **2019 (July 1, 2018 - June 30, 2019)**

Claim Month: **October 2018**

**Sponsor Summary**

Sponsor Status: Eligible for Performance Based Reimbursement, Eligible for Additional \$.02 for Lunch

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Number Of School(s)	Number of Eligible Students		Student Enrollment
						Free	Reduced Price	
Breakfast	16032	854	15035	143	4	548	52	1890
Lunch	26611	3172	22537	902	4			

Admin Certification Notes:

**Reimbursement**

	Servings	Rate	Reimbursement
<b>Breakfast</b>			
Paid	854	0.3100	\$264.74
Reduced (Severe Need)	143	1.8400	\$263.12
Free (Severe Need)	15,035	2.1400	\$32,174.90
Total Servings	16,032		
<b>Breakfast Reimbursement Total</b>			<b>\$32,702.76</b>
<b>Lunch (Eligible for Performance Based Rate)</b>			
Paid	3,172	0.3900	\$1,237.08
Reduced	902	2.9900	\$2,696.98
Free	22,537	3.3900	\$76,400.43
Total Servings	26,611		
<b>Lunch Reimbursement Total</b>			<b>\$80,334.49</b>
<b>Milk Reimbursement Total</b>			<b>\$0.00</b>
<b>Snack Reimbursement Total</b>			<b>\$0.00</b>
<b>Claim Reimbursement Total</b>			<b>\$113,037.25</b>

**Site Selection**

Site: **Botsford Elementary School (630900368)**

**Site Listing**

Site Name: **BOTSFORD ELEMENTARY SCHOOL (630900368)**  
 Site Status: **CEP Severe Need Breakfast**

Last Edit On: **Nov 13 2018 8:58AM**

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Percentage of Meals Claimed as Free	Student Enrollment
Breakfast	6521	300	6221	n/a	23	95.4	428
Lunch	7576	348	7228	n/a	23		

[Enter/Edit Site Data](#)

Site Name: CLARENCEVILLE HIGH SCHOOL (630900700)  
 Site Status: Severe Need Breakfast

Last Edit On: Nov 13 2018 8:58AM

Number of Eligible Students

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Free	Reduced Price	Student Enrollment
Breakfast	1235	111	1075	49	23	302	24	614
Lunch	5627	1089	4183	355	23			

[Enter/Edit Site Data](#)

Site Name: CLARENCEVILLE MIDDLE SCHOOL (630900699)  
 Site Status: Severe Need Breakfast

Last Edit On: Feb 22 2019 3:12PM

Number of Eligible Students

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Free	Reduced Price	Student Enrollment
Breakfast	1334	124	1116	94	23	246	28	437
Lunch	6259	1406	4306	547	23			

[Enter/Edit Site Data](#)

Site Name: GRANDVIEW ELEMENTARY SCHOOL (630901461)  
 Site Status: CEP Severe Need Breakfast

Last Edit On: Nov 13 2018 8:59AM

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Percentage of Meals Claimed as Free	Student Enrollment
Breakfast	6942	319	6623	n/a	23	95.4	411
Lunch	7149	329	6820	n/a	23		

[Enter/Edit Site Data](#)

School Nutrition Program Claims System

Sponsor Summary

MiND (./mindhomepage.aspx) SNP Claims (snphomepage.aspx) **Sponsor Summary** Admin Options Admin Report User Management

Help Logoff (./mind.Login.aspx)

MiND (./mindhomepage.aspx) / SNP Claims (snphomepage.aspx) / Sponsor Summary

Sponsor: Clarenceville School District (63090)

School Year: 2019 (July 1, 2018 - June 30, 2019)

Certify Hold Claim

Claim Month: November 2018

Sponsor Summary

Sponsor Status: Eligible for Performance Based Reimbursement, Eligible for Additional \$.02 for Lunch

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Number Of School(s)	Number of Eligible Students		Student Enrollment
						Free	Reduced Price	
Breakfast	12558	697	11729	132	4	550	54	1883
Lunch	20469	2394	17413	682	4			

Admin Certification Notes:

Performance Based Reimbursement

Eligible (SNP PBR) Save

Reimbursement

Site Selection

Site: Botsford Elementary School (630900368) Enter/Edit Add a Site Update Site Status

Site Listing

Site Name: BOTSFORD ELEMENTARY SCHOOL (630900368)  
Site Status: CEP Severe Need Breakfast

Last Edit On: Dec 10 2018 1:21PM

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Percentage of Meals Claimed as Free	Student Enrollment
Breakfast	5036	232	4804	n/a	18	95.4	426
Lunch	5835	266	5567	n/a	18		

Enter/Edit Site Data

Site Name: CLARENCEVILLE HIGH SCHOOL (630900700)  
Site Status: Severe Need Breakfast

Last Edit On: Dec 10 2018 1:21PM

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Number of Eligible Students		Student Enrollment
						Free	Reduced Price	
Breakfast	981	106	807	66	18	302	26	609
Lunch	4033	795	2933	305	18			

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Number of Eligible Students		Student Enrollment
						Free	Reduced Price	
<input type="button" value="Enter/Edit Site Data"/>								

Site Name: CLARENCEVILLE MIDDLE SCHOOL (630900699)  
 Site Status: Severe Need Breakfast

Last Edit On: Dec 10 2018 1:22PM

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Number of Eligible Students		Student Enrollment
						Free	Reduced Price	
Breakfast	1146	109	971	66	18	248	28	436
Lunch	4894	1088	3449	377	17			

Site Name: GRANDVIEW ELEMENTARY SCHOOL (630901461)  
 Site Status: CEP Severe Need Breakfast

Last Edit On: Dec 10 2018 1:20PM

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Percentage of Meals Claimed as Free	Student Enrollment
Lunch	5727	263	5464	n/a	18		

School Nutrition Program Claims System

Sponsor Summary

MiND (./mindhomepage.aspx) SNP Claims (snphomepage.aspx) **Sponsor Summary** Admin Options Admin Report User Management

Help Logoff (./mindLogin.aspx)

MiND (./mindhomepage.aspx) / SNP Claims (snphomepage.aspx) / Sponsor Summary

Sponsor: Clarenceville School District (63090)

School Year: 2019 (July 1, 2018 - June 30, 2019)

Certify Hold Claim

Claim Month: December 2018

Sponsor Summary

Sponsor Status: Eligible for Performance Based Reimbursement, Eligible for Additional \$.02 for Lunch

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Number Of School(s)	Number of Eligible Students		Student Enrollment
						Free	Reduced Price	
Breakfast	10143	539	9490	114	4	553	54	1877
Lunch	16721	1925	14253	543	4			

Admin Certification Notes:

