

**SCHOOL LUNCH SERVICE CONTRACT  
(STANDARD)**

June 26  
~~April 29<sup>th</sup>~~

This agreement is made on \_\_\_\_\_, 2015, between **NOB HILL CATERING, INC.**, a California corporation DBA **The LunchMaster**, with its principal place of business at 601 Taylor Way, San Carlos, California 94070 (hereinafter "Nob Hill") and San Carlos School District, located at the following locations, California (hereinafter "Client").

Arundel School:	200 Arundel Road, San Carlos, CA, 94070
Brittan Acres School:	2000 Belle Ave, San Carlos, CA, 94070
Heather School:	2757 Melendy Drive, San Carlos, CA, 94070
White Oaks School:	1901 White Oak Way, San Carlos, CA, 94070
Central Middle School:	828 Chestnut Street, San Carlos, CA, 94070
Tierra Linda Middle School:	750 Dartmouth Ave, San Carlos, CA, 94070
San Carlos School District:	1200 Industrial Road, Unit B, San Carlos, CA, 94070

**RECITALS**

Nob Hill is in the business of providing school lunch services to students and their families. Client is desirous of engaging the services of Nob Hill to provide a school lunch program for the benefit of Client on the terms and conditions set forth herein.

Therefore, in consideration of the mutual promises set forth below, the parties agree as follows:

**AGREEMENT**

1. **Term.** The term of this Agreement shall commence on July 1, 2015, and shall continue in full force and effect for until June 30, 2016 unless otherwise terminated pursuant to the termination provisions of this Agreement. Notice of intent to terminate shall be given by a party desiring to terminate this contract a minimum of sixty days prior to the initial termination date or the termination date of any renewed term of this contract. Notice of intent to terminate shall be given in the manner set forth in Paragraph 16 below. The Pricing Grid, Exhibit B hereto, shall be modified and attached hereto as a modification of this contract from time to time.

2. **Services Provided.** Nob Hill agrees to institute a school lunch program at the facilities operated by Client and in connection therewith agrees to provide the following services:

a. Prepare and disseminate to students and their parents a nutritious and diversified school lunch menu.

b. Prepare and disseminate a method for menu review, ordering and payment online.

c. Prepare and institute a program for identification of students who have ordered and paid for meals in a reasonable and efficient manner to be agreed upon. Nob Hill will provide labeled meals and a master diner list to ensure each child gets their prepaid meals.

d. Perform such other tasks as may be reasonable and necessary as agreed upon in connection with institution and performance of a school lunch program.

3. **Delivery, Charges and Billing.**

A. The basic price per meal served shall be established pursuant to the Pricing Grid attached hereto and marked as Exhibit B. The prices set forth on the Pricing Grid shall be valid and shall remain in force without change for the entire term of this Agreement as set forth in Paragraph 1 above. Any deviation from the Price Grid set forth on Exhibit A hereto shall be agreed upon in writing signed by both parties.

B. All meal service ordered by Client for free of charge or reduced charge meals shall be billed monthly unless otherwise agreed upon by the parties. All invoices received by Client from Nob Hill shall be due and payable within 30 days of issuance of the invoice. In the event that all sums due are not received by Nob Hill within 30 days of the invoice date the parties agree that a service charge calculated from the date of billing at the rate of 1.5% per month shall be paid on all unpaid sums in addition to the amount originally invoiced. Client agrees to pay said service charge upon presentation. This paragraph shall apply to all sums owed by Client to Nob Hill, whether for free of charge or reduced charged meals or for any other product or service provided by Nob Hill to Client.

C. The Parties shall agree upon the specifics regarding the meals to be served. Attached hereto and marked as Exhibit A is a completed Meal Service Detail form. The Meal Service Detail set forth therein shall be effective during the term of this contract unless replaced upon mutual agreement of the parties. Any deviation from the Meal Service Detail set forth on Exhibit A shall be set forth in a written agreement signed by both parties.

D. The prices set forth on Exhibit B shall include those items as agreed upon and set forth on Exhibit B. Only those specifically described items shall be offered at the price set forth. Free of charge or reduced charge meals shall be billed at the rate set forth on Exhibit B. Client shall be billed at the regular and large meal rates and will receive an invoice credit for free of charge or reduced charge meals on each invoice to match the K-8 and 9-12 lunch meal pricing set forth on Exhibit B. Any additional items requested shall be subject to separate charges and billing.

