



Lewiston–Altura Public School District
100 County Road 25
Lewiston, MN 55952
(507) 523-2191

Gwen Carman, Superintendent
Dave Riebel, PreKdg – 5 Principal
Cory Hanson, 6-12 Principal

Educating a Caring, Adaptable, Respectful, Determined, Successful Community of Learners

This purchase agreement is for Food Service Director services entered into by and between St. John’s Lutheran School and Lewiston-Altura Public Schools beginning on September 10, 2024 and continuing through June 30, 2025.

As a licensed food service director, Vickie Speltz will provide food service connections, paperwork, answer questions, provide training and oversight for breakfast and lunch meals for St. John’s Lutheran School. Specifically:

Monthly/Ongoing During the School Year

- Tally lunch and milk counts at the end of each month, using edit check. Print and file.
- Submit SNP breakfast, lunch, and special milk program claims to MN Dept of Ed for reimbursement
- Invoice family accounts for 2nd lunch entrees and 2nd milks through QuickBooks Online.
- Receive payments to the SNP. Prepare deposits and record transactions in QuickBooks.
- Enter SNP expenses into QuickBooks.
- Reconcile the SNP checking account monthly.
- Submit monthly financial reports to the school team and finance team in coordination with the bookkeeper.
- Run monthly Direct Certification reports.

Annually/As Needed -

- Maintain school roster for upload to CLiCS2 for direct certification, at least 3 times each year, or as enrollment changes (uploaded in August 2024)
- Maintain spreadsheet of Free & Reduced qualifying students, updating as needed. (Current for the year as of 9/4/2024)
- Complete annual verification of 10% of Free/Reduced applicants and verification report in CLiCS2.
- Complete required documentation, as required by MDE, for Summer-EBT benefits for qualifying families.
- Work with the Wellness Committee, in coordination with the acting principal. (Triennial Assessment completed June 2024)
- Maintaining SNP filing system, keeping records for 3 years past current year
- Participate in the Administrative Review audit process.

We agree as follows:

1. Total package will be based on the hourly rate of \$50.00, which includes hourly rate, incentive pay, FICA, PERA, and insurance benefits. Travel and mileage costs (If travel is in excess of 5 miles in a single trip) will be charged additionally at the Federal IRS rate current at the time of travel.
2. Duration of services shall be from September 10, 2024 through June 30, 2025.
3. Time worked as a Food Service Director will be recorded in 15-minute increments and all efforts will be made to do the work during the school day. If the work requires the Food Service Director to exceed 40 per week, she will be paid at time and a half, and St. John's Lutheran School will be invoiced accordingly.
4. Lewiston-Altura Public Schools will invoice St. John's Lutheran School monthly.

Lewiston-Altura Public Schools or St. John's Lutheran School may terminate this agreement by written notice. Notice of termination will relieve Lewiston-Altura Public Schools of its required continuing compliance to this agreement including rendering of services.

IN WITNESS WHEREOF, the foregoing terms are agreed to and accepted by the parties.

L-A School District Date

St. John's Lutheran School Date