



Lewiston–Altura Public School District
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Gwen Carman, Superintendent
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Educating a Caring, Adaptable, Respectful, Determined, Successful Community of Learners

**Agreement for ISD #857 Food Service Program to Incorporate
St. John's School as a Site
Beginning with the 2025-2026 School Year**

This Agreement is to outline the services the ISD #857 (Lewiston – Altura Public Schools) Food Service Program will provide St. John's School beginning with the 2025-2026 school year.

St. John's School will become a site under the Lewiston - Altura Food Service Program and the programs shall mutually cooperate to adhere to all policies and protocols as established by the MN Department of Health, the MN Department of Education and the Lewiston- Altura Food Service Director.

- ☐ Lewiston- Altura Food Service Program will hire, supervise and provide compensation to one employee to be responsible for the daily school day operations of the St. John's Food Service program. This will include food preparation, serving, daily cleaning of all kitchen equipment, serving utensils and cleaning the cafeteria tables.
- ☐ Lewiston- Altura Food Service Program will process all necessary food ordering, menu planning, all financial and any other reporting as required, facilitate any reviews or audits, and processing of free/reduced meal applications.
- ☐ Lewiston- Altura Food Service Program will receive all local, state, federal revenue associated with the St. John's Food Service program, and pay all expenses associated with the St. John's Food Service program – with the exception of licensing, equipment maintenance and providing the necessary food preparation and serving equipment, utensils and dishes.
- ☐ Lewiston – Altura Food Service Program will provide the necessary consumable supplies such as napkins, gloves, dish soap, paper towels, etc. needed for the St. John's School Food Service program.
- ☐ St. John's School is responsible of maintaining current licensing of the kitchen facility as issued by the MN Department of Health and Winona County.

- ☐ St. John's School will provide each school day a staff member to operate the Point-of-Sale machine and cleaning of the cafeteria, with the exception of the cafeteria tables which will be cleaned by the L-A Employee.
- ☐ St. John's School is responsible for providing and maintaining all kitchen equipment (refrigerator, stove top/over, dishwasher, sink, sanitizer), cafeteria tables and all necessary food preparation and serving equipment and utensils.
- ☐ St. John's School will assure that there is very limited access to the school's kitchen. This is important to ensure cleanliness standards are maintained from the end of one school day until the start of the next school day.
- ☐ St. John's School will provide the Food Service Director access to student data needed fulfill the planning, financial and reporting requirements for St. John's Food Service Program. This data shall only be accessed by the Food Service Director, and no other ISD #857 personnel.

This Agreement shall be considered ongoing annually unless either party requests to amend or terminate the Agreement with at least 60-days notice.

Vickie Speltz, Lewiston – Altura Food Service Director

Bree Maki, Lewiston – Altura School Board Chair

Pastor Aaron Schrimpf, Acting Principal St. John's School