E. Client shall advise the Nob Hill account representative identified below of any change in Client's scheduling which may impact meal delivery, including

but not limited to dates of service, time of delivery and the like, a minimum of 14 calendar days in advance of any such scheduling change. In the event that Client is not aware of scheduling changes within sufficient time to give the notice required in this paragraph, Client shall give notice of the change immediately, upon said information becoming available to Client, no later than 5 p.m. on the date that the client becomes aware of the change. Nob Hill shall use its best efforts to accommodate client with respect to schedule changes. In the event that notice of a schedule change is given in an untimely manner, and Nob Hill is unable to cancel, Client shall pay all fees associated with any such order. Notice shall be given by email and pursuant to the provisions of Paragraph 16 below.

F. Each meal delivery shall be accompanied by an assortment of beverage items in such a manner that there shall be one beverage available for each individual for whom a meal is provided. However, the beverage items shall be in the form of an assortment of the items available on each delivery date. Therefore, there can be no guarantee that each individual will receive his or her preferred beverage item on any particular delivery date. With respect to free of charge or reduced charge meals, it is understood that due to applicable regulations milk and water shall be supplied as the sole available beverage.

G. Nob Hill shall provide appropriate utensils and condiments for use with menu items as is appropriate. A maximum of two condiment packages per meal item ordered shall be provided. Client agrees to assist Nob Hill to ensure that only individuals ordering meals shall use utensils and condiments provided on each delivery date.

H. It is the policy of Nob Hill to provide meals in excess of the number ordered by Client in order to be certain that there is no "shortage" of meals as a result of a clerical error, additional need and the like. \*Client agrees, however, that any extra meals consumed by Client or its representatives, in excess of those meals actually ordered, shall be billed at the price set forth in Exhibit A. Those program participants who have authorized students to receive an extra meal shall receive one of the extra meals. As to any client using a "drop off" service, the school shall be responsible for tracking the identity of any student who shall have received an extra meal. Nob Hill shall provide appropriate documentation for reporting the identity of the student who has received any extra meal. Client or the student, as the case may be, shall be billed accordingly. In the event that there shall be food items remaining on site after all meals ordered are served, said food items shall be returned to Nob Hill and shall be re-inventoried or disposed of as is appropriate. It shall be the responsibility of Client to advise school personnel and volunteers that "extras" are available for consumption only upon payment therefore. Debt slips will be provided by Nob Hill to students who get extra meals and there shall be a no cash policy. Parents can either send a check to our San Carlos facility or they may add items to online account.

\*During the first week of each month, at least 6 extra meals will be provided to accommodate students who haven't placed orders yet<sup>3</sup>

Initials: \_\_\_\_\_

I. In the event that Client or any school associated with Client shall fail to confirm the quantity of items presented for distribution, Client shall not be responsible for shortages, it being the understanding of the parties that the final responsibility for check in and confirmation of quantity of items delivered lies with Nob Hill.

J. Client agrees that all Nob Hill owned equipment necessary to provide the school lunch service shall be stored at a reasonably safe location on the school premises. Client shall undertake reasonable precautions to ensure that Nob Hill owned equipment shall be safe from theft, damage or other loss. Client staff and volunteers shall undertake reasonable steps to protect the Nob Hill owned equipment used in drop off deliveries, including placing switches in the "off" position upon termination of usage. Any damage to Nob Hill equipment occasioned by lack of reasonable care in the use of said equipment shall be reimbursed to Nob Hill by Client on presentation of documentation reasonably establishing the cost of repair.

K. Nob Hill recognizes that school lunch programs at schools operate in different and unique ways. If Client is operating a school lunch program staffed by volunteers at which Nob Hill provides only a "drop off" service, Nob Hill shall provide Client with training materials appropriate for use by volunteers with respect to appropriate and healthy food distribution methods. In the event that Client has elected to contract for Nob Hill to provide a server in connection with the food distribution service as set forth in the Meal Service Detail (Exhibit A), it is understood that the assistance of volunteers with respect to meal distribution shall not be necessary. If Nob Hill undertakes the task of meal distribution pursuant to the terms of the contract with Client, Nob Hill shall be solely responsible for the distribution of meals to those for whom a meal has been delivered.

