

AGENDA

BOARD OF EDUCATION • LEVITTOWN, NEW YORK

LEVITTOWN UNION FREE SCHOOL DISTRICT • TOWN OF HEMPSTEAD • LEVITTOWN, NEW YORK
www.levittownschools.com

PLANNING SESSION

LEVITTOWN MEMORIAL EDUCATION CENTER
Wednesday, November 28, 2018

Immediately following the Special Meeting

Success for Every Student

(Note: Items on this Planning Session appear in order of intended discussion. As per previous understanding with the Board, any items which are not reached during the meeting will be carried forward to subsequent Planning Sessions or Ad Hoc portion of Regular Meetings.)

I. CALL TO ORDER

II. INFORMATIONAL ITEMS

1. School Lunch - Elimination of Straws and Styrofoam
2. Memorial Benches
3. Security - Levittown Museum
4. Intermunicipal Memorandum of Agreement - Town of Hempstead

5. Board Policies - Second Read
Second Read

Enclosure

Policy No. 5660.1 Meal Charge and Prohibition Against Meal Shaming

Policy No. 4211 Organizational Chart

III. MOTION TO ADJOURN

LEVITTOWN SCHOOLS**POLICY # 5660.1**

Page 1

NON-INSTRUCTIONAL/BUSINESS OPERATIONS**SUBJECT: MEAL CHARGE POLICY**

The Board of Education recognizes that on occasion, students may forget to bring meal money to school or the parent may forget to replenish the Nutrikid online account. To ensure that students do not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the district, all District schools shall adhere to the following meal charge guidelines:

To comply with State guidelines and maintain a system for accounting for charged meals, regarding both full and reduced-price meals, the Board shall:

1. Limit the number of charges to three per student for a hot or cold lunch. A la carte items may not be charged.
2. Have the cafeteria cashier remind the student once the account reaches three meals, that they have an existing charge on their account and that they must pay the balance. The cafeteria cashier will also inform the child that they can be served either a bagel and milk or a cheese sandwich and milk.
3. Use a computer-generated point of sale system, which identifies and records all meals as well as collects repayments.

The steps below will be followed to collect charge balances:

- An attempt to contact a parent/guardian will be made via automated message when the balance has been reached. Additionally, a letter will be sent home.
- If a parent/guardian is non-responsive after two weeks, the principal or the designee will personally contact the parent.
- If a balance is uncollected or created for a second time within the current school year, the principal or the designee may be notified to contact the school social worker for follow-up.
- If an account remains delinquent for longer than one month, the student may be subject to, up to and including, elimination of lunch room privileges, denial of participation in extra-curricular activities, such as clubs, athletics, or non-curriculum based field trips by the building administrator.

A student who has consistently violated this policy can be refused a meal. Such a refusal is not considered to be a violation of any state or federal laws concerning school food programs. However before denying any student a meal, school food authorities (SFAs) shall carefully consider the negative consequences of such an action.

Staff

Staff members are allowed to purchase food from the district's food services. However, all purchases must be on a cash basis. Staff members will not be allowed to charge meals to be repaid later.

Ref: Child Nutrition Act of 1966, 42 USC §1779 & 1771
National School Lunch Act, 42 USC §§1758(f)(1); 1766(a); 1715 SED
Guideline Doc, Child Nutrition Prgm; "Establishing a Meal Charge Policy", Aug 20, 2005

Re-Adopted: July 11, 2012

LEVITTOWN SCHOOLS

POLICY # 5660.1

Page 1

NON-INSTRUCTIONAL/BUSINESS OPERATIONS

SUBJECT: MEAL CHARGE AND PROHIBITION AGAINST MEAL SHAMING POLICY

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- ~~3. Use a computer generated point of sale system, which identifies and records all meals as well as collects repayments.~~

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~~The goal of the Levittown Public Schools is to provide student access to nutritious no- or low- cost meals each school day and to ensure that a pupil whose parent/guardian has unpaid school meal fees is not shamed or treated differently than a pupil whose parent/guardian does not have unpaid meal fees.~~

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~~Unpaid charges place a large financial burden on our school. The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances to ensure that the student is not stigmatized, distressed or embarrassed.~~