Performance Based Reimbursement

Eligible (SNP PBR) Save

Reimbursement

Site Selection

Site: Botsford Elementary School (630900368) Enter/Edit Add a Site Update Site Status

Site Listing

Site Name: BOTSFORD ELEMENTARY SCHOOL (630900368)  
Site Status: CEP Severe Need Breakfast

Last Edit On: Jan 9 2019 1:23PM

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Percentage of Meals Claimed as Free	Student Enrollment
Breakfast	4026	185	3843	n/a	15	95.4	424
Lunch	4832	222	4610	n/a	15		

Enter/Edit Site Data

Site Name: CLARENCEVILLE HIGH SCHOOL (630900700)  
Site Status: Severe Need Breakfast

Last Edit On: Jan 9 2019 1:23PM

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Number of Eligible Students		Student Enrollment
						Free	Reduced Price	
Breakfast	791	70	673	48	15	304	25	607
Lunch	3349	638	2466	245	15			

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Number of Eligible Students		Student Enrollment
						Free	Reduced Price	
<input type="button" value="Enter/Edit Site Data"/>								

Site Name: CLARENCEVILLE MIDDLE SCHOOL (630900699) Last Edit On: Jan 9 2019 1:23PM  
 Site Status: Severe Need Breakfast

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Number of Eligible Students		Student Enrollment
						Free	Reduced Price	
Breakfast	900	80	754	66	15	249	29	435
Lunch	3864	851	2735	296	15			

Site Name: GRANDVIEW ELEMENTARY SCHOOL (630901461) Last Edit On: Jan 9 2019 1:24PM  
 Site Status: CEP Severe Need Breakfast

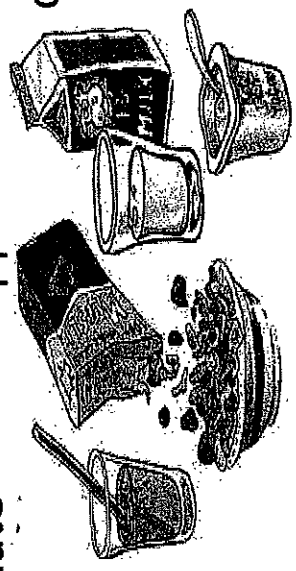
Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Percentage of Meals Claimed as Free	Student Enrollment
Lunch	4656	214	4442	n/a	15		



# Botsford Elementary School Breakfast Menu 2018/2019

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	Chewy Granola Bar Applesauce Juice/Milk (or Bagel)	Banana Bread Fresh Fruit Juice Milk (or Bagel)	Applejacks Applesauce Juice Milk (or Bagel)	Blueberry Muffin Fresh Fruit Juice/Milk (or Bagel)	Cinnamon Toast Crunch Applesauce Juice/Milk (or Bagel)
2	PopTart Applesauce Juice Milk (or Bagel)	Cinnamon Roll Fresh Fruit Juice Milk (or Bagel)	Crunch Mania Applesauce Juice Milk (or Bagel)	Chewy Granola Bar Fresh Fruit Juice/Milk (or Bagel)	Oatmeal/Choc. Chip Bar Applesauce Juice/Milk (or Bagel)
3	Applejacks Applesauce Juice Milk (or Bagel)	Pumpkin Roll Fresh Fruit Juice Milk (or Bagel)	Chewy Granola Applesauce Juice Milk (or Bagel)	Blueberry Muffin Fresh Fruit Juice/Milk (or Bagel)	Cinnamon Toast Crunch Applesauce Juice/Milk (or Bagel)
4	Chewy Granola Applesauce Juice/Milk (or Bagel)	Banana Bread Fresh Fruit Juice/Milk (or Bagel)	Applejacks Applesauce Juice/Milk (or Bagel)	Ultimate Cookie Fresh Fruit Milk (or Bagel)	PopTart Applesauce Milk (or Bagel)

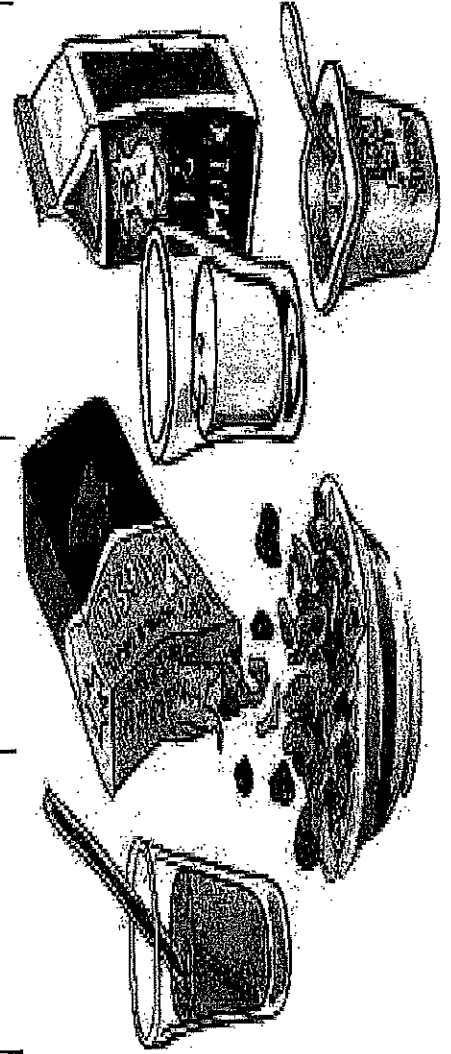
milk: 1% white, Fat Free Chocolate  
 100% Juice: Apple or Orange  
 applesauce: blueberry  
 cinnamon



*Photos every 4 wks*

# Grandview Elementary Breakfast Menu 2018/2019

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	Pop Tart Applesauce Juice Milk	Yogurt Granola Fresh Fruit Juice Milk	Mini Cinnamon Buns Applesauce Juice Milk	Ultimate Cookie Fresh Fruit Juice Milk	Muffin Sunflower Seeds Applesauce Juice Milk
2	Cereal Fresh Fruit Juice Milk	Bagel Cream Cheese Applesauce Juice Milk	Birthday Muffin Gogurt Fresh Fruit Juice Milk	Benefit Bar Applesauce Juice Milk	Trix Cheese Stick Fresh Fruit Juice Milk
3	Crunch Mania Applesauce Juice Milk	Banana Bread Fresh Fruit Juice Milk	Pumpkin Roll Applesauce Juice Milk	Dunkin Stick Fresh Fruit Juice Milk	Crisp Chocolate Graham Cracker Applesauce Juice Milk
4	Goldfish Cheese Stick Fresh Fruit Juice Milk	Apple Roll Applesauce Juice Milk	Blueberry Bread Fresh Fruit Juice Milk	Bagel Cream Cheese Juice Milk	Cereal Fresh Fruit Juice Milk



milk: 1% white, Fat Free Chocolate  
100% juice

*potatoes every 4 weeks*

# "BREAKFAST IN THE CLASSROOM" MENU

## 2018-2019

**CALENDAR**

Week 1 Meat Plan  
Week 2 Meat Plan  
Week 3 Meat Plan  
Week 4 Meat Plan

Month	S	M	T	W	T	F	S
SEPTEMBER	2	3	8	9	15	16	22
OCTOBER	7	14	21	28			
NOVEMBER	4	11	18	25			
DECEMBER	2	9	16	23	30		
JANUARY	6	13	20	27			
FEBRUARY	3	10	17	24			
MARCH	3	10	17	24	31		
APRIL	7	14	21	28			
MAY	5	12	19	26			
JUNE	2	9	16	23	30		