4. **Online Payment.** It is understood that the basic price meal service shall be paid directly by students or their parents or guardians and that a means of billing and paying for said meals shall be instituted, online, to the reasonable satisfaction of Nob Hill and Client. Specific procedures for posting of the menu, ordering and payment shall be agreed upon by the parties and shall be implemented by Nob Hill. With respect to free or reduced price meal program participants, Client shall be responsible for assigning the correct school ordering codes to the students. In the event that Client desires to provide the option to the families participating in the free or reduced price meal program to order online, Nob Hill and Client shall separately agree upon a protocol which may be reasonably made available to Client and its students. A Nob Hill employee will order lunches on behalf of free and reduced students upon designation and consent by San Carlos School District (See exhibit C). The designated Nob Hill personnel will order on a monthly basis the most popular items unless an allergen is indicated. If the meal is not preferred by the student, they may send a calendar menu via fax, email, or hard copy through the school office and the order will be updated in the system.

5. **Party Representatives.**

A. Client shall designate a site contact person who shall be the primary point of contact between Nob Hill and Client with respect to all issues related to this contract. The initial site contact person designated by Client is Mindy Hill (Wellness), Robert Porter (Contracts) and Lisa Ceragio (Billing and F/R), whose job title is see above. The contact information for the initial site contact person is: mhill@scsdk8.org , rporter@scsdk8.org , lceragio@scsdk8.org (insert telephone number and email address). Client may change the identity of the contact person pursuant to notice given as set forth in Paragraph 16 below.

B. Nob Hill shall designate an account representative responsible for administration of the school account. The initial Nob Hill account representative shall be Mike Marques. Nob Hill may change the identity of the contact person pursuant to notice given as set forth in Paragraph 16 below.

C. In order to facilitate operation of the lunch service program and prompt and satisfactory resolution of problems, all issues of concern regarding the subject matter of this contract, including but not limited to the meal service provided, shall be reported by the Client primary contact person to the Nob Hill account representative as soon as is reasonably practical under the circumstances in order to facilitate prompt and satisfactory resolution of issues that may arise. The primary method of communication shall be email. In the event that telephone contact is made, email contact shall follow. All issues shall be resolved, to the extent reasonably possible, through the use of email.

D. The parties acknowledge and agree that during the term of this agreement, it will be necessary for Client to correspond with parents, guardians or other users or potential users of the school lunch services. Client agrees that Client will provide to Nob Hill a copy of any and all correspondence to parents, guardians or any other user or potential user of the school lunch service, regardless of the purpose of issuing such correspondence or the method of delivery. For purposes of this paragraph, "correspondence" shall include letters, notifications, flyers, inclusion in newsletters or any other form of communication directed to parents, guardians, users or potential users of the school lunch service whether by hard copy, electronic or other delivery methods.

6. **Termination By Client or Nob Hill.**

A. In the event that Client desires to terminate this Agreement for the convenience of client, Client shall give a minimum of sixty days' notice of termination. Notice shall be given in the manner described in Paragraph 16 below.

B. In the event that this contract is terminated by Client pursuant to the provisions of Paragraph 6.A above, Client agrees that timely notification to parents or other users of the service shall be given. Any such notification shall notify those individuals required to be notified of the termination of the service and the effective date of termination, along with such other information regarding any new service as shall be



required. Any such notification shall refrain from discussing motivational reasons for termination of the service and shall advise the parents or other users that service by Nob Hill will continue through the date of termination unless the parties have agreed, in writing, to the contrary. In the event of termination, the parties shall cooperate, to the extent reasonably possible, with respect to transition to such other provider as may be selected by Client.

C. For the period of time between the receipt of notification of termination pursuant to Paragraph 6.A above, and the termination date, Client agrees that orders placed with Nob Hill shall continue for the duration of this contract. A minimum number of meals for delivery on each delivery date shall be established as set forth in this paragraph. The minimum number of meals shall be calculated by a determination of the average number of meals delivered by Nob Hill to Client on each delivery date for the sixty days preceding notice of termination. Upon calculation of said average number of meals delivered, the minimum number of meals to be delivered after notice of termination and before the date of termination shall be 90% of said average number of meals delivered. In the event that meals ordered for delivery to Client shall fall below the minimum established pursuant to this paragraph for three dates, Nob Hill may, at its option, terminate service to Client on ten days' notice of termination given pursuant to Paragraph 16 below or Nob Hill may elect to continue service until the termination date.