~~The policy will establish procedures to address unpaid meal charges throughout the Levittown Public Schools in a way that does not stigmatize, distress or embarrass students. The provisions of this policy pertain to regular priced reimbursable school breakfast and lunch meals only. The Levittown Public Schools provides this policy as a courtesy to those students in the event that they forget or lose their money.~~

~~As such, the goal of the Levittown School District ("District") is to provide solutions to families having trouble paying for school meals by using the following methods:~~

- ~~• Reach out to families of eligible children~~
- ~~• Assist families with the school meal application process~~
- ~~• Make a payment convenient - online payment~~
- ~~• Provide payment reminders~~

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~~Free and Reduced Lunch applications will be mailed to all families in the summer. They will also be offered during student registration throughout the school year and will be available in the main offices and in the social workers' offices in all schools.~~

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Attachment: 5660.1 Red lined Meal Charging and Prohibition Against Meal Shaming Policy (3300 : Board Policies - Second Read)

All School Food Administrators (SFAs) and School Food Employees/Professionals will provide a reimbursable meal to all students with negative balances. However, SFAs may prohibit a child certified for free meals from charging a la carte or extra items (e.g. a second milk or additional entrée), if the account is negative.

Access to Meals

- Free meal benefit eligible students will be allowed to receive a free breakfast and lunch meal of their choice each day. A la carte items or other similar items must be paid/prepaid.
- Reduced meal benefit eligible students will be allowed to receive a breakfast of their choice for \$.25 and lunch of their choice for \$.25 each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the District to withhold a meal. A la carte items or other similar items must be paid/prepaid.
- Full pay students will pay for meals at the District's published paid meal rate each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the District to withhold a meal. A la carte items or other similar items must be paid/prepaid.

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Minimizing Student Distress

- The Levittown Public Schools will not publicly identify or stigmatize any student on the line or discuss any outstanding meal debt in the presence of any other students.
- Students who incur meal charges will not be required to wear a wristband or handstamp, or to do chores or work to pay for meals.
- The Levittown Public Schools will not throw away a meal after it has been served because of the student's inability to pay for the meal or because of previous meal charges.
- The Levittown Public Schools will not take any action directed at a pupil to collect unpaid school meal fees.
- The Levittown Public Schools will deal directly with parents/guardians regarding unpaid school meal fees.

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Ongoing Staff Training

- Staff will be trained annually and throughout the year as needed on the procedures for managing meal charges using the State Education Department (SED) Webinar or a District's organized training program.
- Staff training will include ongoing eligibility certification for free or reduced price meals.
- Parents/guardians will be notified by school personnel, calls, or letters from the Business Office that a student's meal card or account balance is exhausted within 3 days of it being exhausted and then, no sooner than every 5 days thereafter.

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Parent Outreach

- Staff will communicate with parents/guardians with five or more unpaid meal charges to determine eligibility for free or reduced price meals.
- Staff will provide parents/guardians with free and reduced price application and will make two documented attempts to reach out to parents/guardians to complete a meal application in addition to the application and instructions provided in the school enrollment packet.
- Staff will contact the parent/guardian to offer assistance with completion of free or reduced meal

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application to determine if there are other issues within the household causing the student to have insufficient funds, offering any other assistance that is appropriate.

- Business Office personnel will conduct direct certification through the New York Student Identification System (NYSSIS) to maximize free eligibility.
- The District will use its administrative prerogative to complete an application on a student’s behalf judiciously, but only after using exhaustive efforts to obtain a completed application from the student’s parent/guardian. The District will complete the application using only available information on family size and income that falls within approvable guidelines.
- The District will coordinate with the foster, homeless, migrant, and runaway coordinators at least monthly to certify eligible students.

Prepaid Accounts

- Students/Parents/Guardians may pay for meals in advance via <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home> or with a check payable to Levittown Public Schools. Further details are available on the District’s webpage at <http://www.levittownschoools.com>. Funds should be maintained in accounts to minimize the possibility that a student may be without meal money on any given day. To facilitate this, parents may opt into a service through MySchoolBucks which will remind them when funds in a student’s account are low.
- Any remaining funds for a particular student will be carried over to the next school year.
- To obtain a refund for a withdrawn or graduating student, a written or e-mailed request for a refund of any money remaining in the student’s account must be submitted to the Business Department. Students who are graduating at the end of the year will be given the option to transfer any remaining money to a sibling’s account through a written request or a call made to (516) 434-7010. Unclaimed funds must be requested within once school year. After one year, unclaimed funds will become the property of the District.

