

**MANCHESTER BOARD OF EDUCATION**  
**REGULAR MEETING**  
**MONDAY, JUNE 10, 2019**  
**LINCOLN CENTER**

**Policy Committee Mtg.**  
**PTA Meet & Greet**  
**Board of Education Meeting**

**5:30 P.M. - Directors' Rm.**  
**6:30 P.M. - Lincoln Center**  
**7:00 P.M. - Lincoln Center**  
**Hearing Rm.**

**A. OPENING**

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Secretary's Welcome
- 4) Board of Education Minutes 5-13-19 A - 4
- 5) Recognition of Board of Education Student Representative and Teachers of the Year

**B. COMMITTEE REPORTS –**

- 1) Personnel & Finance Committee Minutes 5-13-19 B - 1

**C. CONSENT CALENDAR**

- 1) Personnel Information C - 1
- 2) Extended Field Trip Request - Manchester High School - Boys Cross C - 2  
Country Meet - Manchester, New Hampshire - (9/20/19 - 9/21/19) - 8 students  
2 coaches
- 3) Permission to apply for FY19/20 Manchester Head Start Services Grant C - 3
- 4) Permission to apply for FY19/20 Manchester Head Start Link Grant C - 4
- 5) Permission to apply for FY19/20 Enfield Head Start Services Grant C - 5
- 6) Permission to apply for FY19/20 Enfield Head Start Link Grant C - 6
- 7) Permission to apply for FY19/20 Enfield Head Start Enhancement Grant C - 7
- 8) Increase appropriation for FY18/19, in the amount of \$374,775, for the C - 8  
MRA out-of-town tuition, bringing the total appropriation to \$1,174,775
- 9) Permission to apply for FY19/20 Carl D. Perkins Career & Technical C - 9  
Education Basic Grant
- 10) Establish an appropriation for FY19/20, in the amount of \$220,000, for the C - 10  
Innovation Grant

**D. REPORT FROM STUDENT REPRESENTATIVE –**

- 1) Student Representatives Patrick Doherty and Krista Myrie
- 2) Introduction of new Student Representative - Tiffany Henry

**E. PUBLIC COMMENTS (any item before the board)**

**F. SUPERINTENDENT'S REPORT**

1) Manchester High School Mascot - Student Activists, MHS

**G. UNFINISHED BUSINESS - None**

**H. NEW BUSINESS -**

**Action:** Approval of the State Department of Education Addendum to Agreement for Child Nutrition Programs (ED-99) - Healthy Food Certification Statement for 2019-2020 that includes the Healthy Food Option and the Exemption for Food Items. H - 1

**RECOMMENDED MOTION:** Move to approve that pursuant to C.G.S. Section 10-215f, the Manchester Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2019, through June 30, 2020. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and Groups.

*If the Manchester Board of Education votes “yes” for the healthy food option, Manchester Board of Education must also vote “yes” or “no” on whether to allow food exemptions.*

**RECOMMENDED MOTION:** Move that the Manchester Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

**Action:** Approval of an increase in school lunch pricing by \$.10 (10 cents) at all schools. H - 2

**RECOMMENDED MOTION:** Move that the Manchester Board of Education approve a \$.10 cent increase in 2019-2020 school lunch prices at all schools increasing prices to \$2.45 for elementary schools, \$2.70 for middle schools and \$2.85 for the high school.

**I. PUBLIC COMMENTS - (comments limited to items on tonight’s agenda)**

**J. COMMUNICATIONS - None**

**K. ITEMS FOR FUTURE AGENDAS  
Topics for Superintendent's Report**

**Monday, June 24, 2019**      Update on School Start and End Times  
Update on School Resource Officers

**Monday, July 8, 2019**      Spring Data Update - Lincoln Center

**Monday, August 26, 2019**      Opening of School Update - Lincoln Center

**L. EXECUTIVE SESSION -  
Superintendent's Evaluation**

**M. ADJOURNMENT**

*Welcome to the Manchester Board of Education meeting. Observers are always welcome. The following instructions are to assist those who wish to speak during the Public Comment session(s):*

- 1) Print your name and address on the sign-in sheet at the podium for accurate record keeping.*
- 2) State your name and address for the record. Students state name only.*
- 3) First Session: Three minute time limit for any item that may come before the Board. Listen for the bell.*
- 4) Second Session: Comments must be limited to items on the Board's agenda for this meeting. The Board Chair has the discretion to limit comment time.*
- 5) Written statements may be substituted for Board members if time runs out for speaker.*
- 6) Immediate replies to questions/concerns should not be expected (Board Chair/Superintendent's discretion).*
- 7) Inappropriate topics: Confidential information, personal issues and legal concerns. Please avoid derogatory and profane language. Board of Education Policy #1220.*

Manchester Board of Education  
Personnel & Finance Committee Report  
May 13, 2019

Attendees: Committee Members Chris Pattacini, Deborah Hagenow, and Scott Hughes; Superintendent, Matthew Geary; and Director of Finance & Management, Karen Clancy

Also in attendance: Nick Aldi, Food Services Director

Mr. Aldi provided the committee with information relative to equity in paid lunch pricing. This information is reviewed and calculated annually based on State Department of Education guidance. School districts are required to adjust their lunch prices if they charge less than the target weighted average price for paid lunches. Therefore it is recommended that the Board of Education approve an increase of .10 cents in lunch prices for 2019-2020.

Mr. Aldi provided a breakfast price comparison between local school districts and districts within our District Reference Group. Manchester charges \$1.00 for elementary and middle school breakfast and \$1.25 for high school breakfast. We rank very low on the list. We have not had a breakfast price increase in years. It is recommended that the Board of Education approve an increase in breakfast prices by .25 cents at each level.

Mr. Aldi presented the committee with the annual Healthy Foods Certification which will be brought to the Board of Education for approval at the June 10, 2019 meeting. This annual requirement certifies that all food sold to students separately from reimbursable meals will meet the Connecticut Nutrition Standards.

The committee discussed the status of the Community Eligibility Provision that is currently operating at the Manchester Preschool Center, Martin, Verplanck, Waddell and Washington Elementary Schools. This provision provides for free lunch for all students at these school locations. It is recommended that we recertify at the same locations for 2019-2020 with the exception of Washington Elementary School due to its closing. In the Spring of 2020, we will review for a possible expansion of the program for the following school year.

