

**SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY
25210 ANZA DRIVE, SANTA CLARITA, CA 91355**

REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

February 21, 2017

8:30 A.M.

“Public records related to the public session agenda that are distributed to the Governing Board less than 72 hours before a regular meeting, may be inspected by the public at 25210 Anza Dr., Valencia, CA 91355, during regular business hours (8:00 a.m. to 4:30 p.m.).”

CALL TO ORDER: _____ **A. M.**

MEMBER ROLL CALL:

Ms. Ronna Wolcott, President (N)	_____
Dr. Isa DeArmas, Clerk (Sg)	_____
Ms. Michele Gookins, Presiding Officer (S)	_____
Ms. Linette Hodson, Member (C)	_____

STAFF PRESENT:

Dr. Lynnelle Grumbles, CEO & Board Secretary	_____
Ms. Susan Weiss, Director, Finance & Admin.	_____
Ms. Jane Crawford, Director, Food Services	_____
Ms. Leilani Schlick, Executive Assistant to the CEO	_____

		Exhibit	Approved
			C N S Sg
I.	APPROVAL OF AGENDA		
II.	APPROVAL OF MINUTES		
	1. Minutes of the January 17, 2017 Regular Meeting	A	
III.	HEARING SESSION		
	1. Cafeteria of the Month: <u>Meadows Elementary School</u>		
	2. Advance Requests to Address the Board.		
	3. Comments and/or Questions on Agenda Items.		
	4. Board Member Reports		
IV.	CONSENT CALENDAR <small>(Unless a Board Member has questions concerning a particular item and asks that it be withdrawn from the Consent Calendar, the Board of Directors approves all items at one time. The action taken by the Board in approving Consent items is set forth in the explanation of the individual items.)</small>		
	1. Removal of Items from Consent Calendar		
	2. B Warrants (January)	#16-17-08/C1	B
	3. Personnel Action Report	#16-17-08/C2	C
	a) New Employees		
	b) Transfers		
	c) Status Change		
	d) Temporary Assignment		
	e) Leave of Absence		
	f) Resignation		
	g) Termination		
	4. Purchase Orders (January)	#16-17-08/C3	D

IV.	CONSENT CALENDAR (Cont.)	4. Update of Agreement for Nutrition Education Services #16-17-08/C4 5. Items Removed from Consent Calendar	<u>Exhibit</u> E	<u>Approved</u>
V.	CONFERENCE CALENDAR <i>(includes items to be discussed with Board of Directors. Items that might require action by the Board will be agendized at a future meeting.)</i>	1. Financial Report – January #16-17-08/CC1 2. Participation Report – January #16-17-08/CC2 3. 2 nd Interim Budget Workshop #2 #16-17-08/CC3 4. SUPER Co-Op Report #16-17-08/CC4 5. Emergency Procedures Discussion #16-17-08/CC5	F G H I J	
VI.	ACTION CALENDAR <i>(Includes items to be voted on by the Board of Directors.)</i>	1. Disposal of Assets #16-17-08/A1	K	C N S Sg
VII.	CORRESPONDENCE & BOARD INFORMATION	1. Clearbrook Dairy Prices (YTD) #16-17-08/IN1 2. Board Education Session #3: Child Nutrition Program Requirements #16-17-08/IN2 4. Agency Report #16-17-08/IN3	L M N	
VIII.	BOARD ITEMS FOR NEXT MEETING (March 21, 2017)	1. Approval of 2 nd Interim Budget Report		
IX.	CLOSED SESSION	Adjourn to Closed Session _____A.M.		C N S Sg
		1. Public Employee Appointment 2. Public Employee: a. Leave of Absence b. Dismissal c. Discipline d. Evaluation e. Release 3. Advice from Legal Counsel 4. Labor Negotiations Information		
X.	RECONVENE TO OPEN SESSION	Reconvened _____A.M.	<u>Exhibit</u>	<u>Approved</u>
	Report of Closed Session			C N S Sg
XI.	ADJOURNMENT	Meeting Adjourned _____A.M.		C N S Sg

SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY***Our Mission Statement***

SCVSFSA is made up of a team of food and nutrition professionals that are dedicated to students' health, well-being and their ability to learn. We support learning by promoting healthy habits as an important life skill.

REGULAR MEETING OF THE BOARD OF DIRECTORS

LOCATION: 25210 Anza Dr., Santa Clarita, CA 91355

MINUTES

Tuesday, January 17, 2017

8:30 A.M.

Ms. Ronna Wolcott, President, called the Special meeting of the Board of Directors of the Santa Clarita Valley School Food Services Agency to order at 8:33 A.M. at the Central Kitchen Office, 25210 Anza Dr., Valencia, CA 91355.

Call to Order**MEMBER ROLL CALL:**

Ms. Ronna Wolcott, President (N)
Dr. Isa DeArmas, Member (Sg)
Ms. Michele Gookins, Clerk (S)
Ms. Linette Hodson, Member (C)
Dr. Joan Lucid, Alernate (Sg)

Roll Call

Present
Absent
Present
Present
Present

STAFF PRESENT:

Dr. Lynnelle Grumbles, CEO & Board Secretary
Ms. Susan Weiss, Director, Finance & Administration
Ms. Jane Crawford, Director, Food Services
Ms. Leilani Schlick, Executive Assistant to the CEO

Present
Present
Present
Present

I. APPROVAL OF AGENDA

A motion to approve the agenda was made by Ms. Gookins, seconded by Ms. Hodson, motion carried 4-0.

Approval of Agenda

M-68 **Ayes: 4**
Vote: 4-0 Approved
Gookins/Hodson/Lucid/Wolcott

II. APPROVAL OF MINUTES

1. A motion to approve the minutes from the December 20, 2016 Regular Board meeting was made by Dr. Lucid, seconded by Ms. Gookins, motion carried 4-0.

Board Minutes

M-69 **Ayes: 4**
Vote: 4-0 Approved
Lucid/Gookins/Hodson/Wolcott

III. HEARING SESSION

The Hearing Session was presented out of order. Cafeteria of the Month was presented at 8:50 A.M. after the Consent Calendar and Conference Calendar items 1-3.

1. Cafeteria of the Month for the month of November 2016 was Castaic Middle School. Ms. Wolcott read the report on why this school cafeteria was chosen. Dr. Lucid, Ms. Hodson and Ms. Crawford also commented on the outstanding performance of this site team.
2. Cafeteria of the Month for the month of December 2016 was Plum Canyon Elementary School. Ms. Wolcott read the report on why this school was chosen. Dr. Lucid, Ms. Hodson and Ms. Crawford also commented on the team's excellent performance.
3. There were no advance requests to address to the board.
4. There were no comments and/or question on the Agenda items.

IV. CONSENT CALENDAR (unless a Board Member has questions concerning a particular item and asks that it be withdrawn from the Consent Calendar, the Board of Directors approves all items at one time. The action taken by the Board in approving Consent items is set forth in the

Consent Calendar

M-70 **Ayes: 4**
Vote: 4-0 Approved

explanation of the individual items.)

Hodson/Lucid/Gookins/Wolcott

The Consent Calendar was presented out of order. At 8:34 A.M. items 1-5 were reviewed. Ms. Hodson moved to approve the Consent Calendar, seconded by Dr. Lucid, motion carried 4-0.

1. Removal of Items from Consent Calendar
2. B Warrants (December) #16-17-07/C1
3. Personnel Action Report #16-17-07/C2
 - a) New Employees
 - b) Transfers
 - c) Status Change
 - d) Temporary Assignment
 - e) Leave of Absence
 - f) Resignation
 - g) Termination
4. Purchase Orders (December) #16-17-07/C3
5. Items Removed from Consent Calendar

V. CONFERENCE CALENDAR (includes items to be discussed with Board of Directors. Items that might require action by the Board will be agendaized at a future meeting)
Items 1-3 of the Conference Calendar were presented directly after the Consent Calendar.

1. Ms. Weiss reviewed the Financial Report from December 2016.
2. Ms. Crawford reviewed the Participation Report from December 2016.
Ms. Wolcott asked that Ms. Crawford highlight the schools visited by the Marketing Team to be presented on the next report.
3. Ms. Weiss reviewed the second interim Budget Workshop.
4. At 9:02 a.m. Dr. Grumbles reviewed the SUPER Co-Op report. Ms. Wolcott requested an explanation of 'Diversion' from Dr. Grumbles.