D. If client has not otherwise terminated this agreement pursuant to Paragraph 6. A. above, Nob Hill reserves the right to terminate this agreement for its convenience. Good cause shall not be required for termination under this paragraph. If service is terminated pursuant to the terms of this paragraph, Nob Hill shall give sixty days written notice to termination in the manner described in Paragraph 16 below. Any such notice shall specify the last date of service under the terms of this contract.

E. If Nob Hill has not received payment of any charges invoiced pursuant to paragraph 3. B. within 45 days of the date of the original invoice, including payment of any applicable service charge, Nob Hill reserves the right, at its option, to terminate service under this contract. Nob Hill shall give a minimum of 5 days notice of its election to terminate service under this paragraph. Notice shall be given pursuant to Paragraph 16 below. Any such notice shall specify the last date of service under the terms of this contract.

## **7. Food Quality Standards.**

A. In performing the services required under this agreement, Nob Hill shall comply with all applicable federal, state, county and city statutes, ordinances and regulations. In addition, Nob Hill shall comply with all applicable health, safety and food handling codes and regulations.

B. Client and Nob Hill agree that stockpiling or storage of food made available for service on any given day is inappropriate. All food will be consumed on the

date of delivery (with the exception of breakfast items which are delivered on the day prior to the date of consumption) or returned to Nob Hill for restocking, storage or disposal.

C. Attached hereto and marked as Exhibit A is a list of all items which shall be provided with each meal. Exhibit A includes a list of items which shall be included with standard meals and a list of items provided with each free or reduced price meal.

*A # of extra meals ?*

8. **Field Trip Requirements.** Each customer, whether the customer be an individual student or client, shall be responsible for cancelling meal orders resulting from absence of students from the school location due to field trips. Notification shall be given pursuant to the provisions of Paragraph 16 below. In the event that cancellation is to occur less than seven business days in advance, each individual customer shall be responsible for cancellation. Early delivery (by 8 a.m.) options are available with 7 days advanced notification; earlier if possible.

9. **Client Responsibilities.**

A. In consideration of the services provided by Nob Hill, Client covenants and agrees to retain Nob Hill as its exclusive meal service provider during each service date agreed to herein. This covenant shall not require Client to use the services of Nob Hill with respect to special events scheduled from time to time by Client and shall be effective only with respect to meal services for the days upon which Nob Hill is contracted to provide meal service. School holidays and teacher conference days are excluded from this exclusivity covenant.

B. Client shall distribute all communications regarding services from Nob Hill in accordance with Client's standard process of distributing communications to the families of students.

C. Client shall allow Nob Hill to attend and participate in mutually agreed upon regularly scheduled school events associated with familiarizing families with the services available through Client and schools operated by Client, including but not limited to Back to School Night, registration days and the like.

D. Client authorizes Nob Hill to communicate directly with students and families of students who are using the services provided by Nob Hill in order to efficiently administer the school lunch program.

E. Client acknowledges and agrees that any and all trademarks, copyrights, patents and other intellectual property owned by Nob Hill and its subsidiaries or affiliated companies, inclusive of the name and representative logos, may not be used without the written consent of Nob Hill for any purpose, including school printed publications, signage, online content or in any other manner.

10. **Force Majeure.** Neither party shall be liable for any delay or failure in its performance under this contract caused by events beyond the control of the parties, including but not limited to terrorism, war, riots, labor strikes, interruption of utility services, fires, floods, earthquakes and other natural disasters. The Parties further understand that from time to time deliveries may be delayed due to traffic conditions, road closures, extreme weather conditions and other unavoidable circumstances.

11. **Entire Agreement.** This contract contains all of the covenants between the parties with respect to the subject of this contract, and each party acknowledges that no representations, inducements, promises or agreements have been made by or on behalf of any party except the covenants and agreements embodied in this contract. Any agreement, statement or promise not contained in this contract shall not be valid or binding between the parties with respect to the subject of this contract, except for a subsequent written modification signed by the party to be charged.

12. **Amendment.** This contract may be amended or modified at any time with respect to any provisions by a written instrument executed by Nob Hill and Client.

13. **Non-Assignment.** Neither party may assign or transfer this agreement, in whole or in part, without the prior written consent of the other party.