Mr. Geary and Mrs. Clancy provided the committee with a proposal from Dattco for a possible change in bell times for 2019-2020. This proposal was made to improve the timeliness of buses to the schools. More information will be forthcoming.

Mrs. Clancy updated the committee on the status of the open Facilities Director position. At this time we will not be posting for the open position and will continue to manage the workload and update the Board of Education.

The next Personnel & Finance Committee meeting is scheduled for Monday, October 7, 2019, at 5:30 p.m. at Bowers Elementary School.

Respectfully Submitted,

Karen L. Clancy

Karen L. Clancy  
Director of Finance & Management

## **PERSONNEL ACTION**

### **APPOINTMENTS**

Ms. Anne M. Denerville to be a Grade 2 Teacher at Verplanck Elementary School. Ms. Denerville received her Master of Arts in Curriculum & Instruction from the University of Connecticut. Ms. Denerville resides in Norwalk, CT. It is recommended that her appointment be approved effective August 27, 2019 (Master's Step 1.5 / \$50,780).

Ms. Lauren S. Kang to be a Grade 3 Teacher at Martin Elementary School. Ms. Kang received her Master of Arts in Curriculum & Instruction from the University of Connecticut. Ms. Kang resides in Quaker Hill, CT. It is recommended that her appointment be approved effective August 27, 2019 (Master's Step 1.5 / \$50,780).

Mr. Michael P. Zappala to be Science Teacher at Manchester High School. Mr. Zappala received his Master of Arts in Curriculum & Instruction from the University of Connecticut. Mr. Zappala resides in Manchester, CT. It is recommended that his appointment be approved effective August 27, 2019 (Master's Step 3.5 / \$54,533).

Ms. Jennifer M. Tafuto to be a Grade 2 Teacher at Waddell Elementary School. Ms. Tafuto received her Master of Science in Education from Johns Hopkins University. Ms. Tafuto resides in Vernon, CT. It is recommended that her appointment be approved effective August 27, 2019 (Master's Step 3.5 / \$54,533).

Ms. Monica Z. Oquendo to be a Technology Education Teacher at Manchester High School. Ms. Oquendo received her Bachelor of Science Degree in Mechanical Engineering from University of Hartford. Ms. Oquendo resides in Terryville, CT. It is recommended that her appointment be approved effective August 27, 2019 (Bachelor's +15 Step 3 / \$52,546).

Ms. Konatsu Sonokawa to be a Grade 1 Teacher at Keeney Street School. Ms. Sonokawa received her Master of Arts in Curriculum & Instruction from the University of Connecticut. Ms. Sonokawa resides in West Hartford, CT. It is recommended that her appointment be approved effective August 27, 2019 (Master's Step 1.5 / \$50,780).

### **RESIGNATIONS**

Ms. Kaitlyn Krolkowski, Grade 4 Teacher at Waddell Elementary School, has submitted her letter of resignation effective June 30, 2019. Ms. Krolkowski has been with Manchester Public Schools since August 29, 2016. It is recommended that her resignation be accepted.

Ms. (Tomme) Noelle Coleman, Global Relations Teacher at Manchester High School, has submitted her resignation effective June 30, 2019. Ms. Coleman has been with Manchester Public Schools since August 25, 2014. It is recommended that her resignation be accepted.

Ms. Catherine Patterson, Grade 2 Teacher at Verplanck Elementary School, has submitted her letter of resignation effective June 30, 2019. Ms. Patterson has been with Manchester Public Schools since March 5, 2015.

Ms. Meghan King, Language Arts Teacher at Manchester High School, has submitted her letter of resignation effective June 30, 2019. Ms. King has been with Manchester Public Schools since August 25, 2014. It is recommended that her resignation be accepted.

Ms. Karen Esposito, Special Education Preschool Teacher at Manchester Preschool, has submitted her letter of resignation effective June 30, 2019. Ms. Esposito has been with Manchester Public Schools since August 10, 2010. It is recommended that her resignation be accepted.

**MANCHESTER PUBLIC SCHOOLS**  
**45 North School Street**  
**Manchester, CT 06042**

**EXTENDED FIELD TRIP REQUEST FORM**

In accordance with Board of Education Policy titled “Instruction -6153” all extended field trips must be approved by the Superintendent of Schools. The following information must be forwarded to the Superintendent 30 days (four months for international trips) prior to the Board meeting which antedates the trips.

**Name of School:** Manchester High School      **Date of Request:** 05/07/19

**Name of Club or Activity:**      MHS – Boys Cross County

**Trip to:** Manchester, New Hampshire      **Purpose:** Cross Country Meet

**Number of Students participating:** 8 Students      **From:** 9/20/19 – 9/21/19

**Number of School Days missed:** (1/2 Day) Friday

**Number and names of teachers and chaperones:** Give ages of chaperones if under 25 and list relationship to system or staff.

- a. Steve O'Reilly (Head Coach)      b. Mike Bendzinski (Assistant Coach)  
 c. Students (TBA Top 7 fastest by time)      d.  
 e.      f.

**Others:**

**Transportation:**    Bus    Train   X   Plane    Car   X   Other School Van

**Are Fundraising activities planned?**   X   Yes    No      **If so, describe :** We will have a Krispy Kreme fundraiser to get the extra money necessary for the bus ride to/from the airport (Logan, Boston) Extra donations are also welcome.

**How will funds be allocated to students participating?** \* Our plan is to pay 100% of the hotel cost for each student-athlete. We will be asking student-athletes to bring money for dinner (Friday night) breakfast and lunch on Saturday.

**Lodging:**   X   Hotel/Motel    Camp    Private Home

**If known, give specifics of room assignments:** Holiday Inn Manchester, NH (Airport) (\$171.00 per room) Four (4) rooms needed. Hotel accommodations to be paid from team fundraising account.

