

Contract Committee Review Request  
MUST BE COMPLETED IN FULL

Date: 5/23/22

Contract/Agreement Vendor: Community Food Bank of Eastern C

Name of Vendor & Contact Person

celliot@okfoodbank.org

Vendor Email Address

Contract renewal for Food For Kids backpack program which provides food for students with food instability to take home for the weekend. No

Describe Contract (Technology, program, consultant-prof Development, etc.)

Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

This program works in conjunction with other c

Reason/Audience to benefit


\$ 0.00

BOE Date

Amount of agreement

Person Submitting Contract/Agreement for Review: Valeri Radford

**PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK**

Principal &/or Director or Administrator: 

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin: NO

Leadership Team Member: \_\_\_\_\_

Funding Source: 0

Fund/Project

0

OCAS Coding

**Consent**

**Action**

This contract is a renewal from previous years. BAPS agrees to: Identify a coordinator (Valeri Radford). We will abide by their policies, procedures and record keeping requirements. Identify students meeting the eligibility guidelines. Follow safe and proper food handling. Ensure all food provided is used only for this program and cannot be sold, given to staff or used for any other purpose than providing food to chronically hunger students on weekends during school year. Distribute at least once a month, free of charge. Store in secure, sanitary, and temperature controlled area off the floor and away from chemicals. Keep accurate records, submit reports and necessary information as requested. Inform CFBEO in writing of any changes in program personnel or number of children being served. Ensure student names are kept

**Summary**

This area must be complete with full explanation of contract

*The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.*

Community Food Bank of Eastern Oklahoma  
Food for Kids Backpack Program Agreement  
2022-2023

Name of School or Site \_\_\_\_\_

This agreement is made between the Community Food Bank of Eastern Oklahoma (hereafter referred to as CFBEO) and the school/site (hereafter referred to as the school/site) (program). By signing this agreement, the school/site agrees to accept the respective duties and responsibilities related to the Backpack Program.

The above program agrees to:

1. Identify a school/site primary contact for the backpack program.
2. Identify students participating in the program.
3. The safe and proper handling and storage of food in accordance with state and federal regulations.
4. Willingness to accept and adhere to the CFBEO's policies and keeping requirements of the program.
5. All food provided by CFBEO will be used only for this program. The food cannot be sold, given to staff, or used for any purpose other than to provide food to chronically hungry students on weekends during the school year.
6. Ensure that all staff and volunteers with direct repetitive contact with children pass a national background check.
7. Distribute the provided sacks of food to the at-risk students free of charge and at least once per month.
8. Store the provided sacks of food in a secure, sanitary and temperature-controlled area away from cleaning materials and toxic chemicals. All food must be stored 6 inches off the floor, 2" – 4" away from the wall and 6 inches below the ceiling.
9. Be available for a pre-arranged biennial site visit from a CFBEO staff or volunteer.
10. Distribute the backpack sacks to identified students in accordance with the pre-determined schedule.
11. Keep accurate records, submit reports and provide necessary information as requested by CFBEO.
12. Maintain accurate and up-to-date copies of your school year records and reports.
13. Inform CFBEO in writing of any changes in program personnel and number of children being served.
14. Communicate requests and concerns in a timely manner to the Children's Program Manager.
15. Ensure the names of students participating in the program are kept confidential. CFBEO has no need of this information.
16. Staff or volunteers of the school/site will not engage in discrimination, in the provision of service, against any student because of race, color, citizenship, religion, gender, national origin, ancestry, disability, or sexual orientation including gender identity or expression.
17. Encourage students, families and staff to complete coloring sheets, feedback and evaluation forms as requested by CFBEO.

CFBEO agrees to:

1. Identify and procure staple food items and/or supplies for the operation of the program.



BACKPACK PROGRAM



- 2. Provide for the on-going distribution of backpack sacks to the program.
- 3. Provide all program forms and training needed by the school/site coordinators.
- 4. Appoint a primary staff contact for the program to provide administrative oversight and leadership.
- 5. Ensure the program meets national and local program objectives through biennial site visits during designated school hours.
- 6. Provide training opportunities for school coordinators as needed.

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

Broken Arrow Public Schools

Community Food Bank of Eastern Oklahoma

\_\_\_\_\_  
District Representative Signature

*Cathy Ellist*  
\_\_\_\_\_  
CFBEO Representative Signature

\_\_\_\_\_  
Date

*May 17, 2022*  
\_\_\_\_\_  
Date

