

Contract for Management Services – Nutrition Services

Between Roseville Area Schools ISD 623 and St. Anthony–New Brighton Schools ISD 282.

This is a contract for management services for Nutrition Services between Roseville Area Schools (RAS) and St. Anthony–New Brighton Schools (SANB), subject to school board approval.

RAS will provide the services of the Nutrition Services Supervisor. RAS and SANB will share the cost of salary, benefits, memberships, cell phone, travel, and staff development costs. The salary and benefit costs are detailed in Appendix A. In addition, SANB will reimburse RAS for any additional costs incurred as a result of these services. This includes, but is not limited to, food provided at meetings, staff training, photocopies, and miscellaneous supplies.

Responsibilities of RAS:

1. On Site Supervision and Evaluations

RAS will provide presence in SANB according to a mutually agreed-upon schedule. The schedule will allow for flexibility in order to respond to emergencies as they arise. Periodic on-site meetings will be held with principals as well as nutrition services staff. RAS will provide periodic staff evaluations consistent with SANB policy. When not in SANB, the Supervisor will be accessible by telephone or e-mail.

2. USDA Compliance

RAS will be responsible for the development and oversight of all procedures to ensure compliance with the USDA program requirements. RAS will lead the coordinating of the Administrative review process, compiling required documentation and developing corrective action plans.

3. Human Resources

Roseville Area Schools (RAS) shall provide day-to-day program supervision and operational direction for SANB nutrition services staff. This includes assigning work, establishing standard operating procedures, providing training, and offering input on performance and contracts related to job duties within the nutrition program.

RAS will collaborate with SANB in the hiring process for nutrition services positions. RAS will complete job postings, interviews and selection recommendations. Final hiring decisions remain the responsibility of SANB.

In matters related to employee discipline, performance concerns, or termination, RAS will communicate concerns and provide documentation to SANB administration. SANB retains sole authority and responsibility for disciplinary actions in accordance with district policies and applicable labor agreements.

3. Bid Preparation

RAS will prepare bid specifications for food, milk, bread and kitchen supplies. SANB will be included in the RAS prime vendor contract to take advantage of the combined purchasing power of the two districts. RAS will place orders through its purchasing system using the approved vendors. RAS will use the Minnesota School Food Buying Group to obtain the lowest possible prices for SANB.

4. Supplies, Menu Development and Planning

RAS will develop and plan menus that are compliant with Federal Guidelines in consultation with head cooks/Nutrition Managers. RAS will order food and related supplies; inventory. Special events will be encouraged to help create interest in the program. Strategies will be planned and implemented to foster increased participation in the federal meal program.

5. Financial Management

RAS will develop budgets and monitor revenue and expenditures in partnership with the SANB business office. RAS will make recommendations for controlling food, labor, and other expenses and setting meal prices and a la carte charges to maintain a positive fund balance. RAS will manage data entry of meals served, commodities, and rebates in the MDE CLICS system.

6. Safety and Sanitation of Food and Equipment

RAS will monitor and make recommendations for food safety and sanitation in compliance with health department regulations. Recommendations include any requirements for both employees and equipment.

7. Training and Staff Development

RAS will provide training and in-service to SANB nutrition services staff. MNSNA Certification training will be provided by the Nutrition Services Supervisor, who is a qualified trainer and dietitian. SANB staff will participate in the RAS annual back-to-school in-service in August. Training on sanitation, nutrition, networking, etc., will be provided. Monthly manager meetings

will be held and SANB managers will be included. SANB employees will be encouraged to attend outside conferences and classes to continue their certification training and networking.

8. Parent Communications

RAS will respond as appropriate to parent concerns regarding allergies, menus, food quality, and other issues. The responses will be consistent with SANB policy and developed in consultation with SANB administration following MDE procedures.

9. Grants and Community Involvement

The RAS Nutrition Services Supervisor will work collaboratively with SANB on community engagement in activities such as wellness committee meetings and grant writing.

Responsibilities of SANB:

1. Ensure compliance with all applicable federal, state, and local regulations, including USDA, MDE, civil rights, and recordkeeping requirements.
 2. Process free and reduced lunch applications. Complete annual verification. Lead negative meal balance management.
 3. Technology Systems (Point of Sale, Online Payments, Free and Reduced Application Processing)
 4. Ensure timely processing of invoices, reimbursements, and inter-district payments.
 5. Provide access to RAS of budgetary reporting systems
 6. Authorize compensation to SANB staff to attend meetings and staff development outside the normal duty calendar
 7. Process hiring, onboarding, disciplinary actions, and termination decisions in coordination with RAS recommendations.
 8. Provide and maintain kitchen and service facilities in safe, operational condition.
 9. Communicate district updates, policies and changes to the Nutrition Services Supervisor. Provide opportunity for Nutrition Services leadership to connect with SANB district leadership.
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Compensation

RAS will invoice SANB at the end of each quarter for its share of costs for the preceding quarter. SANB will remit payment within 30 days of receipt of invoice.

Period of Service

The contractual period will be two years, from July 1, 2025 through June 30, 2027, and will be automatically renewed at the end of the two year period, absent notice from either party to the contrary. Either party may cancel with a 60-day written notice for any reason.

Signatures:

Shari Thompson/Executive Director of Business Services / Date

Roseville Area Schools

Dr. Steve Massey/Superintendent/Date

St. Anthony–New Brighton Schools

Addresses:

Roseville Area Schools
1251 West County Rd B2
Roseville, MN 55113

St. Anthony–New Brighton Schools
3303 33rd Ave NE
St. Anthony, MN 55418

Appendix A (2025-2027)

2025-2026 School Year	
Total RAS administrative costs - salaries and benefits	\$431,091.84
Total 24-25 Final Enrollment (ADMs) RAS 7,144.41 + SANB 1,836.67=8,981.08	Total admin cost/total adm = \$48.00 per ADM all sites
SANB ADM 1,836.67*\$48.00	\$88,160.16 Total Fee 25-26 school year

2026-2027 School Year	
Total estimated admin cost/total per ADM all sites	\$49.50
Estimated ADM (will pull from final Oct FY26 ADM summary report - MDE)	1,836.67 (estimate)
Estimated SANB ADM 1,867.27*\$49.50	\$92,429.87 Total Estimated Fee 26-27 school year