**Cost per teacher and/or chaperone: Hotel Accommodations (\$100-\$150) Chaperones may need to provide some of their own expenses if the field trip fund is not adequate.**

**Total Cost per Student: \$100 (Money from fundraising activities is deposited into an account for the designated field trip in order to offset student costs. However, students may still be responsible for a portion of the cost.\*)**

**Cost per student after fundraising: \$ Food \$**

**If travel agencies are engaged, at least *three* (3) quotations need to be approved with documentation attached to this form.** For quotes in excess of \$7,499, sealed public bids must be sought. Please allow enough time for public bid process (1 month).

a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_  
d. \_\_\_\_\_

Name of teacher making request:

Signature: Steve O'Reilly      Date: 5-7-19

**(Please print to obtain required signatures below)**

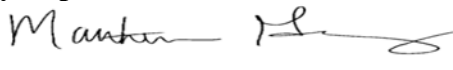
**Approved by Department Chair at secondary level:**

Signature: Lindsey Boutilier      Date: 5-7-19

**Approve by Principal:**

Signature: Katelyn Miner      Date: 5-9-19

**Approved by Superintendent:**

Signature:       Date: 6-3-19

**Attachments: Quotations  
Itinerary**

**\* Every effort should be made to allow all eligible students to participate regardless of financial situation.**



Town of Manchester  
Board of Education

**To:** Manchester Board of Education

**From:** Matthew Geary, Superintendent of Schools

**Subject:** Permission to apply for FY 19/20 Manchester Head Start Services Grant

**Date:** May 22, 2019

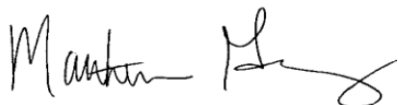
**Background:** Manchester Head Start receives an annual grant from the State Department of Education for the expansion of its services to low-income families.

**Discussion/Analysis:** These funds will be used to expand services to an additional class of 15 low-income preschoolers, in a full-day, full-year model.

**Financial Impact:** Grant funds cover 75% of the cost of implementation for this program expansion, with the remaining 25% coming from parent fees and State day care subsidies to parents.

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education give permission to apply for the FY 19/20 Manchester Head Start, State Department of Education Services Grant.



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Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
June 10, 2019

Town of Manchester  
Board of Education

**To:** Manchester Board of Education

**From:** Matthew Geary, Superintendent of Schools

**Subject:** Permission to apply for FY 19/20 Manchester Head Start Link Grant

**Date:** May 22, 2019

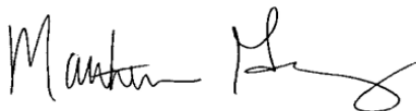
**Background:** Manchester Head Start received a grant from the State Department of Education for the expansion of its services to low-income families.

**Discussion/Analysis:** These funds will be used to extend the school day of its Squire Village district students from part-time to a full day of six hours. This expansion will increase learning opportunities in the development of language, literacy, social and emotional and math and science concepts.

**Financial Impact:** Grant funds cover 100% of the cost of implementation for this program expansion.

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education give permission to apply for the FY 19/20 Manchester Head Start, State Department of Education Link grant appropriation.



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Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
June 10, 2019

Town of Manchester  
Board of Education

**To:** Manchester Board of Education

**From:** Matthew Geary, Superintendent of Schools

**Subject:** Permission to apply for FY 19/20 Enfield Head Start Services Grant

**Date:** May 22, 2019

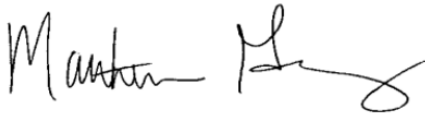
**Background:** Enfield Head Start has received a grant from the State Department of Education for the augmentation of its services to low-income families.

**Discussion/Analysis:** These funds are used for program quality enhancement in the area of literacy.

**Financial Impact:** Grant funds cover 100% of the cost of implementation for this services program.

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education give permission to apply for the FY 19/20 Enfield Head Start, State Department of Education Services grant.



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Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
June 10, 2019

Town of Manchester  
Board of Education

**To:** Manchester Board of Education

**From:** Matthew Geary, Superintendent of Schools

**Subject:** Permission to apply for FY 19/20 Enfield Head Start Link Grant

**Date:** May 22, 2019

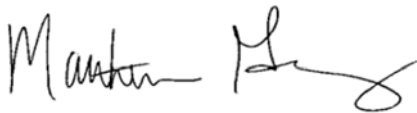
**Background:** Enfield Head Start has received a grant from the State Department of Education to provide additional direct services to students in the areas of language and literacy.

**Discussion/Analysis:** These funds will be used to hire three part-time literacy facilitators and to purchase instructional supplies. The facilitators will work with students individually and in small groups to strengthen literacy and language skills. They will also promote family literacy and parent involvement.

**Financial Impact:** Grant funds cover 100% of the cost of implementation for this program enhancement.

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education give permission to apply for the FY 19/20 Enfield Head Start, State Department of Education Link grant.



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Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
June 10, 2019

Town of Manchester  
Board of Education

**To:** Manchester Board of Education

**From:** Matthew Geary, Superintendent of Schools

**Subject:** Permission to apply for FY 19/20 Enfield Head Start Enhancement Grant

**Date:** May 22, 2019

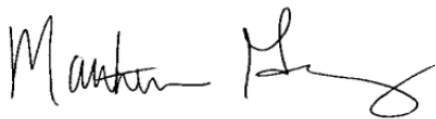
**Background:** Enfield Head Start receives an annual grant from the State Department of Education for the enhancement of its services to low-income families.

**Discussion/Analysis:** These funds are used to enhance services for preschoolers, for the Enfield extended day full year program and continuation summer program.

**Financial Impact:** Grant funds cover 100% of the cost of implementation for this program enhancement.

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education give permission to apply for the FY19/20 Enfield Head Start, State Department of Education enhancement grant.



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Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
June 10, 2019

**Town of Manchester  
Manchester Board of Education**

**To:** Manchester Board of Education  
**From:** Matthew Geary, Superintendent of Schools  
**Re:** Item for Increase in MRA Appropriation for FY 2018-2019  
**Date:** May 22, 2019

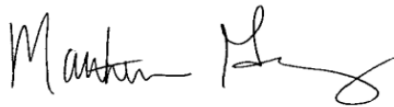
**Background:** MRA out-of town tuition is received to provide services to special needs students ranging in age from 14 to 21.

**Discussion/Analysis:** A projected increase in tuition is anticipated due to the number of tuition students in the program.

**Financial Impact:** None

**Other Board Action:** None

**Recommendation:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors increase the appropriation for MRA \$374,775 for FY18-19 bringing the total appropriation to \$1,174,775.