**Monday**

Bowl Pac Cereal  
Pepperidge Farms  
Grahams  
Applesauce &  
Juice  
Milk

**Tuesday**

Whole Grain  
Mini-Chi Buns  
Fruit and Juice  
Milk

**Wednesday**

Make your own  
Breakfast Parfait!  
Vanilla Yogurt Cup  
Gavin's Granola  
Mixed Berry Cup  
Juice /Milk

**Thursday**

WG Pop Tart &  
String Cheese  
Fresh Fruit & Juice  
Milk

**Friday**

Mini Confetti  
Pancakes  
Fruit and Juice  
Milk

**Monday**

Mini French Toast  
Applesauce Cup  
Juice / Milk

**Tuesday**

Apple Cinnamon  
Texas Toast  
Fruit & Juice Milk

**Wednesday**

Zucchini Bread Slice  
Applesauce & Juice  
Milk

**Thursday**

Jurassic Park  
Honey Grahams  
Hard Boiled Egg  
Peach Cup  
Juice & Milk

**Friday**

Eggo Mini  
Waffles  
Fruit & Juice  
Milk

**Monday**

Warm Bagel  
w/ Light Cream  
Cheese  
Fresh Fruit & Juice  
Milk

**Tuesday**

Banana Bread  
Slice  
Fruit & Juice  
Milk

**Wednesday**

Mini Celebration  
Muffin & Stirring  
Cheese Stick  
Fresh Fruit & Juice  
Milk

**Thursday**

Breakfast Goody Ring  
Fresh Orange Slices  
Apple Juice & Milk

**Friday**

Mini French Toast  
Fruit & Juice  
Milk

**Monday**

Raspberry Cream  
Bar  
Fruit & Juice  
Milk

**Tuesday**

Benefit Breakfast  
Bar  
Fruit & Juice  
Milk

**Wednesday**

Banana Split  
Breakfast  
Low Sugar Coco Puffs  
Strawberry Cup  
Fresh Banana  
Milk

**Thursday**

Apple or Strawberry  
Fruited Pastry  
Fruit & Juice  
Milk

**Friday**

Blueberry Muffin -  
Roasted Sun-  
flower Seeds  
Fruit & Juice  
Milk

# "BREAKFAST IN THE CLASSROOM" MENU

## 2018-2019

**CALENDAR**

Week 1 Meat Plan  
Week 2 Meat Plan  
Week 3 Meat Plan  
Week 4 Meat Plan

Month	S	M	T	W	T	F	S
SEPTEMBER	2	3	9	16	23	30	
OCTOBER	7	14	21	28			
NOVEMBER	4	11	18	25			
DECEMBER	2	9	16	23	30		
JANUARY	6	13	20	27			
FEBRUARY	3	10	17	24			
MARCH	3	10	17	24	31		
APRIL	7	14	21	28			
MAY	5	12	19	26			
JUNE	2	9	16	23	30		

**Monday**  
Bow! Pac Cereal  
Pepperidge Farms  
Grahams  
Applesauce &  
Juice  
Milk

**Tuesday**  
Whole Grain  
Mini-Cini Buns  
Fruit and Juice  
Milk

**Wednesday**  
Make your own  
Breakfast Parfait!  
Vanilla Yogurt Cup  
Gavin's Granola  
Mixed Berry Cup  
Juice /Milk

