

**Kimberly School District #414**  
**REGULAR BOARD MEETING FY25**

THURSDAY, MARCH 20, 2025

ITEM# 12B3 1<sup>ST</sup> READING REVISE POLICY 8220 FOOD SERVICE

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The administration is proposing revisions to the district's policy for managing delinquent food service accounts to establish a more structured and consistent approach. The policy revisions include a provision that, at the end of the fiscal year, any remaining unpaid balances will be assumed by the Kimberly School District's general fund for recovery. Additionally, the superintendent will be responsible for developing a procedure to manage delinquent accounts.

The newly established procedure raises the delinquency threshold to \$250 for single or combined family accounts and implements a clear billing and communication schedule.

To encourage timely payments, the district will issue bills twice a month and conduct weekly phone calls and emails to parents or guardians with outstanding balances. Payments may be made through multiple methods, including cash, check, or online via MealTime.

If an account remains unpaid after 30 calendar days, it will be referred to a collection agency for recovery. Additionally, if a student transfers out of the district with an unpaid balance, collection efforts will continue. In cases where a student's account has previously been sent to collections, any new payments will be applied to the oldest outstanding debt.

These updates establish a fair and transparent process for addressing delinquent accounts while maintaining the district's financial responsibility.