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Matthew Geary, Superintendent of Schools  
Manchester, CT  
June 10, 2019

Town of Manchester  
Board of Education

**To:** Manchester Board of Education

**From:** Matthew Geary, Superintendent of Schools

**Subject:** Permission to apply Carl D. Perkins Career and Technical Education Secondary Basic Grant for the 2019-2020 school year

**Date:** June 3, 2019

**Background:**

Manchester Public Schools have demonstrated a record of excellence in career and technical education. The Carl D. Perkins Career and Technical Education Secondary Basic Grant will improve and expand education and career guidance systems for Manchester's youth. The grant is funded by the State of Connecticut.

**Discussion/Analysis:**

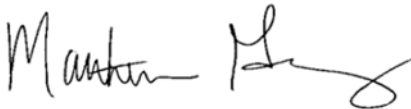
Funds will be used to:

1. Revise and/or re-write curriculum to ensure alignment with state/national common core standards in Business, Family Consumer Science, and Technology Education departments.
2. Provide professional development opportunities to ensure that students are exposed to specific career-based competencies, which will prepare them for a transition to a technologically-advanced employment workplace.
3. Provide funding for externships and field trips in conjunction with the College Career Pathways initiative.
4. Support specific developmental initiatives through funding for instructional programs, supplies and equipment for grades 9-12 in the aforementioned areas.

**Financial Impact:** None to the Board of Education

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent recommends that the Board of Education give permission to apply for the FY19-20 Carl D. Perkins Grant.



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Matthew Geary  
Superintendent of Schools  
Manchester, CT  
June 10, 2019

Town of Manchester  
Board of Education

**To:** Manchester Board of Education

**From:** Matthew Geary, Superintendent of Schools

**Subject:** Permission to apply Carl D. Perkins Career and Technical Education Secondary Basic Grant for the 2019-2020 school year

**Date:** June 3, 2019

**Background:**

Manchester Public Schools have demonstrated a record of excellence in career and technical education. The Carl D. Perkins Career and Technical Education Secondary Basic Grant will improve and expand education and career guidance systems for Manchester's youth. The grant is funded by the State of Connecticut.

**Discussion/Analysis:**

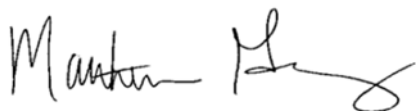
Funds will be used to:

1. Revise and/or re-write curriculum to ensure alignment with state/national common core standards in Business, Family Consumer Science, and Technology Education departments.
2. Provide professional development opportunities to ensure that students are exposed to specific career-based competencies, which will prepare them for a transition to a technologically-advanced employment workplace.
3. Provide funding for externships and field trips in conjunction with the College Career Pathways initiative.
4. Support specific developmental initiatives through funding for instructional programs, supplies and equipment for grades 9-12 in the aforementioned areas.

**Financial Impact:** None to the Board of Education

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent recommends that the Board of Education give permission to apply for the FY19-20 Carl D. Perkins Grant.



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Matthew Geary  
Superintendent of Schools  
Manchester, CT  
June 10, 2019



**Town of Manchester  
Board of Education**

**To:** Manchester Board of Education

**From:** Matthew Geary, Superintendent of Schools

**Subject:** Item for Appropriation Innovation Grant FY19-20

**Date:** June 6, 2019

Background:

Funded by the Dalio Foundation, the Connecticut RISE Network supports educators in preparing students for college, career, and life successes. The RISE Educator Innovation Grant assists educators in pursuing innovative strategies to increase on-track achievement and college and career readiness. Since 2016-17, RISE educators have leveraged the Innovation Fund to launch hundreds of projects, securing funding to enrich their instruction and classroom environments to build student engagement and connections to school, create experiences that invest and motivate their students, and enable students to explore post-secondary opportunities.

Discussion/Analysis:

This grant funds RISE Network Innovation Projects focusing on;

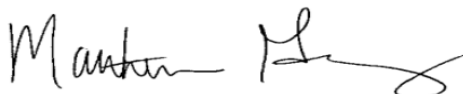
- Strategy 1: On-Track Coaching
- Strategy 2: On-Track Data Teams
- Strategy 3: Summer Transition Programs
- Strategy 4: College and Career Supports
- Strategy 5: Educator-Inspired Innovations

Financial Impact: None.

Other Board/Commission Action: None.

Recommendations:

The Superintendent of Schools recommends the Board of Education request the Board of Directors to establish an appropriation for FY19-20 Innovation Grant in the amount of \$220,000.



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Matthew Geary, Superintendent of Schools  
Manchester, CT  
June 10, 2019



**STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION**



**TO:** Sponsors of the National School Lunch Program

**FROM:** John D. Frassinelli, Chief *J.D.F.*  
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** January 28, 2019

**SUBJECT:** Operational Memorandum No. 05-19  
Process for Submitting the Healthy Food Certification (HFC) Statement for  
School Year 2019-20

This memo summarizes the requirements for submitting the 2019-20 HFC Statement to the Connecticut State Department of Education (CSDE). It also provides information on the Connecticut Nutrition Standards (CNS), HFC resources, and state beverage requirements.

#### **Annual HFC Statement**

Section 10-215f of the Connecticut General Statutes (C.G.S.) requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must **take action annually** to certify whether all food items sold to students separately from reimbursable meals will or will not meet the CNS. This includes all public schools, regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies.

For school year 2019-20, the HFC period is July 1, 2019, through June 30, 2020. All public school districts participating in the NSLP must submit the online Healthy Food Certification Statement (Addendum to Agreement for Child Nutrition Programs (ED-099)) by **July 1, 2019**. The vote by the board of education or governing authority on whether to participate in HFC must occur by July 1, 2019, or the district is ineligible for HFC during school year 2019-20.

#### **HFC Application Process for 2019-20**

The annual HFC Statement will be completed online in the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System), as part of the district's 2019-20 application module for the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. The 2019-20 module is expected to be available in the CNP System in **May 2019**. The CSDE will notify sponsors when the module is open and the HFC application module becomes available.

In the meantime, public school sponsors of the NSLP **must follow the procedures below** to ensure timely submission of the 2019-20 HFC Statement by the deadline of July 1, 2019.