VI. ACTION CALENDAR (Includes items to be voted on by the Board of Directors.)

1. Dr. Lucid made a motion to approve the Public Disclosure of Proposed Collective Bargaining Agreement in Accordance with AB 1200, Ms. Hodson seconded, motion carried 4-0.
2. The Collective Bargaining Agreement Ratification for FY2016-17 was moved to approve pending ratification by the CSEA by Dr. Lucid, seconded by Ms. Hodson, motion carried 4-0.
3. The extension of Salary and Benefits to Non-Represented Agency Employees was motioned for approval contingent on the CSEA ratification of represented groups by Ms. Hodson, seconded by Dr. Lucid, motion carried 4-0.

Public Disclosure of
Proposed CBA
M-71 Ayes: 4
Vote: 4-0 Approved
Lucid/Hodson/Gookins/Wolcott
CBA Ratification FY16/17
M-72 Ayes: 4
Vote: 4-0 Approved
Lucid/Hodson/Gookins/Wolcott
Extension of Salary &
Benefits to Non-
Represented Employees
M-73 Ayes: 4
Vote: 4-0 Approved
Hodson/Lucid/Gookins/Wolcott

VII. CORRESPONDENCE & BOARD INFORMATION

1. Ms. Crawford reviewed the Clearbrook Dairy Prices for December 2016.
2. Dr. Grumbles gave the second of five Board Education Sessions for the new members of the Board. She reviewed the Agency Formation and Evolution.
3. The LACOE First Interim Budget Approval letter was reviewed.
4. A letter from LACOE stating that the IRS has decreased the business mileage reimbursement rate effective January 1, 2017 to 53.5 cents per mile was reviewed.
3. Ms. Crawford reviewed the Agency Report.

VIII. BOARD ITEMS FOR NEXT MEETING (January 17, 2017)

1. Cafeteria of the Month for January 2017.
2. Second Interim Budget Workshop #2

IX. CLOSED SESSION

There was no closed session.

1. Public Employee Appointment
2. Public Employee
 - a. Leave of Absence
 - b. Dismissal
 - c. Discipline
 - d. Evaluation
 - e. Release
3. Advice from Legal Council
4. Labor Negotiations Information

X. RECONVENE TO OPEN SESSION

There was no closed session to reconvene.

XI. ADJOURNMENT

With nothing further to discuss Dr. Lucid moved to adjourn the Regular Meeting of the Board of Directors, seconded by Ms. Hodson, motion carried 4-0.

Adjournment

M-74 **Ayes: 4**
 Vote: 4-0 Approved
 Lucid/Hodson/Gookins/Wolcott

Meeting Adjourned 9:51 A.M.

Date February 21, 2017

 Ms. Ronna Wolcott, President

 Ms. Michele Gookins, Clerk

Santa Clarita Valley School Food Service Agency
Check Register
January 2017

Date	Num	Name	Amount
01/03/2017	23475054	AT&T (T1/ FIBEROPTICS MIS)	-710.48
01/03/2017	23475055	REMINGTON PURE (WATER)	-25.00
01/06/2017	23480834	ACCESS 1 SOURCE	-360.00
01/06/2017	23480835	AT&T MOBILITY	-286.86
01/06/2017	23480836	AT&T CAL NET 3	-20.14
01/06/2017	23480837	EVERSOFT	-148.18
01/06/2017	23480838	GOLD STAR FOODS	-22,605.62
01/06/2017	23480839	INTERNET SECURITY SYSTEMS-INC	-64.00
01/06/2017	23480840	P & R PAPER	-8,452.01
01/06/2017	23480841	PITNEY BOWES	-137.03
01/10/2017	23486572	SIMPATICO SYSTEMS, (ADAGE IT, INC.)	-1,189.80
01/10/2017	23486574	TOSHIBA AMERICA BUSINESS SOLUTIONS, INC.	-490.50
01/12/2017	23494329	A&R WHOLESALE DISTRIBUTOR	-3,552.79
01/12/2017	23494330	ADMIRAL REFRIGERATION, INC.	-255.00
01/12/2017	23494331	MILEAGE EMPLOYEE	-12.96
01/12/2017	23494332	MILEAGE EMPLOYEE	-4.86
01/12/2017	23494333	MILEAGE EMPLOYEE	-22.68
01/12/2017	23494334	BACKFLOW PREVENTION DEVICE TESTER	-350.00
01/12/2017	23494335	MILEAGE EMPLOYEE	-10.80
01/12/2017	23494336	MILEAGE EMPLOYEE	-6.48
01/12/2017	23494337	CHRISTIAN LEE (KOREAN MENU TRANSLATION)	-70.00
01/12/2017	23494338	CLEARBROOK FARMS	-29,316.25
01/12/2017	23494339	MILEAGE EMPLOYEE	-16.20
01/12/2017	23494340	MILEAGE EMPLOYEE	-13.50
01/12/2017	23494341	GALASSO'S BAKERY	-3,722.50
01/12/2017	23494342	MILEAGE EMPLOYEE	-14.58
01/12/2017	23494343	MILEAGE EMPLOYEE	-51.84
01/12/2017	23494344	MILEAGE EMPLOYEE	-6.48
01/12/2017	23494345	MILEAGE EMPLOYEE	-113.40
01/12/2017	23494346	MILEAGE EMPLOYEE	-11.88
01/12/2017	23494347	MILEAGE EMPLOYEE	-15.12
01/12/2017	23494348	MILEAGE EMPLOYEE	-57.24
01/12/2017	23494349	MILEAGE EMPLOYEE	-4.86
01/12/2017	23494350	MEL-O- DEE ICE CREAM (RICH'S ICE CREAM)	-634.56
01/12/2017	23494351	MILEAGE EMPLOYEE	-28.08
01/12/2017	23494352	MILEAGE EMPLOYEE	-25.92
01/12/2017	23494353	OLIVER PRODUCTS COMPANY	-4,384.00
01/12/2017	23494354	ROMERO'S FOOD PRODUCTS, INC.	-367.08
01/12/2017	23494355	G.A. SYSTEMS/ INC. (2- PRODUCE CARTS)	-2,799.90
01/12/2017	23494356	SAUGUS UNION SCHOOL DISTRICT (FUEL)	-1,279.37
01/12/2017	23494357	MILEAGE EMPLOYEE	-12.42
01/12/2017	23494358	MILEAGE EMPLOYEE	-11.88
01/12/2017	23494359	MILEAGE EMPLOYEE	-14.58
01/12/2017	23494360	SUE PEAK (NUTRITION EDUCATION CONSULTANT)	-686.44
01/12/2017	23494361	TAMA TRADING COMPANY INCORPORATED	-6,283.85
01/12/2017	23494362	TOYOTA- LIFT OF LA	-100.24
01/12/2017	23494363	MILEAGE EMPLOYEE	-55.62
01/12/2017	23494364	VALENCIA WATER SERVICE	-212.93

Santa Clarita Valley School Food Service Agency
Check Register
January 2017

Date	Num	Name	Amount
01/12/2017	23494365	VERTEX PEST SOLUTIONS	-150.00
01/12/2017	23494366	MILEAGE EMPLOYEE	-18.36
01/13/2017	23497162	AT&T CAL NET 3	-18.73
01/13/2017	23497162	AT&T/ CALNET 2	-321.56
01/13/2017	23497163	PREPAID REFUND (LUNCH)	-29.30
01/13/2017	23497165	PREPAID REFUND (LUNCH)	-27.00
01/13/2017	23497167	JUAN C. VARGAS	-200.00
01/13/2017	23497168	MILEAGE EMPLOYEE	-14.04
01/13/2017	23497169	REIMBURSEMENT EMPLOYEES (FOOD SAFETY TEST)	-105.84
01/13/2017	23497170	PITNEY BOWES (PROPERTY TAX POSTAGE METER)	-10.88
01/13/2017	23497171	SOUTH COAST A.Q.M.D.	-479.21
01/13/2017	23497172	SPRINT (NEXTEL COMMUNICATIONS)	-400.86
01/13/2017	23497173	TAPIA'S MOBILE MECHANIC	-940.00
01/18/2017	23502431	MARGARET A. CHIDESTER & ASSOCIATES	-632.50
01/23/2017	23511489	BOARD OF EQUALIZATION	-763.00
01/23/2017	23511490	CUMMINS	-45.68
01/23/2017	23511491	DIRECT TV (ANNUAL SERIVCE 2017)	-299.88
01/23/2017	23511492	PREPAID REFUND (LUNCH)	-43.50
01/23/2017	23511493	GOLD STAR FOODS	-39,644.04
01/23/2017	23511494	P & R PAPER	-11,819.45
01/23/2017	23511495	SOURCE REFRIGERATION & HVAC, INC.	-75.25
01/23/2017	23511496	STAPLES ADVANTAGE	-50.74
01/25/2017	23516532	STAPLES ADVANTAGE	-857.82
01/25/2017	23516533	U.S. BANK (CAL CARD)	-5,266.28
01/27/2017	23522268	BURRTEC WASTE INDUSTRIES	-235.98
01/27/2017	23522269	CASBO (S.W. MEMBERSHIP)	-137.50
01/27/2017	23522270	GOLD STAR FOODS	-46,051.87
01/27/2017	23522271	P & R PAPER	-3,534.32
01/27/2017	23522272	SOUTHERN CALIFORNIA EDISON	-4,230.06
01/27/2017	23522273	PREPAID REFUND (LUNCH)	-21.00
01/27/2017	23522274	THE GAS CO.	-1,226.09
01/27/2017	23522275	THOMSON REUTERS-WEST (ED CODE 2017)	-189.11
01/27/2017	23522277	BOLTHOUSE (FRESH LOGISTICS)	-2,250.70
			<u>\$ (209,106.46)</u>

