

RESOLUTION

A RESOLUTION ADOPTING REVISIONS TO EXISTING BOARD POLICIES

WHEREAS, the Board of Directors of Guadalupe Educational System, Inc. has policies that provide the Board, School Administrators, staff, students and patrons with organizational structure, rules and procedures for the operation of the Guadalupe Centers Charter Schools;

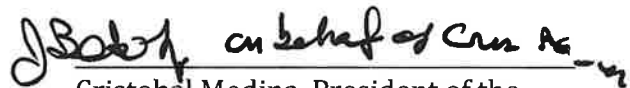
WHEREAS, Guadalupe Educational System, Inc. underwent a food services audit during the 2019-2020 school year.

WHEREAS, DESE requested that Guadalupe Educational System, Inc. create a policy to address unpaid meal costs and recoupment to align with the National School Lunch/Breakfast Program policies;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GUADALUPE EDUCATIONAL SYSTEM, INC. AS FOLLOWS:

1. The Board of Directors hereby revises, incorporates, and adopts as a Board Policy - 5535 Meal Charges a copy of which is attached hereto.
2. The Board readopts 5535 with an immediate effective date.

PASSED THIS ____ DAY OF OCTOBER 2020 BY THE BOARD OF DIRECTORS OF THE GUADALUPE EDUCATIONAL SYSTEM, INC.


Cristobal Medina, President of the
Board of Directors

ATTEST:

Sandra Garcia

Secretary
To the Board of Directors

SUPPORT SERVICES

Meal Charges

Policy 5535

All GCCS students are provided the opportunity to participate in and purchase meals at each school cafeteria in accordance with the National School Lunch/Breakfast Program. The following guidelines shall be followed when a student finds it necessary to charge their meal due to a lack of funds in their account.

Parents or guardians are solely responsible for providing their children with meals, either through money to purchase meals at school or by packing a meal from home. If, for any reason a parent or guardian cannot afford to provide a meal for their child, they can apply for Free or Reduced meal benefits at:

<https://mocloud1.infinitecampus.org/campus/portal/parents/guadalupe.jsp>

Charged Meals

1. A student may not accumulate more than five (5) unpaid meal charges.
2. On May 15 annually all charging will be cut off. Parents or guardians will be sent a written request for "payment in full". Payments can be paid with cash to each respective school or may be charged in the online food services portal. All charges not paid before the end of the school year will be carried forward into the next school year. Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent students being denied academic transcripts upon graduation.
3. Students may not charge a la carte items. Students are expected to pay for a la carte items prior to or at time of receipt.
4. A student with money in hand will not be denied a meal even if the student has past due charges. Cash may be used to purchase a meal or a la carte items.
5. Students will not be identified, singled out, shamed or punished by GCCS for the failure of their parents or guardians to pay for or provide meals, and GCCS will not withhold student records in violation of law.

No Alternative Meals

To avoid meal shamming, alternative meals will not be offered.

Interventions

GCCS will undertake the following interventions:

1. A Food Services representative of the SIS/Data Coordinator will provide administration a list of student charges on a weekly basis.
2. After a student accumulates five (5) unpaid meal charges, School Messenger will notify household of negative account balances not more than two times per week.

GCCS employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

Additionally, the district will provide the following interventions via the principal:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the principal or counselor could assist.
2. Make attempts to contact the parents or guardians to inquire about any assistance that might be needed to complete the free and reduced price meals application, discuss the situation and any other concerns the principal or counselor may have after meeting with the student, provide other resources as applicable and resolve the situation.

Notifications to Parents or Guardians

GCCS will provide timely notification via Infinite Campus to parents or guardians when account balances run low (when applicable) and when account balances include unpaid charges.

Delinquent Debt

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as GCCS determines the debt is collectible and efforts to collect the debt are ongoing. GCCS will make reasonable efforts to collect delinquent debt,

including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of GCCS. GCCS's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

End of Year Negative Balances

By law, Nutrition Services is not allowed to pay for bad debt. Therefore, each school will pay for their student's outstanding meal charges at the end of each year. Parents will be required to re-pay the school when the following year enrollment is conducted.

Non-Discrimination

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington D.C. 20250-9410
2. Fax: (202) 690-7442 or
3. Email: program.intake@usda.gov