1. Schedule the HFC votes at a meeting of your board of education or governing authority that occurs **before June 30, 2019**. The board of education or governing authority for each public school that participates in the NSLP must vote "yes" or "no" on whether to

implement the healthy food option, i.e., follow the CNS for all foods sold to students separately from reimbursable meals. **The motion and meeting minutes for the healthy food option should include the specific criteria for the healthy food option required by C.G.S. Section 10-215f, as indicated below.**

- **Healthy food option:** Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2019, through June 30, 2020. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

If the board of education or governing authority votes “yes” for the healthy food option above, the board of education or governing authority must also vote on whether to allow food exemptions. **The motion and meeting minutes for food exemptions should include the specific criteria for food exemptions required by C.G.S. Section 10-215f, as indicated below.** Note: If the board of education or governing authority votes “no” for the healthy food option above, a vote on whether to allow food exemptions is not required.

- **Food exemptions:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

For more information, see the CSDE’s handout, *Exemptions for Foods and Beverages in Public Schools*.

2. Conduct the HFC votes at the scheduled meeting of the board of education or governing authority. **Maintain a copy of the meeting minutes** indicating the results of the HFC votes for the healthy food option and food exemptions, as outlined in step 1.
  - The meeting minutes must indicate whether the board of education or governing authority voted “yes” or “no” to implement the healthy food option, and must include the specific language for “Healthy food option” in step 1.



- If the board of education or governing authority voted “yes,” for the healthy food option, the meeting minutes must also indicate whether the board of education or governing authority voted “yes” or “no” to allow food exemptions, and must include the specific language for “Exemption for food items” in step 1.
3. In May 2019, when the CSDE notifies districts that the HFC application module is available, complete the online HFC application module and upload the meeting minutes indicating the results of the HFC vote. **Note:** The CSDE will e-mail school nutrition programs when the 2019-20 HFC application module of the CNP System is available. Instructions on how to access the HFC application module will be provided at that time. **Please do not access the CNP System prior to receiving this notification from the CSDE.**

For additional guidance on the HFC application process, review the CSDE’s presentation, Application Procedures for HFC, and visit the “Apply” section of the CSDE’s HFC webpage.

### **Interschool Agreements for HFC Schools**

A public school or district (recipient site) that receives meals under contract from a HFC district (providing sponsor) can choose to certify for the healthy food option and follow the CNS for all foods sold to students separately from reimbursable meals. This must be indicated in section 3 of the Full-service Interschool Agreement Form between the recipient site and the providing sponsor district.

In order for the providing sponsor to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the CSDE by **July 1, 2019**. If the CSDE receives the interschool agreement **after** this date, the CSDE will **not** include the recipient site’s lunch counts in the total number of reimbursable lunches used to determine HFC payments for school year 2019-20. For more information, see CSDE Operational Memorandum No. 4-19: Interschool Agreements for School Year 2019-20.

Schools must submit **hard copies** of the interschool agreements to the CSDE. Interschool agreements are not submitted through the CNP Online System. The interschool agreements for school year 2019-20 are available in the “Interschool Agreements” section of the CSDE’s Forms for School Nutrition Programs webpage.

### **Connecticut Nutrition Standards (CNS)**

The CSDE did not make any changes to the CNS for school year 2019-20. For a summary of the CNS, see the CSDE’s handout, *Summary of Connecticut Nutrition Standards for Foods in Schools*. Additional information on the CNS is available on the CSDE’s CNS webpage. The CSDE’s HFC webpage provides numerous resources to assist districts with implementing HFC including:

- Complying with HFC (Presentation);
- Ensuring District Compliance with HFC;
- Guide to Competitive Foods in Schools;
- Questions and Answers on Connecticut Statutes for School Food and Beverages;

- Requirements for Food and Beverage Fundraisers in Public Schools Choosing HFC;
- Requirements for Food and Beverages in Vending Machines in Public Schools Choosing HFC; and
- Requirements for Foods and Beverages in School Stores in Public Schools Choosing HFC.

### **State Beverage Requirements**

As a reminder, the beverage requirements of C.G.S. Section 10-221q apply to **all public schools**, regardless of whether the district certifies for the healthy food option of HFC under C.G.S. Section 10-215f. This includes all public school districts, interdistrict magnet schools, charter schools, endowed academies, and the Connecticut Technical High School System. Additional information on the beverage requirements is available on the CSDE's Beverage Requirements webpage.

C.G.S. Section 10-221q addresses requirements for the sale of beverages to students in public schools, and allows exemptions if beverage sales meet specific conditions. Beverage exemptions are not part of the annual HFC Statement, which applies only to food sales. If a public school district chooses to allow beverage exemptions, the CSDE recommends that the board of education or governing authority conducts the vote on beverage exemptions at the **same time** as the HFC vote. If the district does not have a beverage exemption in place, noncompliant beverages can never be sold to students on school premises.

**The motion and meeting minutes for beverage exemptions should include the specific criteria for beverage exemptions required by C.G.S. Section 10-221q, as indicated below.**

- **Exemptions for beverages:** The board of education will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The "school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held, and must be the same place as the beverage sales.

For more information, see the CSDE's handout, *Exemptions for Foods and Beverages in Public Schools*.

For questions or additional information, please contact Susan Fiore at 860-807-2075 or [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov) or Teri Dandeneau at 860-807-2079 or [teri.dandeneau@ct.gov](mailto:teri.dandeneau@ct.gov).

JDF:sff

**Important:** This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain in a binder for future reference. All CSDE operational memoranda are posted on the CSDE's Operational Memoranda for School Nutrition Programs webpage.



## Exemptions for Foods and Beverages in Public Schools

This document summarizes the requirements for allowing food exemptions under Healthy Food Certification (HFC), mandated by Section 10-215f of the Connecticut General Statutes (C.G.S.); and the requirements for allowing beverage exemptions in public schools, mandated by C.G.S. Section 10-221q. It also provides sample motion language for the board of education or governing authority's votes to allow food exemptions and beverage exemptions.

Each public school sponsor of the National School Lunch Program (NSLP) must complete their annual HFC Statement (Addendum to Agreement for Child Nutrition Programs (ED-099)) online in the Connecticut State Department of Education's (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System), as part of the sponsor's application module for participation in the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. When submitting the annual HFC Statement, each public school NSLP sponsor must upload their board of education or governing authority's meeting minutes, indicating the results of the HFC votes for:

- participating in the healthy food option of HFC; and
- allowing exemptions for sales of foods that do not comply with the Connecticut Nutrition Standards (CNS).

The language in the meeting minutes must reflect the specific criteria required by C.G.S. Section 10-215f for participating in the healthy food option of HFC and allowing food exemptions. For more information on the HFC application process, visit the "Apply" section of the CSDE's HFC webpage.