Meeting Date: February 21, 2017
Submitted by: Dr. Lynnelle Grumbles/Susan Weiss
Subject: Personnel Action Report

RECOMMENDATION #16-17-08/C2

It is recommended that the Board of Directors approve the following personnel report:

NAME	DESCRIPTION	EFFECTIVE
NEW EMPLOYEES:		
Ana Campos	Substitute to NA 1 Mitchell 3.75	02/01/17
Beverly Reyes	Substitute to NA 1 Stevenson Ranch 3.75	02/01/17
TRANSFERS:		
Linda Mc Donald	NA1 Bridgeport 4.50 to NA1 Central Kitchen 5.00	02/01/17
STATUS CHANGE:		
TEMPORARY ASSIGNMENT:		
39 MONTH REHIRE LIST:		
CORRECTION:		
LEAVE OF ABSENCE:		
RETIREMENT:		
RESIGNATION:		
Elizabeth Jakobi	NA2 Rio Vista 3.75	01/31/17
TERMINATED:		

EXHIBIT: D**Meeting Date: February 21, 2017****Submitted by: Dr. Lynnelle Grumbles / Susan Weiss****Subject: Purchase Orders - January 2017****RECOMMENDATION #16-17-08/C3**

P. O. #	VENDOR	AMOUNT
33203	Staples Advantage	\$857.82
33204	Goldstar Foods	\$23,000.00
33205	Galasso's Bakery	\$8,500.00
33206	Cleabrook Farms	\$4,000.00
33207	A&R Foods	\$10,130.01
33208	Goldstar Foods	\$19,039.34
33209	Amazon.com	\$296.52
33210	Bolthouse Farms	\$1,299.70
33211	Admiral Refrigeration	\$408.75
33212	A&R Foods	\$4,579.46
33213	Goldstar Foods	\$14,269.27
33214	Goldstar Foods	\$4,807.12
33215	Tama Trading	\$2,541.60
33216	Goldstar Foods	\$160.00
33217	P&R Paper	\$4,784.40
33218	Tapias Mobile	\$940.00
33219	Staples Advantage	\$187.26
33220	Bolthouse Farms	\$921.00
33221	Admiral Refrigeration	\$616.85
33222	Johnstone Supply	\$497.62
33223	Johnstone Supply	\$383.95
33224	Goldstar Foods	\$182.40
33225	Goldstar Foods	\$14,996.24
33226	Goldstar Foods	\$6,615.25
33227	A&R Foods	\$4,862.84
33228	Tama Trading	\$2,849.70
33229	Romero's Foods	\$342.48
33230	Source Refrigeration	\$146.45
33231	Allen Pkg	\$768.80
33232	P&R Paper	\$7,154.43
33233	Bolthouse Farms	\$1,077.80
33234	Goldstar Foods	\$16,641.01
33235	Goldstar Foods	\$13,756.14

P. O. #	VENDOR	AMOUNT
33236	A&R Foods	\$5,205.42
33237	Oliver Products	\$4,128.00
33238	The Signal (Super Co-Op)	\$503.80
33239	The Signal (Super Co-Op)	\$498.40
33240	Staples Advantage	\$170.77
33241	Goldstar Foods	\$182.40
33242	Tama Trading	\$3,210.25
33243	P&R Paper	\$3,570.02
33244	Darling Ingredients (Trap Service)	\$313.71
33245	Schwartz Oil	\$594.36
33246	Romero's Foods	\$248.16
33247	Bolthouse Farms	\$1,172.90
33248	A&R Foods	\$7,070.24
33249	Webstaurant Store	\$317.81
Total: \$		198,800.45

**Santa Clarita Valley School Food Services Agency
Board of Directors**

Meeting Date: February 21, 2017
Submitted By: Dr. Lynnelle Grumbles / Susan Weiss
Subject: Update of Agreement for Nutrition Education Services

RECOMMENDATION # 16-17-08/C4

Summary

The original agreement was approved at the August 2016 meeting of the Board of Directors, not to exceed \$9,000 annually. Due to additional requests from school sites and utilization for our Kids Cooking Events, an increase of \$500 appears to be necessary. This contract is for the 2016-17 school year with Sue Peak, R.D. to plan and implement nutrition education activities at school sites, including, but not limited to; Classroom nutrition education, Staff meeting (teacher) presentations, Resources and support for Nutrition Advisory Councils, and scheduled special events. Compensation is at the rate of \$30.00 per hour, not to exceed \$9,500 annually. Mrs. Peak has provided similar services for the Agency for over 10 years.

Financial Impact

Not to exceed \$9,500.00 for the year, an additional \$500 to the previously approved contract.

Recommended Action:

Approve item as presented.

SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY
25210 ANZA DRIVE
SANTA CLARITA, CALIFORNIA 91355
(661) 295-1574

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made and entered into this **1st day of August, 2016, updated February 21st, 2017**, by and between the Santa Clarita Valley School Food Services Agency, a California Joint Powers Authority, hereinafter referred to as the "**AGENCY**", and Sue Peak, R.D., the "**CONSULTANT**".

WHEREAS, the **AGENCY** is in need of special administrative services and advice in the areas of nutrition education; and

WHEREAS, Government Code section 53060 authorizes the **AGENCY** to contract for special administrative services and advice if such persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, the **CONSULTANT** is specially trained and experienced and competent to perform the special consulting services required by the **AGENCY**

NOW, THEREFORE, in consideration of the foregoing premises and upon the terms and conditions contained hereinafter, the parties agree as follows:

1. Services To Be Performed By Consultant.

- (a) The **CONSULTANT** will serve as a resource by consulting with and assisting the **AGENCY** personnel to plan and implement nutrition education activities at school sites, including, but not limited to; Classroom nutrition education, Staff meeting (teacher) presentations, Resources and support for Nutrition Advisory Councils, and scheduled special events.,
- (b) The services **CONSULTANT** shall render under this Agreement will supplement and not replace the assistance given by the State of California and Los Angeles County.
- (c) The **CONSULTANT** may, at **CONSULTANT's** own expense, employ such assistants as the **CONSULTANT** deems necessary to perform the services required of **CONSULTANT** by this Agreement.
- (d) The **CONSULTANT** is, and shall at all times be deemed to be an independent contractor, and shall be responsible for determining the sequence, method, details and manner in which it performs those services required under the terms of this Agreement. Nothing herein contained shall be construed as creating a relationship of employer and employee, or principal and agent, between the **AGENCY** and **CONSULTANT** or any of the **CONSULTANT's** agents or employees. The **CONSULTANT** assumes exclusively the responsibility for the acts of its employees or agents as they relate to services to be provided during the course and scope of their employment. The **CONSULTANT**, its agents and employees, shall not be entitled to any rights and/or privileges of the **AGENCY's** employees and shall not be considered in any manner to be the **AGENCY's** employees.
- (e) If the **CONSULTANT** is a regular employee of a public entity, all services which the **CONSULTANT** renders under this Agreement will be performed at times other than the **CONSULTANT's** regular assigned work day for said entity, or during periods of vacation or leave of absence from said entity.