**Thursday**  
WG Pop Tart &  
String Cheese  
Fresh Fruit & Juice  
Milk

**Friday**  
Mini Confetti  
Pancakes  
Fruit and Juice  
Milk

**Monday**  
Mini French Toast  
Applesauce Cup  
Juice / Milk

**Tuesday**  
Apple Cinnamon  
Texas Toast  
Fruit & Juice Milk

**Wednesday**  
Zucchini Bread Slice  
Applesauce & Juice  
Milk

**Thursday**  
Jurassic Park  
Honey Grahams  
Hard Boiled Egg  
Peach Cup  
Juice & Milk

**Friday**  
Eggo Mini  
Waffles  
Fruit & Juice  
Milk

**Monday**  
Warm Bagel  
w/ Light Cream  
Cheese  
Fresh Fruit & Juice  
Milk

**Tuesday**  
Banana Bread  
Slice  
Fruit & Juice  
Milk

**Wednesday**  
Mini Celebration  
Muffin & String  
Cheese Stick  
Fresh Fruit & Juice  
Milk

**Thursday**  
Breakfast Goody Ring  
Fresh Orange Slices  
Apple Juice & Milk

**Friday**  
Mini French Toast  
Fruit & Juice  
Milk

**Monday**  
Raspberry Cream  
Bar  
Fruit & Juice  
Milk

**Tuesday**  
Benefit Breakfast  
Bar  
Fruit & Juice  
Milk

**Wednesday**  
Banana Split  
Breakfast  
Low Sugar Coco Puffs  
Strawberry Cup  
Fresh Banana  
Milk

**Thursday**  
Apple or Strawberry  
Fruite! Pastry  
Fruit & Juice  
Milk

**Friday**  
Blueberry Muffin -  
Roasted Sur-  
flower Seeds  
Fruit & Juice  
Milk

# Clarenceville Elementary Lunch Menu

2018-2019

menu can be changed without notice

Monday week 1	Tuesday week 1	Wednesday week 1	Thursday week 1	Friday week 1
Chicken Nuggets Dinner Roll Seasoned Corn Fruit/Veggies Milk	Mediterranean Chicken Warm Pita Curly Fries Hummus Cup Fruit/Veggies Milk	Nacho Supreme Meat & Cheese sauce Tortilla Chips Refried Beans/Salsa Fruit/Veggies Milk	Chefs Salad Turkey & Cheese Dinner Roll Fruit/Veggies Milk	Pizza Side Salad Fruit/Veggies Milk
Monday week 2	Tuesday week 2	Wednesday week 2	Thursday week 2	Friday week 2
Turkey Corn Dog Smile Face Potatoes Fruit/Veggies Milk	ASIAN DAY! Chicken White or Brown Rice Broccoli Fortune Cookie Fruit/Veggies Milk	Pasta Meat Sauce/Marinara Garlic Breadstick Green Beans Fruit/Veggies Italian Ice Milk	Beef & Cheese Taco Stick Cheesy Beans Salsa Fruit/Veggies Milk	Pizza Side Salad Fruit/Veggies Milk
Monday week 3	Tuesday week 3	Wednesday week 3	Thursday week 3	Friday week 3
Cheese Breadstick Marinara Sauce Fruit/Veggies Milk	Popcorn Chicken Mashed Potatoes/Grav Seasoned Corn Warm Biscuit Fruit/Veggies Milk	Macaroni & Cheese Dinner Roll Green Beans Fruit/Veggies Milk	Walking Taco Taco Chips Taco Meat/Cheese Corn & Black Beans Fruit/Veggies Milk	Pizza Side Salad Fruit/Veggies Milk
Monday week 4	Tuesday week 4	Wednesday week 4	Thursday week 4	Friday week 4
Dutch Waffle Whipped Cream/Berrie Turkey Sausage Hash Brown Potato Orange Juice Fruit/Veggies Milk	Soft or Hard Shell Taco Refried Beans Fruit/Veggies Milk	Chicken Drumstick Mini Corn Bread Baked Beans Fruit/Veggies Milk	Burger on a Bun Emoji Fries Fruit/Veggies Milk	Pizza Side Salad Fruit/Veggies Milk
Monday 2nd/3rd choice	Tuesday 2nd/3rd choice	Wednesday 2nd/3rd choice	Thursday 2nd/3rd choice	Friday 2nd/3rd choice
Hamburger on a Bun PBJ Sandwich	Hot Dog on a W/G Bun PBJ Sandwich	Toasted Cheese Tomato Soup PBJ Sandwich	Ham & Cheese Sub W/G Bun PBJ Sandwich	Chicken Patty on a Bun PBJ Sandwich

THIS MENU ROTATES. AFTER WEEK FOUR JUST START AT WEEK ONE AGAIN.

possible choices for salad bar:

- Broccoli, Baby Carrots, Celery Sticks, Grape Tomatoes
- Cucumbers, Garbanzo Beans
- Ketchup, mustard, salad dressing

The 2018/19 school year has some great changes!

All students will receive FREE Breakfast and lunches.

Ala Carte will still be available



milk: \$.50  
1% white  
fat free flavored

# Clarenceville Middle/High School Menu

2018/2019

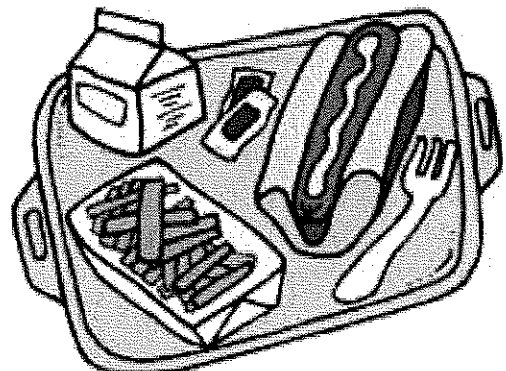
Breakfast Served Daily

Subject to change without notice

Monday week 1	Tuesday week 1	Wednesday week 1	Thursday week 1	Friday week 1
Chicken Nuggets Dinner Roll Seasoned Corn Fruit & Veggie Bar Milk or Crazy Bread/sauce	Chef's Salad w/Turkey & Cheese Warm Bread Stick Fruit & Veggie Bar Milk or Pancakes, yogurt	Nachos Supreme/ Meat & Cheese sauce Tortilla Chips/Salsa Refried Beans Fruit & Veggie Bar/Milk or Grilled Cheese Sticks	Mediterranean Chicken Warm Pita Curly Fries Hummus Cup Fruit & Veggie Bar/Milk or Ham & Cheese Sub	Pizza Side Salad Fruit & Veggie Bar Milk or Chicken Patty Sand.
Monday week 2	Tuesday week 2	Wednesday week 2	Thursday week 2	Friday week 2
Mini Turkey Corn Dogs Smile Face Potatoes Fruit & Veggie Bar Milk or Crazy Bread/sauce	Oriental Chicken Veggie Rice Broccoli Fortune Cookie Fruit & Veggie Bar/Milk or Pancakes, yogurt	Little Caesars Pizza Side Salad Fruit & Veggie Bar Milk or Grilled Cheese Sticks	Beef & Cheese Taco Stick Cheesy Beans Salsa Fruit & Veggie Bar/Milk or Ham & Cheese Sub	Pizza Calzone Marinara Sauce Side Salad Fruit & Veggie Bar Milk or Chicken Patty Sand.
Monday week 3	Tuesday week 3	Wednesday week 3	Thursday week 3	Friday week 3
Cheese Breadsticks Marinara Sauce Fruit & Veggie Bar Milk or Crazy Bread/sauce	Popcorn Chicken Mashed Potatoes/Gravy Seasoned Corn Warm Biscuit Fruit & Veggie Bar Milk Pancakes/yogurt	Chicken Drumstick Mini Corn Bread Baked Beans Fruit & Veggie Bar Milk or Grilled Cheese Sticks	Walking Taco Taco Chips Taco Mean/Cheese Corn & Black Beans Fruit & Veggie Bar/Milk Milk or Ham & Cheese Sub	Pizza Side Salad Fruit & Veggie Bar Milk or Chicken Patty Sand.
Monday week 4	Tuesday week 4	Wednesday week 4	Thursday week 4	Friday week 4
Dutch Waffle Whippy Cream/Berries Turkey Sausage Hash Brown Potato Fruit & Veggie Bar Orange Juice Milk or Crazy Bread/sauce	Soft or Hard Shell Taco Refried Beans Fruit & Veggie Bar Milk or Pancakes/Yogurt	Little Caesars Pizza Side Salad Fruit & Veggie Bar Milk or Grilled Cheese Sticks	Hamburger/Cheese- Burger/Turkey Burger Emoji Fries Fruit & Veggie Bar/Milk Milk or Ham & Cheese Sub	Chicken Patty Sandwich Tater Tots Fruit & Veggie Bar Milk or Pizza

THIS IS A ROTATING MENU UNLESS OTHERWISE NOTIFIED. WHEN WEEK FOUR IS COMPLETED BEGIN AGAIN AT WEEK ONE.

