



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: July 20, 2022

Agenda Section: Consent

Agenda Item Title: Agreement between San Antonio Food Bank and SSAISD

From: Millicent Marcha, Chief Academic Officer

Additional Presenters if Applicable: Charlie Gallardo, Director of Guidance & Counseling

Description: The San Antonio Food Bank distributes between nine and eleven products monthly with an emphasis on fresh produce but may also contain snack foods, beverages, or bakery items. In addition, we have a food pantry that can serve families as needed. This food will be distributed free of charge.

Historical Data: The Board approved this MOU with San Antonio Food Bank on June 16, 2021 last year.

Recommendation: Approve the agreement between San Antonio Food Bank and SSAISD

Funding Budget Code and Amount: N/A



San Antonio Food Bank School Pantry Program Agreement

This document is an agreement made between San Antonio Food Bank (hereinafter referred to as “food bank”) located at 5200 Enrique M. Barrera Parkway San Antonio, Texas 78227 and South San Antonio ISD located at 2707 W. Gerald, San Antonio, Texas 78211 (hereinafter referred to as “Program”). By signing this agreement, both parties acknowledge their respective duties and responsibilities related to the administration of the School Pantry Program between the dates of 07/01/22 – 06/30/2023.

A. Program Partner AGREES TO:

- The safe and proper handling of food, which conforms to all local, state and federal regulations.
- Willingness to abide by the policies, procedures, and record keeping requirements of San Antonio Food Bank.
- Staff or volunteers of the program will not engage in discrimination, in the provision of service, against any person because of race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, unfavorable discharge from the military or status as a protected veteran.

B. SCHOOL PANTRY PROGRAM PARTNER AGREES TO:

The mission of the School Pantry Program is to help solve child hunger by providing nutritious food to children and their families in convenient, familiar and safe locations. School Pantries are typically located at a school, but may also operate in locations such as a library, park or youth organization site. Sites may have a permanent set up or may operate through a mobile distribution rotation where food is brought to the site. Sites are consistently in the same location, have set distribution schedules, and offer ongoing food assistance services.



Minimum Requirements

- Distribute healthy, nutritious food to children and families free of charge, including exchange of monies, goods or volunteer services.
- Provide food a minimum of once a month while the program is in operation and provide San Antonio Food Bank with distribution dates in advance.
- Ensure the school and/or program complies with all applicable federal and local statutes, ordinances and regulations.
- Ensure staff and volunteers with direct repetitive contact with children pass a national background check and maintain copies of background checks for review
- At least one representative must receive some form of food safety training, such as ServSafe Food Handler for Food Banking developed by Feeding America and the National Restaurant Association, or an equivalent training.
- Be available for an on-site monitoring visit at least once a year from San Antonio Food Bank staff
- Store School Pantry Program food in a secure, sanitary and temperature controlled place away from cleaning materials and toxic chemicals. All food must be stored 4 inches off the floor, away from the wall and 6 inches below the ceiling.
- Distribute School Pantry food to program participants in accordance with the pre-determined schedule

- The Program agrees to serve any children and families through a registration process and if anyone outside these parameters attend, the Program will serve the household at least once and provide information about another member agency food pantry of San Antonio Food Bank for future services
- Keep accurate record of number of adults and children served at each distribution and submit reports monthly.
- Receive deliveries on the designated day and time.
- Inform San Antonio Food Bank in writing of any changes in School Pantry Program personnel, days/hours of operation and/or population being served.
- Notify San Antonio Food Bank of any issues that arise between the school district and the Program Partner regarding space, staff, volunteers, or other matters.
- Communicate any problems and requests to San Antonio Food Bank in a timely manner.
- Identify a School Pantry coordinator to be the primary contact for the School Pantry Program and ensure all requirements listed above are adhered to.
- Use social media and other communication tools appropriately to promote program to families.

C. SAN ANTONIO FOOD BANK AGREES TO:

- Order high quality food for the program according to the estimated number of people provided by the program
- After program year listed above, Program may responsible for all shared maintenance costs for food and any equipment
- Appoint a primary contact for the Program to provide administrative oversight and leadership.
- Identify and procure staple food items and/or supplies necessary for the operation of the Program.
- Provide or coordinate training opportunities for Program staff and volunteers as appropriate, such as program administration, safe food handling and nutrition education.
- Ensure that Program partners meet national and local Program objectives through monitoring and periodic site visits at least once every year during designated hours of operation. Any issues will be communicated in writing to the Program partner within seven business days.

D. GENERAL PROVISIONS

This Agreement may be terminated at will by either party with 30 days written notice delivered to either party. Upon termination of this agreement, the Program Partner will return any equipment, materials and/or food provided by San Antonio Food Bank for the Program to San Antonio Food Bank within 30 days of termination date.

E. SIGNATURES

The Program's authorized representative's signature below confirms that the Program site is accepting and agrees to abide by all terms of this agreement.

Program Partner Signature:

Program Partner Signature (Principal or Executive Director)

Date

Print Name of representative who signed this agreement

Food Bank Signature:

Food Bank Signature

Date

Print Name of representative who signed this agreement