2. Compensation.

- (a) Except as otherwise provided in this Agreement, the **AGENCY** agrees to compensate the **CONSULTANT** for services rendered under this Agreement at the rate of **\$30.00** per hour for not more than **\$9,500** in any fiscal year unless approved by the governing board of the **AGENCY**
- (b) The **AGENCY** will pay no additional amount for travel or other expenses of the **CONSULTANT** under this Agreement unless specified below. However, supplies needed for nutrition education activities will be reimbursed with your monthly invoice.
- (c) The **CONSULTANT** shall submit monthly invoices in duplicate to the **AGENCY**. The **CONSULTANT** shall support each invoice with a monthly report detailing the services rendered to the **AGENCY** during the billing period. All supplies must have a receipt in order to be reimbursed.
- (d) All payments by the **AGENCY** shall be made in arrears, after the services have been rendered. Payment shall be made within thirty (30) days from the date that each monthly invoice is received and it is determined to be in reasonable agreement with the services rendered during the billing period.
- (e) The **AGENCY** will not withhold any federal or state income tax for payment made pursuant to this Agreement, but will provide the **CONSULTANT** with a statement of earnings at the end of each calendar year. The **CONSULTANT** is hereby advised that such statement of earnings shall, if required, be provided to the Internal Revenue Service and the State Franchise Tax Board.

3. Term of Agreement.

The initial term of this Agreement is from **August 1, 2016, through, June 30, 2017**, unless sooner terminated pursuant to the provisions of Section 6 of this Agreement (or extended to provide Agency requested services). The **AGENCY** and the **CONSULTANT** may mutually agree in writing to extend the initial term of this Agreement, provided that the initial term and any additional term(s) do not exceed five (5) years in the aggregate.

4. Obligations of Consultant.

- (a) During the term of this Agreement, the **CONSULTANT** agrees to diligently and timely perform the services specified in Section 1 above.
- (b) The **CONSULTANT** will provide all materials, tools, and instrumentalities required to perform the services under this Agreement.
- (c) At all times during the term of this Agreement, the **CONSULTANT** agrees to provide workers' compensation insurance for the **CONSULTANT's** employees and agents as required by law. The **CONSULTANT** shall comply with all federal, state and local laws and ordinances applicable to the work to be performed under this Agreement.
- (d) The **CONSULTANT** shall indemnify, pay for the defense of, and hold harmless the **AGENCY** and its officers, agents and employees of and from any and all liabilities, claims, debts, damages, demands, suits, actions and causes of actions of whatsoever kind, nature or sort which may be incurred by reason of the **CONSULTANT's** negligent or willful acts and/or omissions in rendering any services hereunder. The **CONSULTANT** shall assume full responsibility for payments of federal, state and local taxes or contributions imposed or required under the social security, workers' compensation or income tax law, or any disability or unemployment law, or retirement contribution of any sort whatever, concerning the **CONSULTANT** or any employee and shall further indemnify, pay for the defense of, and hold harmless the **AGENCY** of and from any such payment or liability arising out of or in any manner connected with the **CONSULTANT's** performance under this Agreement.
- (e) Neither this Agreement nor any duties or obligations under this Agreement may be assigned by the **CONSULTANT** without the prior written consent of the **AGENCY**.

5. Obligations of the Agency.

The **AGENCY** agrees to comply with all reasonable requests by the **CONSULTANT** and to provide access to all documents reasonably necessary for the performance of the **CONSULTANT's** duties under this Agreement.

6. Termination of Agreement.

- (a) Unless otherwise terminated as provided below, this Agreement shall continue in force during the term of the Agreement, or until the services provided for herein have been fully and completely performed, whichever shall occur first, and shall thereupon terminate.
- (b) Should the **CONSULTANT** default in the performance of this Agreement or breach any of its provisions, the **AGENCY** may terminate this Agreement by giving written notification to the **CONSULTANT**.
- (c) If at any time during the performance of this Agreement the **AGENCY** determines, in its sole discretion, to suspend indefinitely or abandon the services under this Agreement, the **AGENCY** shall have the right to terminate the performance of the **CONSULTANT's** services hereunder by giving 10 days written notification to the **CONSULTANT** of its intention to terminate. Should the **CONSULTANT** choose to terminate service to the **AGENCY**, Consultant shall give 10 days written notification of its intent to terminate.
- (d) In the event that the **AGENCY** terminates this Agreement under paragraph (b) or (c) of this Section, the **CONSULTANT** shall only be paid for those services rendered to the date of termination.

7. General Provisions.

- (a) Any notices to be given hereunder by either party to the other may be effected either by personal delivery in writing, or by registered or certified mail, postage prepaid with return receipt requested. Notices shall be deemed given and served upon delivery personally, or three (3) days after depositing in the United States Mail. Mailed notices shall be addressed to the parties at the addresses set forth in this Agreement for the **AGENCY** and the **CONSULTANT**. The foregoing addresses may be changed by written notice to the other party as provided herein.
- (b) The **AGENCY** and the **CONSULTANT** mutually agree that for copyright purposes, any written material or any copyrightable work of any nature created by the **CONSULTANT** pursuant to this Agreement shall be considered a "work made for hire" and the **AGENCY** the "copyright owner" thereof as those terms are defined in Title 17 of the United States Code, Section 101, and that the **AGENCY** shall own all of the rights comprised in the copyright of said written material or copyrightable work.
- (c) This Agreement supersedes any and all agreements either oral or written, between the parties hereto with respect to the rendering of services by the **CONSULTANT** and contains all of the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party or anyone acting on behalf of any party, which is not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement will be effective only if it is in writing, signed by both parties.
- (d) If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.
- (e) This Agreement shall be governed by and construed in accordance with the laws of the State of California.
- (f) Pursuant to and in accordance with the provisions of Government Code Section 10532, or any amendments thereto, all books, records and files of the **AGENCY**, **CONSULTANT**, or any subcontractor connected with the performance of this Agreement involving the expenditure of public funds in excess of Ten Thousand Dollars (\$10,000), including, but not limited to the administration thereof, shall be subject to the examination and audit of the Office of The Auditor General of the State of California for a period of three (3) years after final payment is made under this Agreement. The **CONSULTANT** shall preserve and cause to be preserved such books,

records and files for the audit period. In addition, upon reasonable prior request, the **CONSULTANT** shall make available all such books, records and files for review and inspection by the **AGENCY**.

- (g) Each person executing this Agreement warrants that he or she has the authority to so execute this Agreement and that no further approval of any kind is necessary to bind the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written.

"AGENCY"

By: _____
Signature

Printed Name

Title

"CONSULTANT"

By: _____
Signature

Printed Name

Title

Address

City State Zip

() _____
Telephone Number

On File

Social Security/Tax ID No.

Date: _____

Date: _____

Date of Governing Board's Approval: _____

**Santa Clarita Valley School Food Services Agency
Board of Directors**

Meeting Date: February 21, 2017
Submitted By: Dr. Lynnelle Grumbles/Susan Weiss
Subject: Financial Report – January 2017

REPORT #16-17-08/CC1

Summary: We finished the month of **January 2017** with **\$71,888** in the black; last January we were \$53,820 in the black. **YTD** the Agency's Net Income is **\$385,787** last year's Net Income was \$265,369*

The balance in Union Bank & Treasury (**Fund 01.0**) as of 01/31/2017 was **\$1,792,576.87**

Points of interest –JANUARY 2017

Income:

- Total Income was \$766,856 – \$90,707 **higher** than last year
- Federal Income was **up** \$53,469; Income from Local Sales was **up** \$29,233
- Income from the SUPPER Program was \$11,919, **up** \$2,281 over last year

Expenses:

- The food and supplies cost was **28.22%** of the income – last year it was 28.94%
- The total support cost was **56.03%** of the income – last year it was 57.47%

Points of interest –YTD:

Income:

- YTD Income was \$4,608,509 —\$61,461 **higher** than last year
- YTD Federal income is **up** \$435 – 0.02% from last year
- YTD local sales income is **up** \$45,652 – 3.23% over last year

Expenses:

- YTD food & supplies cost is **down** (-\$20,728) - (-1.57%) from last year
- YTD support cost is **up** \$55,775 – 2.16% from last year
- YTD Net ordinary income (Income less Expenses) was **\$385,787, up** \$120,418*
- YTD Income is **53.52%** of Total Budget; Expenses are **51.32%** of Total Budget.
- Percentage of the school year elapsed: **53.90%**.

Additional Points of Interest – YTD:

- *Last year's YTD Net Income reflects \$20,000 in income for a one-time grant and \$121,840 expense for our roof replacement. Excluding these items, last year's Net Income at this time would have been approximately **\$367,209**.

Data and information subject to change pending final reconciliation

Recommended Action:

For information only.