<b>Fresh</b>	<b>condiments</b>	
<b>Salad Bar:</b>	Mustard	
Black Olives	Ketchup	
Baby carrots	Salad	lunch
Broccoli	Dressing	\$3.00
Celery	Dressing	Reduced
Cucumbers	(variety)	0.40
Romaine	BBQ Sauce	Milk
Tomatoes	Syrup	0.50
ETC.	Margarine	
every day	1% white fat free flavored milk	



**Food Service Menu Items Roster**  
**ala Carte Items as of 2/22/2019**

Item	Scope	Pricing	All	Student	(free)	(redu)	(Paid)	Staff	Adult	Child
Adult Salad	Elementary Schools							3.25	3.25	
Bagel w/c	High Schools			1.50				1.75		
Baked Chips/Crunch Mania/Fruit S	All			1.00				1.25	1.25	
Bosco Slx	High Schools			1.75				2.00	2.00	
Breakfast Entree	High Schools			1.25				1.50	1.50	
Breakfast Entree	Middle Schools			1.25				1.50	1.50	1.25
Cappuccino/ Hot Choc.	High Schools			1.50				1.75	1.75	
Cereal	All			0.60				0.75	0.75	
Cereal Bar	High Schools		1.00							
Chewy Bar	Elementary Schools		0.50							
Chips	All		0.75							
Chips/Cheese/Marinara/Salsa cups	All		0.75					0.75	0.75	
Cookies/poptart/yogurt	All		0.75							
Essentia/V8/Smoothie	High Schools		2.50	2.50				3.00	3.00	
Extra Entree	Elementary Schools			1.75				2.00	2.00	1.75
Extra Entree	High Schools			2.50				2.75	2.75	
Extra Entree	Middle Schools			2.50				2.75	2.75	
EXTRA PIZZA	Clarenceville High School			2.00				2.50	2.50	
Extra Pizza	Clarenceville Middle School			2.00				2.50	2.50	
Fresh Fruit	All		0.60							
Frozen Drink	High Schools			1.50				1.75	1.75	
Fruit Cups	All		0.60							
Fruit Roll-up	Elementary Schools		0.60							
Gogurt	Elementary Schools		0.75					1.00		
Granola Bar	Middle Schools		1.00							
Gummy Bears	Elementary Schools		0.40							
Hi C/ Juicy Juice	Elementary Schools		0.60							
Hot Chocolate	Elementary Schools		0.50							
Hot Pretzel	High Schools		0.75					0.75	0.75	
Juice Cup	All		0.60					0.75	0.75	
Kist/Gatorade/25 oz Water	High Schools			1.25				1.50	1.50	
Large Soup	High Schools			2.50				3.00	3.00	
Large Soup	Middle Schools			2.50				3.00	3.00	
Milk	All		0.50							
Minute Maid	Elementary Schools		0.50							
Nachos	High Schools			1.75				2.00		
PB&J	High Schools			1.75				2.00	2.00	
PopTarts dbl/rice Krispie	High Schools			1.00				1.25		
Pretzels	Elementary Schools		0.60							
Rice Krispie	High Schools		1.00							
Rice Krispie Treats	Elementary Schools		0.50							
Rice Krispie Treats/PopTarts	Middle Schools		1.00							
Salad	Middle Schools			2.50				3.25	3.25	
Salad	High Schools			2.50				3.25	3.25	2.50
Sandwich Only	Elementary Schools		1.25							
Sandwiches	Middle Schools			2.50				2.75	2.75	
Sandwiches	High Schools			2.50				2.75	2.75	
Scooby snack/Cheese Stix/2Cookies	All		0.50					0.75	0.75	
Side Dish Potato/Veggie Side	Middle Schools			1.25				1.50	1.50	

**Food Service Menu Items Roster  
ala Carte Items as of 2/22/2019**

Item	Scope	Pricing	All	Student	(free)	(redu)	(Paid)	Staff	Adult	Child
Side Dish (potato, veg, etc)	High Schools			1.25				1.50	1.50	
Sm Soup & 1/2 Sandwich	High Schools			2.75				3.50	3.50	
Sm Soup & Salad	High Schools			3.25				4.00	4.00	
Sm. Water/ can drinks 11.5 oz	High Schools			1.00				1.25	1.25	
Small Chips	High Schools	0.75								
Small Soup	Middle Schools			1.50				2.00	2.00	
Small Soups	High Schools			1.50				2.00	2.00	
Small Water 8oz	All			0.50						
Snack	Elementary Schools	0.50								
Snack .25	Elementary Schools			0.25						
Snapple Bottle	High Schools	1.50						1.75	1.75	
Special Lunch	Elementary Schools	3.25								
Switch	All	1.25								
Teddy Grahams	All	0.75	0.75							
Tropicana Juice	All			1.50				1.75	1.75	
Water 16 oz	All			1.00				1.25	1.25	
Walch's/Mott's Fruit Snacks	All	1.00								
Yogurt	All	0.75						1.00	1.00	
Yogurt Parfait W/Granola	High Schools			2.00				2.25	2.25	
Yogurt Parfait W/Granola	Middle Schools			2.00				2.25	2.25	

Records Listed: 69



**U.S.D.A. Food Distribution  
Recipient Entitlement Balance Report  
School Year 2018**

**\* FINAL \***

From: 2018-1

To: 2018-12

Run Date: 6/30/2018

Distributor: Van Eerden Foodservice

CLARENCEVILLE SCHOOL DISTRICT

Sponsor Agreement Number: 63090

, MI

	Processed	Brown Box	DoD	Total	Balance	(Bonus)
July	.00	.00	.00	.00	54,664.30	.00
August	547.43	132.32	.00	679.75	53,984.55	.00
September	5,370.23	566.72	1,869.55	7,806.50	46,178.05	.00
<b>QTD (1)</b>	<b>5,917.66</b>	<b>699.04</b>	<b>1,869.55</b>	<b>8,486.25</b>		<b>.00</b>
October	5,096.67	1,127.95	1,665.00	7,889.62	38,288.43	.00
November	4,972.18	518.94	1,870.69	7,361.81	30,926.62	.00
December	3,382.68	252.27	1,157.70	4,792.65	26,133.97	.00
<b>QTD (2)</b>	<b>13,451.53</b>	<b>1,899.16</b>	<b>4,693.39</b>	<b>20,044.08</b>		<b>.00</b>
January	4,193.27	744.34	1,693.00	6,630.61	19,503.36	.00
February	3,322.53	406.85	1,163.75	4,893.13	14,610.23	.00
March	4,109.94	374.32	1,319.70	5,803.96	8,806.27	.00
<b>QTD (3)</b>	<b>11,625.74</b>	<b>1,525.51</b>	<b>4,176.45</b>	<b>17,327.70</b>		<b>.00</b>
April	3,306.22	85.87	1,048.39	4,440.48	4,365.79	.00
May	5,203.68	.00	1,992.95	7,196.63	-2,830.84	.00
June	702.40	.00	385.25	1,087.65	-3,918.49	.00
<b>QTD (4)</b>	<b>9,212.30</b>	<b>85.87</b>	<b>3,426.59</b>	<b>12,724.76</b>		<b>.00</b>
<b>Total Distribution:</b>	<b>40,207.23</b>	<b>4,209.58</b>	<b>14,165.98</b>	<b>58,582.79</b>		<b>.00</b>