In addition to the HFC votes, the CSDE strongly encourages districts to vote on beverage exemptions at the same time, and to include language in the meeting minutes that reflects the specific criteria for beverage exemptions required by C.G.S. Section 10-221q. For more information, see "Beverages" on page 3.

### Food Exemptions

HFC requires each board of education or governing authority for all public schools participating in the NSLP to certify annually to the CSDE whether they will follow the CNS for all foods sold to students separately from reimbursable meals in the USDA's school nutrition programs. The CNS applies to all competitive foods offered for sale to students on school premises at all times from all sources, including cafeterias, school stores, vending machines, fundraisers, and any other sources of food sales to students. Districts may choose to allow or not allow food exemptions.

#### Criteria for food exemptions

Foods that do not comply with the CNS can only be sold to students on school premises if the local board of education or governing authority votes to allow food exemptions and the following criteria are met: 1) the sale is in connection with an event occurring after the end of the regular school day

## Exemptions for Foods and Beverages in Public Schools

or on the weekend; 2) the sale is at the location of the event; and 3) the foods are not sold from a vending machine or school store.

- An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and school debates are events, but soccer practices, play rehearsals, and debate team meetings are not.
- The “school day” is the period from midnight before to 30 minutes after the end of the official school day.
- “Location” means where the event is being held, and must be the same place as the food sales. For example, foods can be sold on the side of the soccer field during a soccer game, but not in the school cafeteria while a game is played on the soccer field.

Districts may choose to exempt all foods that do not comply with the CNS or may choose to exempt only certain foods or categories of foods. For example, chips and cookies are exempt, but candy is not. Districts may also choose to exempt all events or only certain events. For example, sales of exempted foods are allowed only at sports games, concerts, and theatre productions. If the district exempts only specific events and foods, these events and foods must be listed in the meeting minutes from the board of education or governing authority’s exemption vote.

If the board of education or governing authority chooses to make food exemptions part of the district’s school wellness policy, these exemptions remain in effect until the board of education or governing authority changes or rescinds the policy. However, as required by C.G.S. Section 10-215f, the board of education or governing authority must still vote annually on whether the district will follow the CNS and whether the district will allow food exemptions. This is part of the annual HFC Statement.



### Sample language for food exemptions

The exemption language below applies to foods that the district will exclude from complying with the CNS, provided all sales comply with the three criteria for food exemptions required by C.G.S. Section 10-215f. Districts may make this language specific to certain events and foods by listing the specific events and foods that will be exempted.

- **Food exemptions:** The board of education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the



## Exemptions for Foods and Beverages in Public Schools

location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the food sales.

The board of education or governing authority’s motion and meeting minutes for food exemptions should include the specific criteria for food exemptions required by C.G.S. Section 10-215f, as indicated in “Food exemptions” above.

### Beverages

The state beverage requirements of C.G.S. Section 10-221q apply to all public schools, regardless of whether they choose the healthy food option of HFC or participate in the USDA’s school nutrition programs. C.G.S. Section 10-221q allows only five categories of beverages to be sold to students in public schools. For information on allowable beverages, see the CSDE’s handout, *Allowable Beverages in Connecticut Public Schools*.

C.G.S. Section 10-221q applies to all beverages sold as part of school meals and separately from school meals anywhere on school premises, including cafeterias, school stores, vending machines, fundraisers, and any other sources of beverage sales to students. Districts may choose to allow or not allow beverage exemptions. Districts that do not have a beverage exemption can never sell beverages that do not comply with C.G.S. Section 10-221q.

Beverage exemptions are not part of the annual HFC Statement, which applies only to food sales. If the district chooses to allow beverage exemptions, the CSDE recommends that the board of education or governing authority conducts the vote on beverage exemptions at the same time as the vote on HFC participation and food exemptions.

### Criteria for beverage exemptions

Beverages that do not meet the requirements of C.G.S. Section 10-221q can only be sold to students on school premises if the local board of education or governing authority votes to allow beverage exemptions and the following criteria are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store.

- An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and school debates are events, but soccer practices, play rehearsals, and debate team meetings are not.



## Exemptions for Foods and Beverages in Public Schools

- The “school day” is the period from midnight before to 30 minutes after the end of the official school day.
- “Location” means where the event is being held, and must be the same place as the beverage sales. For example, beverages can be sold on the side of the soccer field during a soccer game, but not in the school cafeteria while a game is played on the soccer field.

Districts may choose to exempt all beverages that do not comply with the requirements of C.G.S. Section 10-221q or may choose to exempt only certain beverages or categories of beverages. For example, lemonade and sports drinks are exempt, but soda and energy drinks are not. Districts may also choose exempt all events or only certain events. For example, sales of exempted beverages are allowed only at sports games, concerts, and theatre productions.

If the district exempts only specific events and beverages, these events and beverages must be listed in the meeting minutes from the board of education or governing authority’s exemption vote. If the board of education or governing authority chooses to make beverage exemptions part of the district’s school wellness policy, they remain in effect until the board of education or governing authority changes or rescinds the policy.

### Sample language for beverage exemptions

The exemption language below applies to beverages that the district will exclude from complying with C.G.S. Section 10-221q, provided all sales comply with the three criteria for beverage exemptions required by C.G.S. Section 10-221q. Districts may make this language specific to certain events and beverages by listing the specific events and beverages that will be exempted.



- **Beverage exemptions:** The board of education will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the beverage sales.

## Exemptions for Foods and Beverages in Public Schools

The board of education or governing authority's motion and meeting minutes for beverage exemptions should include the specific criteria for beverage exemptions required by C.G.S. Section 10-221q, as indicated in "Beverage exemptions" above.

### Resources

Allowable Beverages in Connecticut Public Schools (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/AllowableBeverages.pdf>

Application Procedures for Healthy Food Certification Presentation (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/App/HFCPresentationApplication.pdf>

Beverage Requirements (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Beverage-Requirements>

Complying with Healthy Food Certification Presentation (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/HFCPresentationComplying.pdf>

Connecticut Nutrition Standards (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards>

Guide to Competitive Foods in Schools (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/CompetitiveFoodsGuide.pdf>

Healthy Food Certification Application:

<https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification/Apply>

Healthy Food Certification (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification>

List of Acceptable Foods and Beverages (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages>

Overview of Healthy Food Certification (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification>

Questions and Answers on Connecticut Statutes for School Foods and Beverages (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CTStatutesQA.pdf>

Requirements for Beverages Containing Water and Juice (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/WaterJuiceBev.pdf>

Summary of Connecticut Nutrition Standards (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CNS/SummaryCNS.pdf>



## Exemptions for Foods and Beverages in Public Schools



For more information, visit the CSDE's Healthy Food Certification and Beverage Requirements webpages or contact the coordinator of HFC at the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/HFC/FBexemption.pdf>.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

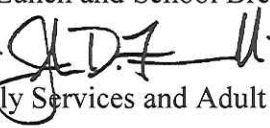
Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, [levy.gillespie@ct.gov](mailto:levy.gillespie@ct.gov).