Santa Clarita Valley School Food Service Agency
Profit Loss
JANUARY 2017

	Jan-17	Jan-16	Diff. in \$	% of Income 2017	% of Income 2016	Approved Budget	% TD
Ordinary Income/Expense							
Income							
Total Cash Over/Shortage	\$44	\$175	(\$131)	0.01%	0.03%	\$0	0.00%
Total Interest Earned	\$3,093	\$1,770	\$1,323	0.40%	0.26%	\$7,406	41.77%
Total Federal Income	\$448,265	\$394,796	\$53,469	58.45%	58.39%	\$5,036,401	8.90%
Supper Program	\$11,919	\$9,638	\$2,281	1.55%	1.43%	\$126,000	9.46%
Total Local Sales	\$240,227	\$210,994	\$29,233	31.33%	31.21%	\$2,628,468	9.14%
Super Co-Op Lead Agency Income	\$0	\$0	\$0	0.00%	0.00%	\$40,000	0.00%
Total Miscellaneous Income	\$28,441	\$27,351	\$1,090	3.71%	4.05%	\$370,000	7.69%
Total State Income	\$34,866	\$31,425	\$3,441	4.55%	4.65%	\$402,682	8.66%
Total Income	\$766,856	\$676,149	\$90,707	98.45%	98.57%	\$8,610,957	8.91%
Expense							
Total Food & Food Supplies	\$216,443	\$195,688	\$20,755	28.22%	28.94%	\$2,445,309	8.85%
Total Insurance/Contract Services	\$21,022	\$14,913	\$6,108	2.74%	2.21%	\$139,987	15.02%
Total Operating Expense	\$18,265	\$9,668	\$8,597	2.38%	1.43%	\$294,439	6.20%
Total Utilities	\$6,642	\$7,169	(\$528)	0.87%	1.06%	\$107,810	6.16%
Total Expenses	\$262,371	\$227,438	\$34,933	34.21%	33.64%	\$2,987,545	8.78%
Total Direct Salaries	\$305,773	\$270,848	\$34,924	39.87%	40.06%	\$3,749,852	8.15%
Total Fringe Benefits	\$123,927	\$117,719	\$6,208	16.16%	17.41%	\$1,390,634	8.91%
Total Support Costs	\$429,699	\$388,567	\$41,132	56.03%	57.47%	\$5,140,486	8.36%
Capital Outlay/Vehicle Payments/Bldg Improv'ts	\$2,898	\$6,324	(\$3,426)	0.38%	0.94%	\$100,000	2.90%
Total Expense	\$694,969	\$622,330	\$72,639	90.63%	92.04%	\$8,228,031	8.45%
Net Ordinary Income	\$71,888	\$53,820	\$18,068	9.37%	7.96%	\$382,926	18.77%
DIRECT COST REIMBURSEMENTS	\$0	\$0	\$0	\$0.00	\$0.00	\$300,000	0.00%
Net Income	\$71,888	\$53,820	\$18,068	9.37%	7.96%	\$82,926	86.69%

Santa Clarita Valley School Food Services Agency

PROFIT LOSS

JULY 2016-JANUARY 2017

	JULY-JAN 2017	JULY-JAN 2016	Difference in \$	Difference in %	% of Income 2017	% of Income 2016	Approved Budget	% TD
Ordinary Income/Expense								
Income								
Total Cash Over/Shortage	\$352	\$1,272	(\$920)	-72.31%	0.01%	0.03%	\$0.00	0.00%
Total Interest Earned	\$6,216	\$3,802	\$2,413	63.47%	0.13%	0.08%	\$7,406	83.93%
Total Federal Income	\$2,646,628	\$2,646,193	\$435	0.02%	57.43%	58.20%	\$5,036,401	52.55%
Supper Program (CACFP)	\$65,600	\$64,652	\$948	1.47%	1.42%	1.42%	\$126,000	52.06%
Total Local Sales	\$1,459,247	\$1,413,595	\$45,652	3.23%	31.66%	31.09%	\$2,628,468	55.52%
Super Co-Op Lead Agency Income	\$40,000	\$0	\$40,000	0.00%	0.00%	0.00%	\$40,000	100.00%
Total Miscellaneous Income	\$188,879	\$189,219	(\$340)	-0.18%	4.10%	4.16%	\$370,000	51.05%
Champions For Healthy Kids GRANT	\$0	\$20,000	(\$20,000)	-100.00%	0.00%	0.44%	\$0	0.00%
Total State Income	\$201,587	\$208,315	(\$6,728)	-3.23%	4.37%	4.58%	\$402,682	50.06%
Total Income	\$4,608,509	\$4,547,048	\$61,461	1.35%	99.13%	100.00%	\$8,610,957	53.52%
Expense								
Total Food & Supplies	\$1,302,527	\$1,323,255	(\$20,728)	-1.57%	28.26%	29.10%	\$2,445,309	53.27%
Total Insurance/Contract Services	\$107,599	\$86,032	\$21,566	25.07%	2.33%	1.89%	\$139,987	76.86%
Total Operating Expense	\$160,185	\$144,677	\$15,508	10.72%	3.48%	3.18%	\$294,439	54.40%
Total Utilities	\$60,357	\$65,231	(\$4,874)	-7.47%	1.31%	1.43%	\$107,810	55.98%
Total Expenses	\$1,630,667	\$1,619,194	\$11,472	0.71%	35.38%	35.61%	\$2,987,545	54.58%
Total Direct Salaries	\$1,868,186	\$1,822,943	\$45,243	2.48%	40.54%	40.09%	\$3,749,852	49.82%
Total Fringe Benefits	\$716,718	\$707,186	\$9,533	1.35%	15.55%	15.55%	\$1,390,634	51.54%
Total Support Costs	\$2,584,904	\$2,530,129	\$54,775	2.16%	56.09%	55.64%	\$5,140,486	50.29%
Capital Outlay/Vehicle payments/Bldg. Improv'ts	\$7,152	\$132,356	(\$125,204)	-94.60%	0.16%	2.91%	\$100,000	7.15%
Total Expense	\$4,222,722	\$4,281,679	(\$58,957)	-1.38%	91.63%	94.16%	\$8,228,031	51.32%
Net Ordinary Income	\$385,787	\$265,369	\$120,418	45.38%	8.37%	5.84%	\$382,926	100.75%
DIRECT COST REIMBURSEMENTS							\$300,000	0.00%
Net Income	\$385,787	\$265,369	\$120,418	45.38%	8.37%	5.84%	\$82,926	465.22%
# Days / % of School year elapsed:							96 days	53.30%

Santa Clarita Valley School Food Services Agency Board of Directors

Meeting Date: February 21, 2017
Submitted By: Jane Crawford/Dr. Lynnelle Grumbles
Subject: January 2017 Participation

REPORT #16-17-08/CC2

Summary: The Overall, Lunch and Breakfast participations for **January 2017** were all **UP** over the previous year. Operating days: Newhall SD & Sulphur Springs USD had two (2) **more** operating days than last year; Saugus USD, had one (1) **more** operating day and Castaic USD had three (3) **less** operating days.

COMBINED (Overall) PARTICIPATION

Combined participation for JANUARY 2017 was **53.47%** - **1.65%** **higher** than the last year.

LUNCH PARTICIPATION

The JANUARY 2017 Lunch participation was **40.86%** - **0.61%** **higher** than last year. The ADP *increased* from 9,843 lunches per day to 9,953.

BREAKFAST PARTICIPATION

The breakfast participation for JANUARY 2017 was **18.24%** - **1.84%** **higher** than last year. We averaged 4,443 breakfasts per day, 433 **more** breakfasts per day than last year.

STUDENT SALES

The JANUARY 2017 spending per student per day *increased* from \$0.067 to \$0.070 – **\$0.003**

SUPER SNACK (SUPPERS):

We served 3,516 Suppers in JANUARY 2017. YTD, we've served 19,351 Suppers.

Additional Points of Interest for JANUARY 2017 vs JANUARY 2016:

- Combined enrollment is **down** by **95** students over last year
- Overall, 14,065 **more** lunches served: {6,267 **more** paid lunches, 1,999 **more** reduced lunches, 5,799 **more** free lunches}
- Total Free & Reduced priced lunches served was **61.89%**; last year we served **62.53%**

Additional Points of Interest – Participation- Month to Month:

Month	Combined	Lunch	Breakfast
December '16	52.35%	41.05%	15.90%
November '16	53.58%	41.61%	17.08%
October '16	54.22%	41.98%	17.17%
September '16	51.01%	38.63%	16.38%
August '16	45.95%	34.92%	14.55%

Note: Pre-School meals served in January are not included in the data: Breakfasts: 2,302 /Lunches: 2,811

ADP: (Average Daily Participation): Total Meals Served/# of Operating Days

Participation: ADP/Enrollment

Unit Sales: (Total Lunches + (Total Breakfasts/2) + (A la Carte /2) /#Operating Days

Combined Participation: Unit Sales/Enrollment

Recommended Action:

For information only – no action required.