**Entitlement Dollars: \$54,664.30 (163,177 Meals @ .3350 Meal Rate)**

	Processed	Brown Box	DoD	Total
Entitlement	46,464.65	5,466.43	2,733.22	54,664.30
Distributions	40,207.23	4,209.58	14,165.98	58,582.79
<b>Balance</b>	<b>6,257.42</b>	<b>1,256.85</b>	<b>-11,432.76</b>	<b>-3,918.49</b>
<b>% Usage</b>	<b>86.53%</b>	<b>77.01%</b>	<b>518.29%</b>	<b>107.17%</b>
Reallocated Balances	.00	.00	.00	.00
<b>Adjusted Balance</b>	<b>6,257.42</b>	<b>1,256.85</b>	<b>-11,432.76</b>	<b>-3,918.49</b>

Clarenceville School District  
Bylaws & Policies

---

**1130 - CONFLICT OF INTEREST**

Staff members, officers, and agents shall perform their official duties in a manner free from conflict of interest. To this end:

- A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School District's Board members, employees, officers, and agents is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District.

To accomplish this, the Board of Education has adopted the following guidelines which apply to all District employees, officers and agents, including members of the Board to assure that conflicts of interest do not occur. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, officers, and agents.

1. No employee, officer, or agent shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. When a staff member determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered by the Board or administration, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board).
2. No staff member, officer, or agent shall use his/her position to benefit either himself/herself or any other individual or agency apart from the total interest of the School District.
3. If the pecuniary interest pertains to a proposed contract with the District, the following requirements must be met.

The staff member, officer, or agent shall disclose the direct financial interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct financial interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the District, the staff member, officer, or agent shall make the disclosure in one (1) of two (2) ways:

- a. In writing, to the Board president at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0165.)

- b. By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The staff member, officer, or agent must use this method of disclosure if his/her financial interest amounts to \$5,000 or more.
4. Employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee
  - b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's, officer's, or agent's employment or professional relationship with the District through his/her access to School District records
  - c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
  - d. the requirement of students or clients to purchase any private goods or services provided by an employee, officer, or agent or any business or professional practitioner with whom any employee, officer, or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
5. Employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- B. Should exceptions to this policy be necessary in order to provide services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Superintendent **before** entering into any private relationship.
- C. Employees, officers, and agents can not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a

conflict of interest would arise when the employee, officer, or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Employees, officers, and agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds. Employees, officers, and agents may, however, accept a gift of unsolicited items of "nominal value" from a contractor or party to subcontracts that do not involve Federal grant funds. For purposes of this section, "nominal value" means that the gift has a monetary value of \$56.00 or less.

- D. To the extent that the District has a parent, affiliate or subsidiary organization that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.
- E. Employees, officers and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- F. Employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, as permitted by applicable Board policy.

2 C.F.R. 200.112, 200.113, 200.318  
M.C.L. 380.634, 380.1805(1)

Revised 1/28/16

© Neola 2016

Clarenceville School District  
Bylaws & Policies

---

**3110 - CONFLICT OF INTEREST**

Staff members, officers, and agents shall perform their official duties in a manner free from conflict of interest. To this end:

- A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School District's Board members, employees, officers, and agents is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District.

To accomplish this, the Board of Education has adopted the following guidelines which apply to all District employees, officers and agents, including members of the Board to assure that conflicts of interest do not occur. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, officers, and agents.

1. No employee, officer, or agent shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. When a staff member determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered by the Board or administration, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board).
2. No staff member, officer, or agent shall use his/her position to benefit either himself/herself or any other individual or agency apart from the total interest of the School District.
3. If the financial interest pertains to a proposed contract with the District, the following requirements must be met.

The staff member, officer, or agent shall disclose the direct financial interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct financial interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the District, the staff member, officer, or agent shall make the disclosure in one (1) of two (2) ways:

- a. In writing, to the Board president at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0165.)

- b. By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The staff member, officer, or agent must use this method of disclosure if his/her financial interest amounts to \$5,000 or more.
4. Employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee
  - b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's, officer's, or agent's employment or professional relationship with the District through his/her access to School District records
  - c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
  - d. the requirement of students or clients to purchase any private goods or services provided by an employee, officer, agent, or any business or professional practitioner with whom any employee, officer, or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
5. Employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- B. Should exceptions to this policy be necessary in order to provide services to students or clients of the School District, all such exceptions will be made known to the employee's, officer's, or agent's supervisor and will be disclosed to the Superintendent **before** entering into any private relationship.
- C.

Employees, officers, and agents can not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Employees, officers, and agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds. Employees, officers, and agents may, however, accept a gift of unsolicited items of "nominal value" from a contractor or party to subcontracts that do not involve Federal grant funds. For purposes of this section, "nominal value" means that the gift has a monetary value of \$56.00 or less.

- D. To the extent that the District has a parent, affiliate or subsidiary organization that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.
- E. Employees, officers and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- F. Employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, as permitted by applicable Board policy.

2 C.F.R. 200.112, 200.113, 200.318  
M.C.L. 380.634, 380.1805(1)

Revised 8/11/16

© Neola 2016

Clarenceville School District  
Bylaws & Policies

### 4110 - CONFLICT OF INTEREST

Staff members, officers, and agents shall perform their official duties in a manner free from conflict of interest. To this end:

- A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School District's Board members, employees, officers, and agents is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District.

To accomplish this, the Board of Education has adopted the following guidelines which apply to all District employees, officers and agents, including members of the Board to assure that conflicts of interest do not occur. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, officers, and agents.

1. No employee, officer, or agent shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. When a staff member determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered by the Board or administration, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board).
2. No staff member, officer, or agent shall use his/her position to benefit either himself/herself or any other individual or agency apart from the total interest of the School District.
3. If the financial interest pertains to a proposed contract with the District, the following requirements must be met.

The staff member, officer, or agent shall disclose the direct financial interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct financial interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the District, the staff member, officer, or agent shall make the disclosure in one (1) of two (2) ways:

- a. In writing, to the Board president at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0165.)