14. **Attorney Fees.** If any legal action is brought to enforce or interpret the provisions of this contract, the prevailing party shall be entitled to recover reasonable attorney's fees from the other party. These fees, which may be set by the court in the same action or in a separate action brought for that purpose, are in addition to any other relief to which the prevailing party may be entitled.

15. **Dispute Resolution.**

A. Mediation. The parties hereby agree that any dispute between the parties hereto arising out of or related to the subject matter of this Agreement or services to be provided pursuant to this Agreement shall be subject to non-binding mediation prior to implementation of any other dispute resolution process. The mediator shall be a retired judge or practicing attorney to be agreed upon by the parties. Mediation shall be held in San Mateo County, California. The cost mediation shall be borne by the parties equally. The parties agree that all individuals or entities necessary for resolution of any such dispute shall participate in the mediation process, including but not limited to party principals, insurers, consultants, agents, contractors and subcontractors as is necessary. In the event that the dispute is not resolved by mediation, each party shall thereafter be free to commence litigation or other dispute resolution process at the party's discretion. In the event that a court of competent jurisdiction shall determine that any party hereto shall have failed to adequately and meaningfully participate in the mediation process prior to commencement of litigation or other dispute resolution, said finder of fact shall be empowered to deny attorney's fee to that party that the non-participating party would otherwise have been entitled to an award of attorney's fees.



B. The parties hereby irrevocably and unconditionally agree that all disputes arising out of or related to the subject matter of this Agreement or related to the services to be provided pursuant to this Agreement shall be resolved pursuant to binding arbitration proceedings. Arbitration proceedings shall be conducted by a single neutral arbitrator to be agreed upon by the parties. If the parties are unable to agree upon the identity of a single neutral arbitrator within thirty days of a demand for arbitration by any party hereto, said arbitrator shall be appointed by the presiding judge of the San Mateo County, California Superior Court or his designee. Arbitration proceedings shall be conducted pursuant to the provisions of the California Arbitration Act, Code of Civil Procedure Section 1280 and following. Discover shall be allowed as described in the California Arbitration Act. The award of an arbitrator shall be final and binding and subject only to such collateral attack as shall be allowed pursuant to the terms of the California Arbitration Act. The award of an arbitrator may be entered as a judgment in any court of competent jurisdiction. Client Initials: \_\_\_\_\_

C. Exclusive jurisdiction and venue with respect to all dispute resolution matters arising out of or related to this contract or related to the services to be provided pursuant to the terms of this Agreement shall lie in the courts of the State of California in and for the County of San Mateo. The parties agree that the courts in and for the County of San Mateo are convenient to the parties. Arbitration proceedings commenced pursuant to this Agreement shall be held in San Mateo County, California.

D. This contract shall be governed by and construed in accordance with the laws of California.

16. **Notices.** Any notice required or permitted to be given under this contract shall be written, and may be given by personal delivery or by registered or certified mail, first class postage prepaid, return receipt requested. Notice shall be deemed given upon actual receipt in the case of personal deliver or upon delivery to the United States Post Office for mailing. Mailed notices shall be addressed as follows. Each party may change address by written notice in accordance with this paragraph.

To Nob Hill: 601 Taylor Way  
San Carlos, CA 94070  
Email: [lunchmaster@nobhillcatering.com](mailto:lunchmaster@nobhillcatering.com)

To Client: 1200 Industrial Road, Unit 9  
San Carlos, CA 94070  
Email: \_\_\_\_\_

Dated: \_\_\_\_\_

NOB HILL CATERING, INC.

\_\_\_\_\_  
By:

Dated: \_\_\_\_\_

SAN CARLOS SCHOOL DISTRICT

\_\_\_\_\_  
By:

**EXHIBIT A  
MEAL SERVICE DETAIL**

**Each entrée comes with a fruit, vegetable, beverage, and snack unless notified below:**

1. Ingredients that may not be used (within reasonable capability of Nob Hill):

Client Initials: \_\_\_\_\_

Peanuts, peanut products

2. Beverage service (Unless otherwise noted, beverage service shall be an assortment of 1% milk, non-fat chocolate milk, 100% fruit juice and bottled water): 1% and nonfat white milk, bottled water (small bottles)

Nob Hill will provide sufficient quantities of both 1% milk and nonfat white milk (vs. 100%) to ensure that every child has both options of milk. Nob Hill will not be supplying 100% of each type as to avoid unnecessary waste of product.