PARTICIPATION (No Pre-K)
JANUARY 16/17

EXHIBIT: **G**

LUNCH PROGRAM	PAID	PAID	REDUCED	REDUCED	FREE	FREE	TOTAL	TOTAL	OP.DAYS	OP.DAYS	ADP	ADP	ENROLLMENT	ENROLLMENT	PARTICIPATIO	PARTICIPATIO	F & R %	F & R %
	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17
CASTAIC ELEM	2483	2285	137	189	745	640	3365	3114	19	16	177	195	546	528	32.44%	36.86%	26.21%	26.62%
CASTAIC MIDDLE	656	558	299	277	1718	1239	2673	2074	19	16	141	130	587	566	23.97%	22.90%	75.46%	73.10%
LIVE OAK	1712	1343	391	455	2637	1715	4740	3513	19	16	249	220	618	578	40.37%	37.99%	63.88%	61.77%
NORTHLAKE HILLS*	1663	1604	449	373	2879	2136	4991	4113	19	16	263	257	609	576	43.13%	44.63%	66.68%	61.00%
CASTAIC DISTRICT	6514	5790	1276	1294	7979	5730	15769	12814	76	64	830	801	2360	2248	35.17%	35.63%	58.69%	54.82%
MCGRATH*	401	574	833	762	6838	7052	8072	8388	14	16	577	524	722	702	79.86%	74.68%	95.03%	93.16%
MEADOWS	1122	1699	303	310	920	1016	2345	3025	14	16	168	189	666	639	25.15%	29.59%	52.15%	43.83%
NEWHALL*	177	220	644	742	6789	7410	7610	8372	14	16	544	523	661	642	82.23%	81.50%	97.67%	97.37%
OLD ORCHARD	816	724	180	315	2106	2351	3102	3390	14	16	222	212	477	451	46.45%	46.98%	73.69%	78.64%
PEACHLAND*	453	607	321	381	3015	3658	3789	4646	14	16	271	290	479	523	56.50%	55.52%	88.04%	86.93%
STEVENSON RANCH	2716	3430	89	173	428	484	3233	4087	14	16	231	255	797	796	28.97%	32.09%	15.99%	16.08%
PICO CANYON	2408	2661	384	487	874	1148	3666	4296	14	16	262	269	964	950	27.16%	28.26%	34.32%	38.06%
VALENCIA VALLEY	1340	1425	273	257	450	756	2063	2438	14	16	147	152	692	700	21.29%	21.77%	35.05%	41.55%
WILEY CANYON	562	688	692	934	4985	5082	6239	6704	14	16	446	419	642	608	69.41%	68.91%	90.99%	89.74%
OAK HILLS	2054	2779	167	177	208	444	2429	3400	14	16	174	213	594	716	29.21%	29.68%	15.44%	18.26%
NEWHALL DISTRICT	12049	14807	3886	4538	26613	29401	42548	48746	140	160	3039	3047	6694	6727	45.40%	45.29%	71.68%	69.62%
BRIDGEPORT	2823	2818	210	286	533	558	3566	3662	14	15	255	244	933	865	27.30%	28.22%	20.84%	23.05%
CEDARCREEK *	504	549	743	797	3635	4124	4882	5470	14	15	349	365	497	483	70.16%	75.50%	89.68%	89.96%
EMBLEM	1633	1980	135	239	513	591	2281	2810	14	15	163	187	699	756	23.31%	24.78%	28.41%	29.54%
FOSTER	1388	1696	157	221	511	670	2056	2587	14	15	147	172	602	590	24.39%	29.23%	32.49%	34.44%
HELMERS	1984	2332	122	203	368	336	2474	2871	14	15	177	191	741	721	23.85%	26.55%	19.81%	18.77%
HIGHLANDS	946	986	318	397	798	901	2062	2284	14	15	147	152	434	385	33.94%	39.55%	54.12%	56.83%
MOUNTAINVIEW	1414	1575	37	57	301	390	1752	2022	14	15	125	135	761	804	16.44%	16.77%	19.29%	22.11%
NORTHPARK	1705	1780	311	252	729	858	2745	2890	14	15	196	193	748	699	26.21%	27.56%	37.89%	38.41%
PLUM CANYON	1598	1866	132	242	502	429	2232	2537	14	15	159	169	674	637	23.65%	26.55%	28.41%	26.45%
RIO VISTA*	929	1030	874	708	3175	3910	4978	5648	14	15	356	377	627	626	56.71%	60.15%	81.34%	81.76%
ROSEDELL	1053	1276	420	568	1405	1677	2878	3521	14	15	206	235	776	771	26.49%	30.45%	63.41%	63.76%
SANTA CLARITA*	847	1186	367	327	826	816	2040	2329	14	15	146	155	423	428	34.45%	36.28%	58.48%	49.08%
SKYBLUE MESA	1475	1639	322	378	1183	1329	2980	3346	14	15	213	223	516	509	41.25%	43.82%	50.50%	51.02%
TESORO	1843	1870	426	168	350	481	2619	2519	14	15	187	168	632	617	29.60%	27.22%	29.63%	25.76%
WEST CREEK	3157	3712	134	162	177	352	3468	4226	14	15	248	282	944	967	26.24%	29.13%	8.97%	12.16%
SAUGUS DISTRICT	23299	26295	4708	5005	15006	17422	43013	48722	210	225	3072	3248	10007	9858	30.70%	32.95%	45.83%	46.03%
CANYON SPRINGS*	286	312	536	634	4282	4913	5104	5859	14	16	365	366	517	521	70.52%	70.29%	94.40%	94.67%
FAIR OAKS RANCH	2297	2566	812	965	3254	3437	6363	6968	14	16	455	436	949	985	47.89%	44.21%	63.90%	63.17%
LEONA COX	934	795	586	802	2848	2996	4368	4593	14	16	312	287	523	531	59.66%	54.06%	78.62%	82.69%
MINT CANYON*	533	456	719	924	3547	3879	4799	5259	14	16	343	329	476	470	72.01%	69.93%	88.89%	91.33%
MITCHELL	1479	1741	745	835	2596	2898	4820	5474	14	16	344	342	630	648	54.65%	52.80%	69.32%	68.20%
PINETREE	1494	1721	381	565	1611	1763	3486	4049	14	16	249	253	550	579	45.27%	43.71%	57.14%	57.50%
SULPHUR SPRINGS	1819	2170	327	366	1706	1838	3852	4374	14	16	275	273	642	659	42.86%	41.48%	52.78%	50.39%
VALLEY VIEW	749	746	498	647	3534	4144	4781	5537	14	16	342	346	545	573	62.66%	60.39%	84.33%	86.53%
GOLDEN OAK	1731	2052	422	320	896	1230	3049	3602	14	16	218	225	563	562	38.68%	40.06%	43.23%	43.03%
SULPH.SPR.DISTRICT	11322	12559	5026	6058	24274	27098	40622	45715	126	144	2902	2857	5395	5528	53.78%	51.69%	72.13%	72.53%
DISTRICTS TOTAL	53184	59451	14896	16895	73872	79651	141952	155997	552	593	9843	9953	24456	24361	40.25%	40.86%	62.53%	61.89%