- b. By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The staff member, officer, or agent must use this method of disclosure if his/her financial interest amounts to \$5,000 or more.
4. Employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee
  - b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's, officer's, or agent's employment or professional relationship with the District through his/her access to School District records
  - c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
  - d. the requirement of students or clients to purchase any private goods or services provided by an employee, officer, agent, or any business or professional practitioner with whom any employee, officer, or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
5. Employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- B. Should exceptions to this policy be necessary in order to provide services to students or clients of the School District, all such exceptions will be made known to the employee's, officer's, or agent's supervisor and will be disclosed to the Superintendent **before** entering into any private relationship.
- C.

Employees, officers, and agents can not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Employees, officers, and agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds. Employees, officers, and agents may, however, accept a gift of unsolicited items of "nominal value" from a contractor or party to subcontracts that do not involve Federal grant funds. For purposes of this section, "nominal value" means that the gift has a monetary value of \$56.00 or less.

- D. To the extent that the District has a parent, affiliate or subsidiary organization that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.
- E. Employees, officers and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- F. Employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, as permitted by applicable Board policy.

2 C.F.R. 200.112, 200.113, 200.318  
M.C.L. 380.634, 380.1805(1)

Revised 8/11/16

© Neola 2016

## Clarenceville School District Bylaws & Policies

---

### 6320 - PURCHASING

Each year the State of Michigan informs the School of the legal amount for purchases which require a formal bidding process of a single item.

It is the policy of the Board that the Superintendent adhere to the following:

- A. Seek informal price quotations on purchases from \$0 - \$10,000.
  
- B. When the purchase of, and contract for, single items of supplies, materials, or equipment is less than the amount allowed by State statute, but exceeds \$10,000, the Superintendent shall, whenever possible, have at least three (3) written bids.

Purchases in a single transaction that are in excess of the dollar amount permitted by State statute shall require written bids and, whenever possible, have at least three (3) such bids for substantiation of purchase and shall require approval of the Board prior to purchase.

Written bids are not required for items purchased through the cooperative bulk purchasing program operated by the Michigan Department of Management and Budget pursuant to M.C.L. 18.1263.

Written bids are not required for food purchases, unless food purchased in a single transaction costs \$100,000 or more.

Bids shall be sealed and shall be opened by the Assistant Superintendent for Business in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible bidder; however, consideration can be given to:

- A. the quality of the item(s) to be supplied;
  
- B. its conformity with specifications;
  
- C. suitability to the requirements of the school;
  
- D. delivery terms;
  
- E. past performance of vendor.

In addition to the factors above, the Board may consider and provide a preference to bidders which use a Michigan-based business as the primary contractor or one (1) or more Michigan-based business as subcontractors.

For purposes of this preference a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L. 18.1268, which requires that the businesses certify that since inception or during the last twelve (12) months it has done one of the following:

- A. have filed a Michigan business tax return showing an allocation of income tax base to Michigan

- B. have filed a Michigan income tax return showing income generated in or attributed to Michigan
- C. withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

The Board reserves the right to reject any and all bids.

The Superintendent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the school in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

In order to promote efficiency and economy in the operation of the school, the Board requires that the Superintendent periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped but with staggered delivery dates, shall be made a part of the bid specifications.

Before placing a purchase order, the Superintendent shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the school. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that where the requisitioner has recommended a supplier, the Superintendent may make alternate suggestions to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order.

The Superintendent shall determine the amount of purchase which shall be allowed without a properly signed purchase order. Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

#### **Procurement – Federal Grants**

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (34 CFR 80.36) for the administration and management of Federal grants and federally-funded programs. The District shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320).

M.C.L. 380.1267, 380.1274 et seq.

© Neola 2012

Clarenceville School District  
Bylaws & Policies

---

**6325 - PROCUREMENT – FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board of Education policies, and administrative procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.326) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320 and AG 6320A.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3110 and Policy 4110 – Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

**Competition**

All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive contracts to consultants that are on retainer contracts;
- D. organizational conflicts of interest;
- E. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and

- F. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; or (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list.

#### **Solicitation Language**

The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

#### **Procurement Methods**

The District shall utilize the following methods of procurement:

- A. Micro-purchases

Procurement by micropurchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$3,500.00. To the extent practicable, the District shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

- B. Small Purchases

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

- C. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to the amount allowed by Michigan statute and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed the amount allowed by Michigan statute.

In order for sealed bidding to be feasible, the following conditions shall be present:

1. a complete, adequate, and realistic specification or purchase description is available;
2. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

1. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
2. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
3. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
4. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
5. The Board reserves the right to reject any or all bids for sound documented reason.

D. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. the item is available only from a single source
2. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
3. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
4. after solicitation of a number of sources, competition is determined to be inadequate

### **Contract/Price Analysis**

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

### **Time and Materials Contracts**

The District uses a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

### **Suspension and Debarment**

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.



Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 CFR Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (2 CFR Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at [www.sam.gov](http://www.sam.gov); collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 CFR Part 180 Subpart C)

### **Bid Protest**

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

### **Maintenance of Procurement Records**

The District maintains records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Applicable laws and regulations:  
2 C.F.R. 200.317 - .326

Adopted 8/11/16

© Neola 2016

## Clarenceville School District Bylaws & Policies

---

### 8500 - FOOD SERVICES

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education.

The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students who are certified by a licensed physician to have a disability which restricts his/her diet, in accordance with the criteria set forth in 7 CFR 15(b)(3). To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the administrative guidelines established by the Superintendent.

The operation and supervision of the food-service program shall be the responsibility of the Business Manager for Business and Support Services. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Business Manager for Business and Support Services. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account. Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection costs, including legal cost, arising from such bad debts after they have been determined to be uncollectable are also unallowable.

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with USDA requirements;
- D. the purchase of foods and supplies in accordance with State and Federal law, USDA regulations, and Board policy (See Policy 1130, Policy 3110, and Policy 4110);
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. the regular maintenance and replacement of equipment;
- I. all District employees whose salaries are paid for with USDA funds or non-federal funds used to meet a match or cost share requirement must comply with the District's time and effort record-keeping policy (See Policy 6116).

The District shall serve only nutritious food as determined by the Food Service Department in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program must comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines, and may be vended in accordance with Board Policy 8540.

The Superintendent will require that the food service program serve foods in District schools that are wholesome and nutritious and reinforce the concepts taught in the classroom.

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.  
Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.  
M.C.L. 380.1272, 1272a, 1272d et seq.

7 C.F.R. Parts 15b, 127, 210, 215, 220, 225, 226, 240, 245, 3015  
42 U.S.C. 1758, 1760  
OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines  
(effective July 1, 2014)  
SP 32-2015 Statements Supporting Accommodations for Children with  
Disabilities in the Child Nutrition Programs

Revised 3/10/16

© Neola 2016

## Clarenceville School District Bylaws & Policies

---

### 8510 - WELLNESS

The Clarenceville School District is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

To help promote optimal health, the Board supports high standards for child and school community nutrition and physical fitness with emphasis on nutritionally adequate meals and snacks that are appealing to students, as well as physical education opportunities that include the components of a quality physical education program.