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the National School Lunch and School Breakfast Programs

**FROM:** John D. Frassinelli, Bureau Chief   
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** April 29, 2019

**SUBJECT:** **Operational Memorandum No. 09-19**  
Paid Lunch Equity: Guidance for School Year 2019-20

Attached is the U.S. Department of Agriculture's (USDA) memo SP 27-2019, which outlines the procedures for using the Paid Lunch Equity (PLE) tool **for school year (SY) 2019-20 only**. For SY 2019-20, a local educational agency (LEA) which, on a weighted average, charged less than the target weighted average price of **\$3.00** for paid lunches in SY 2018-19, are required to adjust their weighted average lunch price or add *non-Federal funds to the non-profit school food service account*. However, if a LEA has a positive or zero balance in its nonprofit school food service account as of December 31, 2018, USDA is allowing the LEA the discretion to complete the necessary steps to determine their target SY 2019-20 paid lunch price, and may be exempt from the PLE requirements.

To be exempted, *the LEA must submit an exemption request to the Connecticut State Department of Education (CSDE) no later than **June 30, 2019***. If a LEA has a positive balance in the nonprofit school food service account and does *not* request an exemption by this date, the LEA will be required to establish prices for paid lunches according to the PLE provisions. This includes completing the attached SY 2019-20 PLE tool.

The exemption request must be signed by one of the two authorized signers and must include written assurances that the LEA had a positive or zero balance in the nonprofit school food service account as of December 31, 2018. Send exemption requests to the attention of Teri Dandeneau at [teri.dandeneau@ct.gov](mailto:teri.dandeneau@ct.gov). **Note:** The CSDE may request to review the LEA's documentation to support the exemption.

A LEA that has a negative balance in its nonprofit school food service account as of December 31, 2018, will be required to establish prices for paid lunches according to the PLE provisions. This includes completing the attached SY 2019-20 PLE tool.

**Note:** If the documented weighted average student lunch price was a minimum of \$3.00 for SY 2018-19, the LEA is not required to complete the PLE tool or request an exemption for SY 2019-20.

For an overview of these requirements, refer to the chart on the next page: "Determining if a PLE Exemption is Required."





Determining if a PLE Exemption is Required				
Documented <b>October 2018</b> Weighted Lunch Price from SY 2018-19	<b>Positive or Zero Balance</b> in Non-profit School Food Service Account as of <b>December 31, 2018</b>	<b>Negative Balance</b> in Non-profit School Food Service Account as of <b>December 31, 2018</b>	Is Completion of PLE Required?	Is PLE Exemption Required?
≥ \$3.00	Not Applicable	Not Applicable	No, but recommended	No
< \$3.00 and you do <b>NOT</b> want to increase the price of paid lunches for SY 2019-20	Yes	No	No, but recommended	Yes
< \$3.00 and you <b>DO</b> want to increase the price of paid lunches for SY 2019-20	Yes	No	Yes, paid lunch prices will be adjusted accordingly	No
< \$3.00	No	Yes	Yes, paid lunch prices will be adjusted accordingly	No

Questions may be directed to your school nutrition consultant.

Consultants for School Nutrition Programs	
County	Consultant
<ul style="list-style-type: none"> <li>Fairfield County (Includes Region 9)</li> <li>Litchfield County (Includes Regions 1, 6, 7, 12, and 14)</li> </ul>	Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129
<ul style="list-style-type: none"> <li>Hartford County (Includes Region 10)</li> <li>Middlesex County (Includes Regions 4, 13, and 17)</li> </ul>	Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079
<ul style="list-style-type: none"> <li>New Haven County (Includes Regions 5, 15, and 16)</li> </ul>	Jackie Schipke jackie.schipke@ct.gov 860-807-2123
<ul style="list-style-type: none"> <li>New London County</li> <li>Tolland County (Includes Regions 8 and 19)</li> <li>Windham County (Includes Region 11)</li> </ul>	Susan Alston susan.alston@ct.gov 860-807-2081

JDF:tdd

#### Attachments (2)

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain in a binder for future reference. All CSDE operational memoranda are posted on the CSDE's Operational Memoranda for School Nutrition Programs webpage.





Food and  
Nutrition  
Service

DATE: April 18, 2019

Park Office  
Center

MEMO CODE: SP 27-2019

3101 Park  
Center Drive  
Alexandria  
VA 22302

SUBJECT: Paid Lunch Equity: Guidance for School Year 2019-20

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

In Section 760 of the Consolidated Appropriations Act, 2019 (Public Law 116-6) (the Appropriations Act), Congress provides that only school food authorities (SFAs) that had a negative balance in the nonprofit school food service account as of December 31, 2018, shall be required to establish prices for paid lunches according to the Paid Lunch Equity (PLE) provisions in Section 12(p) of the Richard B. Russell National School Lunch Act, 42 U.S.C. 1760(p) and implemented in National School Lunch Program regulations at 7 CFR 210.14(e).

Consistent with the terms of the Appropriations Act, this memorandum provides notice that any SFA with a positive or zero balance in its nonprofit school food service account as of December 31, 2018, is exempt from PLE pricing requirements found at 7 CFR 210.14(e) for school year (SY) 2019-20. SFAs that had a negative balance in the nonprofit school food service account as of December 31, 2018, must follow PLE requirements when establishing their prices for paid lunches in SY 2019-20.

Because the Appropriations Act affects one school year only, FNS recommends that State agencies maintain documentation that includes which SFAs are using the PLE exemption for SY 2019-20 in order to demonstrate State agency oversight of this provision. This documentation should include a record that each SFA implementing the exemption had a positive or zero balance in the nonprofit school food service account as of December 31, 2018. This documentation may be reviewed by FNS upon request and during a Management Evaluation.