* Pre-school program

**PARTICIPATION (No Pre-K)
JANUARY 16/17**

EXHIBIT: G

BREAKFAST PROGRAM	PAID		REDUCED		FREE		TOTAL		ADP		ENROLLMENT		PARTICIPATION	
	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17
Castaic Elementary	582	763	35	78	582	440	1199	1281	63	80	546	528	11.56%	15.16%
Castaic Middle	95	84	85	124	586	545	766	753	40	47	587	566	6.87%	8.31%
Live Oak	619	432	232	234	1899	1116	2750	1782	145	111	618	578	23.42%	19.27%
Northlake Hills*	82	137	172	206	1073	948	1327	1291	70	81	609	576	11.47%	14.01%
Castaic District	1378	1416	524	642	4140	3049	6042	5107	318	319	2360	2248	13.47%	14.20%
McGrath*	106	254	350	359	2592	3339	3048	3952	218	247	722	702	30.15%	35.19%
Meadows	154	242	81	105	449	492	684	839	49	52	666	639	7.34%	8.21%
Newhall*	57	78	254	271	2558	3128	2869	3477	205	217	661	642	31.00%	33.85%
Old Orchard	264	305	120	205	1537	1596	1921	2106	137	132	477	451	28.77%	29.19%
Peachland*	71	139	143	120	1760	2010	1974	2269	141	142	479	523	29.44%	27.12%
Stevenson Ranch	695	1029	40	58	190	232	925	1319	66	82	797	796	8.29%	10.36%
Pico Canyon	573	745	193	266	389	552	1155	1563	83	98	964	950	8.56%	10.28%
Valencia Valley	490	618	150	100	266	480	906	1198	65	75	692	700	9.35%	10.70%
Wiley Canyon	132	123	353	315	2580	2582	3065	3020	219	189	642	608	34.10%	31.04%
Oak Hills	779	1090	72	110	94	185	945	1385	68	87	594	716	11.36%	12.09%
Newhall District	3321	4623	1756	1909	12415	14596	17492	21128	1249	1321	6694	6727	18.66%	19.63%
Bridgeport	463	466	96	121	241	351	800	938	57	63	933	865	6.12%	7.23%
Cedar Creek *	177	154	450	460	2265	2434	2892	3048	207	203	497	483	41.56%	42.07%
Emblem	297	526	28	103	270	230	595	859	43	57	699	756	6.08%	7.57%
Foster	438	473	42	73	268	377	748	923	53	62	602	590	8.88%	10.43%
Helmets	521	814	42	86	129	144	692	1044	49	70	741	721	6.67%	9.65%
Highlands	309	387	172	229	321	589	802	1205	57	80	434	385	13.20%	20.87%
Mountainview	127	239	29	3	102	131	258	373	18	25	761	804	2.42%	3.09%
Northpark	261	389	89	111	276	251	626	751	45	50	748	699	5.98%	7.16%
Plum Canyon	248	755	37	106	95	279	380	1140	27	76	674	637	4.03%	11.93%
Rio Vista*	278	374	401	508	1782	2000	2461	2882	176	192	627	626	28.04%	30.69%
Rosedell	383	695	215	504	933	1483	1531	2682	109	179	776	771	14.09%	23.19%
Santa Clarita*	118	135	159	136	273	161	550	432	39	29	423	428	9.29%	6.73%
Skyblue Mesa	303	463	199	222	765	783	1267	1468	91	98	516	509	17.54%	19.23%
Tesoro	696	884	398	166	318	510	1412	1560	101	104	632	617	15.96%	16.86%
West Creek	762	1338	89	97	140	264	991	1699	66	113	944	967	7.00%	11.71%
Saugus District	5381	8092	2446	2925	8178	9987	16005	21004	1138	1400	10007	9858	11.38%	14.20%
Canyon Springs*	238	309	382	490	2888	3331	3508	4130	251	258	517	521	48.47%	49.54%
Fair Oaks Ranch	447	554	342	577	1725	1937	2514	3068	180	192	949	985	18.92%	19.47%
Leona Cox	217	240	336	463	1801	1790	2354	2493	168	156	523	531	32.15%	29.34%
Mint Canyon*	109	117	292	450	1822	2153	2223	2720	159	170	476	470	33.36%	36.17%
Mitchell	445	731	441	516	1403	1625	2289	2872	164	180	630	648	25.95%	27.70%
Pinetree	245	369	158	300	566	758	969	1427	69	89	550	579	12.58%	15.40%
Sulphur Springs	390	517	186	242	772	901	1348	1660	96	104	642	659	15.00%	15.74%
Valley View	267	245	285	434	2229	3059	2781	3738	199	234	545	573	36.45%	40.77%
Golden Oak	59	79	36	9	171	256	266	344	19	22	563	562	3.37%	3.83%
Sulph. Spr. District	2417	3161	2458	3481	13377	15810	18252	22452	1304	1403	5395	5528	24.17%	25.38%
DISTRICTS TOTAL	12497	17292	7184	8957	38110	43442	57791	69691	4010	4443	24456	24361	16.40%	18.24%

* Pre-school program

**PARTICIPATION (No Pre-K)
JANUARY 16/17**

EXHIBIT: G

A la Carte and Overall	STUDENT SALES		STUDENT SALES per DAY		UNIT SALES per DAY		COMBINED PARTICIPATION		AVERAGE STUDENT SPENDING per DAY	
	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17
CASTAIC ELEMENTARY	\$127.30	\$79.90	\$6.70	\$4.99	212	237	38.83%	44.92%	\$0.012	\$0.009
CASTAIC MIDDLE	\$5,491.70	\$3,817.75	\$289.04	\$238.61	305	272	52.02%	48.14%	\$0.492	\$0.422
LIVE OAK	\$334.05	\$165.55	\$17.58	\$10.35	331	280	53.50%	48.52%	\$0.028	\$0.018
NORTHLAKE HILLS*	\$845.56	\$1,038.90	\$44.50	\$64.93	320	330	52.52%	57.27%	\$0.073	\$0.113
CASTAIC DISTRICT	\$6,798.61	\$5,102.10	\$357.82	\$318.88	1,168	1,120	49.49%	49.82%	\$0.152	\$0.142
MCGRATH*	\$450.00	\$967.50	\$32.14	\$60.47	702	678	97.16%	96.58%	\$0.045	\$0.086
MEADOWS	\$143.40	\$565.80	\$10.24	\$35.36	197	233	29.59%	36.46%	\$0.015	\$0.055
NEWHALL*	\$655.13	\$646.44	\$46.80	\$40.40	669	652	101.28%	101.57%	\$0.071	\$0.063
OLD ORCHARD	\$318.77	\$333.45	\$22.77	\$20.84	302	288	63.22%	63.88%	\$0.048	\$0.046
PEACHLAND*	\$207.90	\$1.00	\$14.85	\$0.06	349	361	72.77%	69.08%	\$0.031	\$0.000
STEVENSON RANCH	\$493.66	\$780.13	\$35.26	\$48.76	282	321	35.33%	40.33%	\$0.044	\$0.061
PICO CANYON	\$567.73	\$750.35	\$40.55	\$46.90	323	341	33.55%	35.87%	\$0.042	\$0.049
VALENCIA VALLEY	\$42.17	\$11.25	\$3.01	\$0.70	181	190	26.19%	27.17%	\$0.004	\$0.001
WILEY CANYON	\$342.05	\$473.10	\$24.43	\$29.57	567	528	88.37%	86.87%	\$0.038	\$0.049
OAK HILLS	\$370.55	\$602.75	\$26.47	\$37.67	220	275	37.12%	38.35%	\$0.045	\$0.053
NEWHALL DISTRICT	\$3,591.36	\$5,131.77	\$256.53	\$320.74	3,792	3,867	56.65%	57.49%	\$0.038	\$0.048
BRIDGEPORT	\$1,083.59	\$1,249.96	\$77.40	\$83.33	322	317	34.51%	36.65%	\$0.083	\$0.096
CEDARCREEK *	\$962.25	\$1,096.60	\$68.73	\$73.11	486	503	97.86%	104.10%	\$0.138	\$0.151
EMBLEM	\$14.80	\$5.60	\$1.06	\$0.37	185	216	26.42%	28.59%	\$0.002	\$0.000
FOSTER	\$433.06	\$582.80	\$30.93	\$38.85	189	223	31.40%	37.74%	\$0.051	\$0.066
HELMERS	\$985.84	\$1,129.98	\$70.42	\$75.33	237	264	31.93%	36.60%	\$0.095	\$0.104
HIGHLANDS	\$5.10	\$5.10	\$0.36	\$0.34	176	193	40.58%	50.03%	\$0.001	\$0.001
MOUNTAINVIEW	\$510.39	\$507.55	\$36.46	\$33.84	153	164	20.05%	20.42%	\$0.048	\$0.042
NORTHPARK	\$689.70	\$650.25	\$49.26	\$43.35	243	239	32.49%	34.25%	\$0.066	\$0.062
PLUM CANYON	\$1,123.50	\$910.40	\$80.25	\$60.69	213	237	31.62%	37.28%	\$0.119	\$0.095
RIO VISTA*	\$424.45	\$534.15	\$30.32	\$35.61	459	490	73.15%	78.34%	\$0.048	\$0.057
ROSEDELL	\$436.90	\$644.40	\$31.21	\$42.96	276	346	35.55%	44.83%	\$0.040	\$0.056
SANTA CLARITA*	\$766.57	\$609.56	\$54.76	\$40.64	193	190	45.56%	44.39%	\$0.129	\$0.095
SKYBLUE MESA	\$531.35	\$603.25	\$37.95	\$40.22	277	292	53.70%	57.39%	\$0.074	\$0.079
TESORO	\$215.25	\$180.65	\$15.38	\$12.04	245	226	38.80%	36.62%	\$0.024	\$0.020
WEST CREEK	\$0.00	\$2.40	\$0.00	\$0.16	283	338	29.99%	35.00%	\$0.000	\$0.000
SAUGUS DISTRICT	\$8,182.75	\$8,712.65	\$584.48	\$580.84	3,936	4,239	39.33%	43.00%	\$0.058	\$0.059
CANYON SPRINGS*	\$1,024.60	\$1,196.25	\$73.19	\$74.77	526	533	101.83%	102.23%	\$0.142	\$0.144
FAIR OAKS RANCH	\$1,160.45	\$1,336.65	\$82.89	\$83.54	586	573	61.72%	58.19%	\$0.087	\$0.085
LEONA COX	\$761.55	\$578.48	\$54.40	\$36.16	423	383	80.93%	72.14%	\$0.104	\$0.068
MINT CANYON*	\$343.40	\$430.15	\$24.53	\$26.88	434	427	91.27%	90.88%	\$0.052	\$0.057
MITCHELL	\$575.20	\$762.00	\$41.09	\$47.63	447	456	70.89%	70.32%	\$0.065	\$0.073
PINETREE	\$6.00	\$5.50	\$0.43	\$0.34	284	298	51.60%	51.44%	\$0.001	\$0.001
SULPHUR SPRINGS	\$851.50	\$913.30	\$60.82	\$57.08	354	354	55.09%	53.69%	\$0.095	\$0.087
VALLEY VIEW	\$893.05	\$1,476.75	\$63.79	\$92.30	473	509	86.74%	88.83%	\$0.117	\$0.161
GOLDEN OAK	\$612.75	\$1,007.95	\$43.77	\$63.00	249	267	44.26%	47.58%	\$0.078	\$0.112
SULPH.SPR.DISTRICT	\$6,228.50	\$7,707.03	\$444.89	\$481.69	3,776	3,800	69.99%	68.73%	\$0.082	\$0.087
DISTRICTS TOTAL	\$24,801.22	\$26,653.55	\$1,643.72	\$1,702.15	12,672	13,025	51.82%	53.47%	\$0.067	\$0.070