All students, preK-12, shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short-and long-term benefits of a physically active and healthy lifestyle.

A Coordinated School Health Team consisting of a committee of students, parents, District staff (administrators, food service professional, and/or teachers including health and p.e. staff), a nurse, school police liaison, and School Board member shall be established to review nutritional and fitness matters on a periodic basis, and to suggest any changes to the nutrition/physical fitness (wellness) program.

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.

- C. The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.
- D. All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte or as entrees in the dining area (except entrée items that were offered on the National School Lunch

Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs.

The Superintendent shall appoint a District Wellness Committee that includes parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, members of the public and school administrators to oversee development, implementation, evaluation and periodic update of the wellness policy. The Wellness Committee shall be an ad hoc committee with members recruited and chosen annually.

The Wellness Committee shall be responsible for:

- A. assessment of the current school environment;
- B. review of the District's wellness policy;
- C. presentation of the wellness policy to the Board for approval;
- D. measurement of the implementation of the policy;
- E. recommendation for the revision of the policy, as necessary.

Before the end of each school year the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary.

The Superintendent shall report annually to the Board on the progress of the Wellness Committee and on its evaluation of policy implementation and areas for improvement, including status of compliance by individual schools and progress made in attaining goals of policy.

The Superintendent is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy.

42 U.S.C. 1751, Sec. 204  
42 U.S.C. 1771  
7 C.F.R. Parts 210 and 220

© Neola 2014

Clarenceville School District  
Bylaws & Policies

---

**8531 - FREE AND REDUCED-PRICE MEALS**

The Board of Education recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide needy children with lunch at a reduced rate or at no charge to the student.

Children eligible for free or reduced-price meals shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the State Department of Education.

The Board designates the Superintendent to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The schools shall annually notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school, and shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

M.C.L. 380.1272 et seq.  
42 U.S.C. 1751 et seq.  
42 U.S.C. 1771 et seq.

# Clarenceville School District

## Meal Charging Procedure

The purpose of having a meal charging policy is to establish consistent and clear meal account procedures throughout the district. There is a fine line between considering the fiscal integrity of the district and the solvency of the food service program, while also meeting the nutritional needs of students.

### GOALS:

1. To ensure that students have a healthy meal and that no child goes hungry.
2. To treat all students with dignity and confidentiality in the serving line.
3. To foster clear and positive communication among staff, administrators, teachers, students and the parent/guardian.
4. To establish fair practices that can be used consistently throughout the district regarding meal charges and the collection of said charges.

### SCOPE OF RESPONSIBILITY:

#### The Food Service Department:

- Responsible for maintaining meal account records. Robo calls are made to households on Monday evenings when a student has a negative lunch account balance.
- Responsible for providing written documentation of lunch activity when requested and working with households towards a reasonable resolution.
- Responsible for notifying school administration of potential problems and/or repeat offenders.

#### The Parent/Guardian:

- Responsible for immediate payment.
- Responsible for monitoring lunch activity on MiStar.

### MEAL ACCOUNTS:

We strongly discourage meal charges, but understand that an occasional emergency, shortage of funds, or forgetfulness may make it necessary. Meal charges are a temporary solution and are not intended to address the broader issue of whether a parent/guardian has an inability to pay for a meal for his/her child. In those instances, an application for Free or Reduced Meal Benefits should be completed. The parent should be reassured that this process will be treated with the utmost of confidentiality.

As a matter of practice, parents/guardians are encouraged to make meal payments in advance. Personal checks and cash deposits are accepted daily at the schools. The District uses a computerized meal credit system to account for student meals and ala carte sales. All students have personal accounts regardless of their form of payment. The process is the same whether the child is a free, reduced or full pay student. This process maintains the integrity of the child.



Similar to a bank account, each student has a school ID number which stays with them for their duration in the Clarenceville School District. Lunchroom cashiers at the Middle & High Schools level will verbally notify students at the register when their meal account is in the negative.

#### MEAL CHARGING POLICY:

Although not required by law through the National School Lunch Act or the Healthy Hunger Free Kids Act, limited meal charging will be allowed as a courtesy to families, under the following conditions:

#### ELEMENTARY SCHOOL STUDENTS:

- Only reimbursable meals may be charged. No ala carte purchases can be charged.
- Students may charge up to the value of three (3) days of meals.
- When a student charges a meal, their meal balance becomes a negative balance. When a student has a negative balance a Robo call is made to the household once a week indicating the negative balance for the student.
- Immediate repayment is expected for all charged meals and/or meal supplements.
- After the 3rd occurrence, students will be provided with a meal supplement (a cheese sandwich, fruit and milk for lunch). Cost of the meal supplement is \$1.00 which will be charged to their account.
- Students are not permitted to purchase ala carte items if they owe any unpaid charges.
- No charging will be permitted 2 weeks prior to the end of the school year.
- All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Payment must be made in full to the Clarenceville School District.

#### MIDDLE SCHOOL STUDENTS:

- Only reimbursable meals may be charged. No ala carte purchases may be charged.
- Students may charge up to the value of three (3) days of meals.
- Students will be notified verbally at the register when their balance is in the negative.
- When a student charges a meal, their meal balance becomes a negative balance. When a student has a negative balance a Robo call is made to the household once a week indicating the negative balance for the student.
- Immediate repayment is expected for all charged meals and/or meal supplements.
- After the 3rd occurrence, students will be provided with a meal supplement (a cheese sandwich, fruit and milk for lunch). Cost of the meal supplement is \$1.00 which will be charged to their account.
- Students are not permitted to purchase ala carte items if they owe any unpaid charges.
- No charging will be permitted 2 weeks prior to the end of the school year.
- All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Payment must be made in full to the Clarenceville School District.

#### HIGH SCHOOL STUDENTS:

- Only reimbursable meals may be charged. No ala carte purchases may be charged.
- Students may charge up to the value of three (3) days of meals.
- Students will be notified verbally at the register when their balance is in the negative.
- When a student charges a meal, their meal balance becomes a negative balance. When a student has a negative balance a Robo call is made to the household once a week indicating the negative balance for the student.
- Immediate repayment is expected for all charged meals and/or meal supplements.
- After the 3rd occurrence, students will be provided with a meal supplement (a cheese sandwich, fruit and milk for lunch). Cost of the meal supplement is \$1.00 which will be charged to their account.
- Students are not permitted to purchase ala carte items if they owe any unpaid charges.
- No charging will be permitted 2 weeks prior to the end of the school year.
- All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Payment must be made in full to the Clarenceville School District