



Pacifica School District

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Preparing Students for an Evolving World

www.pacificasd.org

MEMORANDUM

Business Services

Meeting of: 4/01/2015

TO: Wendy S. Tukloff, Ed.D., Superintendent
for Members, Board of Trustees
FROM: Josephine Peterson, Chief Business Official
SUBJECT: CSBA December 2014 Board Policy Manual Maintenance-BP 3550

Background

CSBA provides sample Bylaws, Board Policies and Administrative Regulations reflecting any legislation changes three times each year with descriptions identifying major changes in revised materials as well as editorial changes or technical revisions. Staff compares the CSBA sample policies to current policies. The December 2014 Board Policy Manual Maintenance included minor revisions to BP3550 – Food Service/Child Nutrition Program. The revision is added in bold to the last paragraph of the BP as follows:

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food services program meets state and federal nutrition standards for foods and beverages. **In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by the CDE.**

Rationale: To reflect new state monitoring process for food services, effective beginning in the 2013-14 school year. Each district that participates in the National School Lunch Program, School Breakfast Program, Seamless Summer Feeding Option, and/or other federal meal program is reviewed at least once every three years under the CDE's Administrative Review. As updated in December 2013, BP 3551 - Food Service Operations/Cafeteria Fund reflects provisions of the Administrative Review that pertain to resource management.

The revised BP 3550 which was reviewed by the Board on March 11, 2015 is attached.

A master binder of new and revised policies is located in the Office of the Superintendent.