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LEVITTOWN SCHOOLS**POLICY # 5660.1**

Page 1 of 3

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LEVITTOWN SCHOOLS**POLICY # 5660.1**

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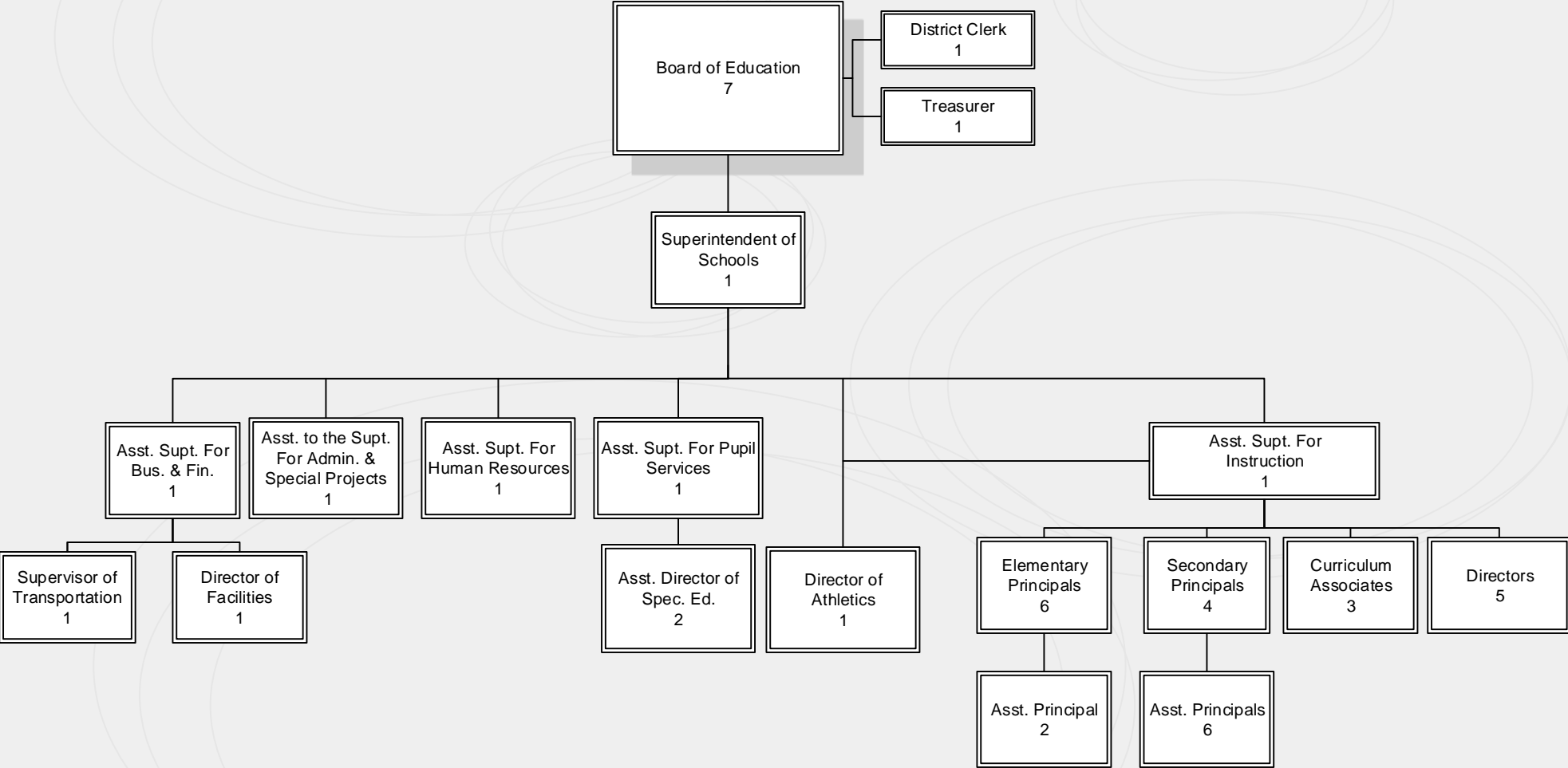