3. Service shall be provided Monday through Friday unless noted below:

On Wednesdays, only bagged cold entrees will be offered.

and minimum days

4. The time upon which the first meal service shall begin and the time at which meal service shall be completed:

varies according to each site  
please confirm with site principals.

5. Upon agreement between Nob Hill and meal server, meal servers may be paid in meal credits. Volunteers shall earn \$13.50 credits per volunteer service shift. Credits need to be used within the school year of LunchMaster service.

[ X ] Yes      [ ] No

6. Client desires to provide paid meal servers. This service requires Client to order a minimum order of 500 meals per day. If Client does not meet the minimum order requirement for 21 consecutive service dates, the paid meal server service shall terminate and service there after shall be on a "drop off" basis. The date upon which the change from server provided to drop off service shall be provided to Client by notice as provided in Paragraph 16.

[ ] Yes      [ X ] No

7. Labeled Meals:

All meals shall be labeled. Labels will be provided at no additional cost. Client will receive a master list setting forth each student's name identifying the meal ordered in order to assist in meal distribution. If Client desires to accept this option, mark "Yes" below. If Client declines this option, mark "No" below.

☒ Yes                      ☐ No

8. Field trip:

See Paragraph 8.

9. Cancellation and refund policy:

Pre-ordered and pre-paid meals may be canceled in exchange for future LunchMaster account credit subject to the policy set forth in this paragraph. In order to receive full credit, cancellation shall occur on or before 4 p.m. on the day prior to meal service. Cancellations received between 4:01 p.m. on the day preceding service and 7:00 a.m. on the date of service shall receive 50% credit. No credit will be given for meals canceled after 7:00 a.m. on the date of service. All meals credited on the LunchMaster account shall remain on the account for use with respect to future meal orders. NO CASH REFUNDS WILL BE PAID.

10. Notes:

On Wednesdays, only bagged cold entrees will be offered. The fruit, vegetable and milk will be offered on the side to comply with offer versus serve requirements. Nob Hill will provide at least 2 vegetables and 1 fruit per meal. If available, Nob hill will offer 2 types of fruit per meal.

## EXHIBIT B PRICING GRID

### Student Pricing

Item	Price	Staff	School Principal
Cold Breakfast	\$1.89	Same	Same
Hot Breakfast	\$1.99	Same	Same
K-8 size lunch	\$4.50	\$3.50	Complimentary
Large meals	\$5.50	\$4.50	Complimentary
Vegan/Gluten free entrees	Additional \$0.75 per entrée		
Supper	\$2.94	Same	Same
Snack	\$.81	Same	Same
Sack Lunches and Shelf stable meal pricing shall remain the same as above, depending on the meal size ordered. Late ordering deadline is on or before 6:45AM same day. All orders placed after order deadline will incur a late fee of \$1.00 per meal. *If a CDE medical statement form is provided for a vegan/gluten free F/R student, meals will be the same price as a regular meal. Per Laura from the CDE, if we offer large meals for paid students, it is required to offer large meals for F/R students. It would be considered discriminatory if Nob Hill did not offer the exact same meal options.			
Free & Reduced Lunch Invoice Credit			
<b>Meal Type</b>	<b>Meal Price</b>	<b>Per meal credit</b>	<b>Final F/R Price</b>
Regular/Standard size lunch (K-8)	\$4.50	\$1.31	\$3.19
Large Lunch	\$5.50	\$2.21	\$3.29

No late fee\*  
for FRL

except for FRL students



**EXHIBIT C**  
**CONSENT TO ORDER FRL**

With respect to Section 3, Part 4 of the contract for School Year 2015-2016, the San Carlos School District designates and gives consent to Sweta Prasad to order on behalf of free and reduced students. Orders will be completed on a monthly basis using the most popular items as a guide (unless an allergen is indicated). If the meal is not preferred by the student, they may send a calendar menu<sup>\*</sup> via fax, email, or hard copy through the school office and the order will be updated in the system.

FRL meals will  
be  
varied so  
as not to  
create  
identification  
of FRL students.

\* 50 copies of  
calendar menus will  
be sent to Mindy Hill,  
School secretaries, and  
lunch servers at  
least 10 days in  
advance of each  
new month, or as  
soon as they are  
available.