

NOVATO UNIFIED SCHOOL DISTRICT

Board Policy

Series 3000

BP 3312.4

BUSINESS SERVICES

EXCLUSIVE BEVERAGE CONTRACTS

The purpose of maintaining an exclusive beverage contract is to generate sources of funding to support school initiatives and activities. Beverage vending sales offers an alternative resource to support the Board's goals of having abundant funding and responsible fiscal and resource management and to work in partnership with parents and community to promote and support education.

The Board recognizes that prudent fiscal management requires that the District identify and pursue opportunities to enhance the generation of revenues to support the District's educational program and student activities. The Board may enter into contracts that grant the right to a single vendor for the exclusive sale of beverages throughout the District if the Board determines that it is in the best interest of the District. Criteria to be considered are the sponsorship funding, product cost and commission rates, athletic team support and other program enhancements.

Approved: October 17, 2000

NOVATO UNIFIED SCHOOL DISTRICT

Administrative Rules and Regulations

Series 3000

AR 3312.4

BUSINESS SERVICES

EXCLUSIVE BEVERAGE CONTRACTS

Procedure for Contracting

Exclusive beverage contracts are entered into on a competitive bid basis pursuant to Public Contract Code requirements or through a Request for Proposal, upon terms and conditions acceptable to the Board. Site Administrators will coordinate school vending services under the direction of the Nutritional Services Manager.

Expenditure of Funds

It is the intent of the Governing Board that the Nutritional Services Department is a self-supporting and sustaining program. All proceeds from beverage sales will be deposited in the nutritional services fund as provided by law and the California State Accounting Manual. The commission funds will be dispersed quarterly to each school site whose campus participates in student beverage vending. Funds may be expended on site-identified educational priorities set forth by the school site administrator subject to Board approval. Commission rate is determined on quarterly machine revenues less applicable sales tax and CRV.

The Board will annually review how commission funds generated by an exclusive beverage contract have been allocated and spent.

Audit of Funds

The revenue generated by any such contract may be subject to an annual audit by an independent third-party auditor in conjunction with the District's regular annual audit of district accounts and business procedures pursuant to state law and Board policy.

Annual Reporting

The Superintendent or a designee will make an annual report to the Board during each fiscal year. The report will address the expenditure of funds generated by any exclusive beverage contract and any other contract administration matter relevant to the Board's overall consideration and assessment of the exclusive beverage program. The Superintendent or a designee shall make any adjustments in the uses of funds and the implementation of the beverage program as determined necessary and appropriate by the Board.

Legal Reference

EDUCATION CODE 35182.5

APPROVED: October 17, 2000