



**D.C. Everest Area School District**

6300 Alderson Street  
Weston, WI 54476  
Phone 715-359-4221

Kristine A. Gilmore, Ed.D.  
Superintendent

**MISSION STATEMENT**

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

**TO:** Dr. Kristine Gilmore, Superintendent

**FROM:** Jack E. Stoskopf, Jr., Assistant Supt. for Business/Personnel Services

**RE:** Head Start Vendor Agreement

**DATE:** July 13, 2010

Attached is the Vendor Agreement to contract for food services to Marathon County Head Start for the 2010-2011 school year. They are housed in Weston Elementary School. The current price will be \$2.15 per meal.

I wish to thank Christine Welsh, Supervisor of Food Services, for her work on this agreement.

Approval is recommended.

10.4.-2

# CHILD AND ADULT CARE FOOD PROGRAM (Child Care Component)

## VENDOR AGREEMENT TO PROVIDE MEALS/SNACKS

This agreement is executed between: D.C. Everest Area School District and  
(Name of Vendor)

Marathon County Child Development Agency, Inc.- Head Start  
(Child Care Facility)

Whereas the facilities of D.C. Everest Area School District  
(Name of Vendor)

agree to operate in accordance with the Child and Adult Care Food Program (CACFP) regulations 7 CFR 226. This includes that the facility is adequate to prepare the required number of meals and snacks; has a current federal, state, or local health certification; and adheres to the health and sanitation requirements.

D.C. Everest Area School District  
(Name of Vendor)

agrees to supply the following meals to Marathon County Child Development Agency, Inc.- Head Start  
(Child Care Facility)

A. Check all that apply:  Breakfast  Snack  Lunch  Supper

B. These meals/snacks will be delivered:  Unitized (individual packaged meals)  Non-unitized

C. The portion sizes and components for the meals and snacks will be provided in accordance with current meal and snack pattern guidelines established by the United States Department of Agriculture and required under the Child and Adult Care Food Program. Refer to Attachment A for the meal patterns for children ages 1-12 years and infants birth through 11 months.

D. Meals/snacks shall be **delivered**/picked up by D. C. Everest Area School District (Indicate  
"delivered" or "picked up") (Specify Vendor or Child Care Facility)

at To be determined  
(Specify Time)

E. D.C. Everest Area School District will provide proper containers  
(Specify Vendor or Child Care Facility)

to maintain safe temperatures of food and milk while in transit.

F. The number of meals to be supplied will be 32. The number of meals may be increased or decreased

Weekly by informing vendor by Thursday of prior week  
(How frequently) (Specify the time and date as well as method for adjusting orders)

G. The price of meals shall be:

|           |    |      |      |
|-----------|----|------|------|
| Breakfast | \$ |      | each |
| Snack     | \$ |      | each |
| Lunch     | \$ | 2.15 | each |
| Supper    | \$ |      | each |

Delivery of meals shall be \$7.50 per day in addition to per meal cost, if required to any site other than Weston Elementary.

H. The Marathon County Child Development Agency, Inc.- Head Start  
(Child Care Facility)

will not pay D.C. Everest Area School District  
(Name of vendor)

for meals which are delivered outside of the agreed upon delivery time, are spoiled or unwholesome at the time of delivery, or do not otherwise meet the meal requirements for the CACFP.

IN FURTHER AGREEMENT D.C. Everest Area School District, pursuant to  
(Name of Vendor)

the provisions of the Child and Adult Care Food Program Regulations, will assure that said meals and snacks meet the minimum requirements for nutritive value and content, and will maintain full and accurate records that the Child Care Institution will need to meet its responsibility, including the following:

**1. Menu Records**

Daily menu records and daily production records listing the total amount of food prepared, and daily delivery records listing amounts of food supplied.

**2. Meal Billing**

A bill including the total number of meals and snacks supplied by type and total charge must be reported to the Child Care Institution promptly at the end of each month.

Retain the meal service records specified above for a period of three (3) years from the date of receipt of final payment under the contract, or in cases where an audit requested by the State agency or the Department remains unresolved, until such time as the audit is resolved. Upon request, make all accounts and records pertaining to the program available to representatives of the State of Wisconsin Department of Public Instruction, United States Department of Agriculture, and the federal General Accounting Office for audit or administrative review at a reasonable time and place.

IN THE EVENT the vendor is receiving Federal assistance under the Child and Adult Care Food Program, National School Lunch Program, School Breakfast Program, Special Milk Program, or Summer Food Service Program, or is receiving donated commodities, the following paragraph shall be considered a part of this Agreement.

Payments made to the vendor under this Agreement shall be deposited into its non-profit food service account and all expenditures made by the vendor in connection with this Agreement shall be paid from such account.

THIS AGREEMENT shall be effective as of September 1, 2010 till June 8, 2011. It may be terminated by notice in writing given by either party to the other at least thirty (30) days prior to the date of termination. The following parties have executed this Agreement, effective the month, day and year specified above.

Christine Misch  
(Vendor Representative)

Catherine Estlow Thwaites  
(Child Care Facility's CACFP Authorized Representative)

Supervisor of Food Services  
(Title)

Executive Director  
(Title)

5-27-10  
(Date)

June 23, 2010  
(Date)