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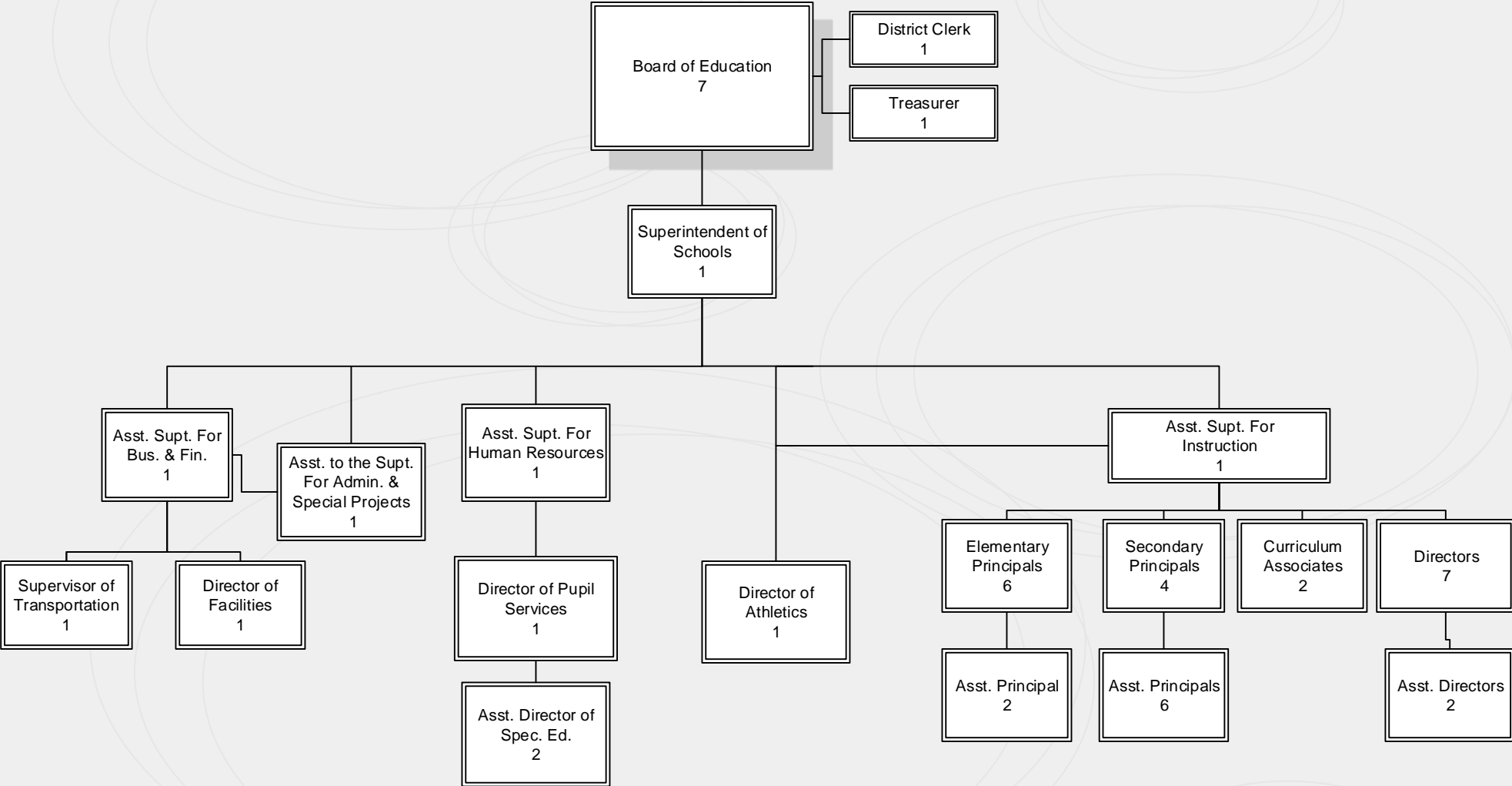
Levittown Public Schools Central Office Support Staff

Policy #4211



Levittown Public Schools Central Office Support Staff

Policy #4211



Attachment: Policy 4211 Central Office Org Chart Updated (3300 : Board Policies - Second Read)