While SFAs that meet the Appropriations Act's criteria are exempt from the PLE pricing requirements, all State agencies and SFAs must continue to report paid lunch prices as required in regulations at 7 CFR 210.14(e)(7). SFAs still maintain the discretion to complete the steps necessary to determine their target SY 2019-20 paid lunch price, consistent with Program regulations at 7 CFR 210.14(e), and adjust their paid





Regional Directors  
State Director  
Page 2

meal prices accordingly. Please note, the SY 2019-20 PLE tool and instructions will be provided in a separate communication.

State agencies are reminded to distribute this memorandum to Program operators. Program operators should direct any questions concerning this guidance to their State agency. State agencies with questions should contact the appropriate FNS Regional Office.

**Original Signed**

Angela Kline  
Director  
Policy and Program Development Division  
Child Nutrition Programs



Enter the SY 2010-11 Weighted Average Price below <i>** The weighted average price for SY 2010-11 is the weighted average of all paid lunch prices charged in the SFA</i>		
SY 2010-11 Weighted Average Price	Unrounded Price Requirements	
	Price 1: SY 2017-18 Requirement price to the nearest cent	Price 2: SY 2018-19 Requirement price to the nearest cent
\$1.86	\$2.48	\$2.59

*When the 2010-2011 weighted average price is entered into the peach colored cell, the 2017-18 and 2018-19 price are automatically generated with USDA's formula.*

Step 1	
Enter the SY 2018-19 Unrounded Price Requirement in the box below	SY 2019-20 Weighted Average Price Requirement
<i>This is found in Section 1: Box A of the SY 2018-19 REPORT from the SY 2018-19 tool or below (Price 2)</i>	Requirement price to the nearest cent
\$2.59	\$2.71
Note: Above prices are based on adjusting SY 2018-19 price requirement by the 2% rate increase plus the Consumer Price Index (2.68%)	

*Once the calculated average of \$2.59 is entered, the required price increase is automatically generated for school year 2019-20*

SY 2019-20 Weighted Average Price Requirement	
Requirement price to the nearest cent	<i>Optional</i> price requirement <b>ROUNDED DOWN</b> to nearest 5 cent
\$2.71	\$2.70

*\$2.71 is automatically generated into the cells above,  
along with the optional round down of \$2.70*

SY 2018-19 Weighted Average Price Calculator			
<i>Enter the paid prices and number of paid lunches sold at each price for October 2018.</i>			
Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2018-19 Weighted Average Price
131,687	\$2.35	\$309,464.45	
40,789	\$2.60	\$106,051.40	
70,312	\$2.75	\$193,358.00	
<b>242,788</b>		<b>\$608,873.85</b>	<b>\$2.51</b>
<i>Note: SY 2018-19 Weighted Average Price equal to or above the target price of \$3.00 are compliant for SY 2019-20. \$3.00 is the difference between the Free and Paid reimbursement rates for SY 2018-19.</i>			

*The numbers listed above the number of paid lunches sold during the month of October 2018*



<b>Total Price Increase for SY 2019-20</b>
<b>\$0.19</b>

<b>Required price increase for SY 2019-20 (with 10 cent cap)</b>
<b>\$2.61</b>

<b>Remaining increase carried forward to SY 2020-21</b>
<b>\$0.09</b>

<b>Remaining credit carried forward to SY 2020-21</b>
<b>\$</b>

*Chart represents new price structure utilizing 10 cent cap*

<b>Monthly # of Paid Lunches</b>	<b>Paid Lunch Price</b>	<b>Monthly Revenue</b>	<b>Weighted Average Price</b>
131,687 (K-6)	\$2.45	\$322,633.15	
40,789 (7-8)	\$2.70	\$110,130.30	
70,312 (9-12)	\$2.85	\$200,389.20	
<b>242,788</b>		<b>\$633,152.65</b>	<b>\$2.61</b>



# Breakfast & Lunch Price Comparisons

2018-2019

	Breakfast Elementary	Elementary Lunch	Middle Breakfast	Middle Lunch	High School Breakfast	High School Lunch	Adult Breakfast	Adult Lunch	Milk
Manchester	\$1.00	\$2.35	\$1.00	\$2.60	\$1.25	\$2.75	\$2.00	\$3.75	
Putnam*	Free	\$2.65	Free	\$2.80	Free	\$3.05	n/a	\$4.60	
East Hartford	CEP	CEP	CEP	CEP	CEP	CEP	\$2.00	\$3.95	CEP
East Haven*	\$1.00	\$2.75	\$1.25	\$3.25	\$1.50	\$3.25	\$1.50	\$3.75	\$0.50
Killingly*	\$1.50	\$2.50	\$2.00	\$3.00	\$2.00	\$3.00		\$4.25	
Middletown*	\$1.25	\$2.50	CEP	CEP	\$1.50	\$3.00			
Torrington*	\$1.35	\$2.75	\$1.85	\$2.85	\$1.85	\$2.95			
Vernon*	\$1.50	\$2.65	\$1.75	\$3.15	\$1.95	\$3.15			
Bolton	\$1.75	\$2.80	\$1.75	\$2.80	\$2.00	\$3.00			\$0.60
Naugatuck*	\$1.10	\$2.70	\$1.10	\$2.85	\$1.75	\$2.95			
Winchester*	CEP	CEP	\$1.45	\$3.05	\$1.45	\$3.05	\$1.95	\$3.70	\$0.45
Hamden*	\$1.15	\$2.75	\$1.40	\$3.00	\$1.40	\$3.00			\$0.50
Plainfield*	\$1.90	\$2.65	\$1.90	\$2.75/\$3.25/\$3.50	\$1.90	\$2.75/\$3.25/\$3.50	\$2.10	\$4.25	\$0.50
Stratford*									
Bloomfield*	\$1.50	\$2.75	\$1.75	\$3.00	\$1.75	\$3.00			
South Windsor	\$1.50	\$2.75	\$1.60	\$2.85	\$2.25	\$3.50			\$0.65
Groton*	\$1.50	\$2.80	\$1.50	\$2.80	\$1.50	\$2.80			
Bristol*	\$1.25	\$3.00	\$1.25	\$3.00	\$1.55	\$3.25			\$0.40
Glastonbury	\$1.50	\$3.00		\$3.50		\$3.50			\$0.50

\*District Reference Group