* Pre-school program

**Santa Clarita Valley School Food Services Agency
Board of Directors**

Meeting Date: February 21, 2017
Submitted By: Dr. Lynnelle Grumbles/Susan Weiss
Subject: 2nd Interim Budget Workshop #2

RECOMMENDATION #16-17-08/CC3

Summary

To be presented at Board Meeting.

Financial Impact

N/A

Recommended Action:

For information only, no action is required.

**Santa Clarita Valley School Food Services Agency
Board of Directors**

Meeting Date: February 21, 2017
Submitted By: Dr. Lynnelle Grumbles
Subject: Super Co-Op Report

REPORT #16-17-08/CC4

The current status of the Super Co-Op entitlement spending is as follows:

	1/10/2017
Total Lunches Served	243,793,996
Entitlement	\$78,014,079
DoD Produce Reserve	\$6,222,166
Unprocessed F/V pilot	\$2,533,000
Carry Over from 15-16	\$2,096,628
Adjusted Entitlement	\$71,355,541
YTD Expenditures	\$66,853,299
Unspent Entitlement	\$4,502,242
Percentage Spent	94.23%
Excess Account Transfers	\$119,795

Annual meetings and Food Shows were held on January 19th in Pomona and February 2nd in Modesto. A meeting with distributors and manufacturers was held the day prior to the show during set-up hours to announce the release of the two manufacturer RFPs, remind about due dates for various reports, and answer questions. This was the first time such meetings were held and they were well received. The annual meetings went smoothly and were well attended. Representatives from the Food Distribution Division of the California Department of Education were invited and attended and presented at both meetings. For the first time, regional group meetings were held at each location following the annual meeting to allow members to become better acquainted with their representative on the Governing Council. Approximately 450 attendees were at the Pomona location and 300 at the Modesto location. Super Co-Op utilizes an event company, Expo Décor, to organize the food shows and annual meeting space and the co-op receives \$5,000 in profit from each event.

Preparations are under way for our second annual Spring Training Caravan. Last year the Institute of Child Nutrition provided staff to present USDA procurement training at two locations. This year, we have expanded to four locations to accommodate additional members and will present a one day, five-hour training covering the USDA Foods program, navigating Super Co-Op, USDA Foods best practices, and writing a

EXHIBIT: I

good bid. A continental breakfast and lunch will be hosted by the co-op for attendees. Locations are in Ontario, Anaheim, Visalia, and Dixon. Registration is open and classes are filling quickly.

The SY2017-18 USDA Foods order surveys are open with responses due in early March. Assistance is being offered by Gold Star Foods staff at six locations throughout the state. Several of our member districts have opened their computer labs for us to assist member district personnel in allocating their USDA Foods entitlement for next year.

Two RFPs for manufacturer pricing for Processed USDA Foods Products for Super Co-Op member districts were prepared and released on January 25, 2017. One RFP is the traditional Market Basket format and the second is for potato, tomato, and cheese products. Mandatory bidder's conference webinars were held on Monday February 6th and responses to questions were released as an addendum on February 10th. Responses are due on February 22, 2017, for both bids and public openings have been scheduled the following day. Results will be presented for action at the March meeting of the Board of Directors.



Spring Training Caravan for Super Co-Op Member Districts

As a benefit of membership to Super Co-Op Member Districts, 5-hour trainings are being offered at **NO CHARGE (lunch included!)** for up to 2 individuals per member district, space available.

Dates	Locations
Wednesday March 15, 2017	<i>Gold Star Foods Ontario, CA</i>
Thursday March 16, 2017	<i>Anaheim Union High School District Professional Development Center Anaheim, CA</i>
Wednesday March 29, 2017	<i>Visalia Unified School District District Office – Board Room Visalia, CA</i>
Thursday March 30, 2017	<i>Gold Star Foods North Dixon, CA</i>

Agenda (Presenters vary by locations)

- 8:30 AM Registration and Continental Breakfast
- 9:00 AM Welcome and Agenda Overview
- 9:15 AM **USDA Foods Program**
Navigating the USDA Foods program, entitlement allocation, brown box, processing, Value Pass Through methods, SEPDS, what all those acronyms mean, proper storage, product sheets, and more
- 10:00 AM Break
- 10:15 AM **Navigating Super Co-Op**
The basics of Super Co-Op membership – policies, procedures, rules, annual timeline.
- 11:00 AM **USDA Foods Best Practices**
Member Districts will share best practices for using USDA Foods – Direct Delivery, processing, DoD, and Unprocessed Fruit & Vegetable Pilot. Group sharing also – bring your best practice stories to share!
- 12:00 Noon LUNCH (Provided)
- 1:00 PM **Writing a Good Bid**
The essentials for putting together a good RFP or IFB for food, supplies, or equipment. Types of bids, when to use a contract, price structures, cooperative purchasing, protests, “Buy American” provision, references, award procedures, and tips for getting the best prices.
- 2:45 PM Evaluation and Closing

2017 Super Co-Op Spring Training Caravan Registration Form

**SPACE
IS LIMITED!**
REGISTER TODAY

Select Date:

✓	Date	Location
	Wednesday – March 15, 2017	<i>Gold Star Foods 3781 E. Airport Drive Ontario, CA 91761</i>
	Thursday – March 16, 2017	<i>Anaheim Union High School District Professional Development Center 501 N. Crescent Way Anaheim, CA 92803</i>
	Wednesday – March 29, 2017	<i>Visalia Unified School District District Office – Board Room 5000 W. Cypress Avenue Visalia, CA 93277</i>
	Thursday – March 30, 2017	<i>Gold Star Foods North 1000 Vaughn Road Dixon, CA 95620 (Upstairs with no elevator access)</i>

District Name		
Attendee #1	Name	Title
	Email	Phone
Attendee #2	Name	Title
	Email	Phone

REGISTER TODAY!

Return to Leilani Schlick, Santa Clarita Valley School Food Services Agency

By Email to LSchlick@scvsfsa.net

By FAX to (661) 295-0981

For more information

call Leilani Schlick or Lynnelle Grumbles at (661) 295-1574 x103

email lgrumbles@scvsfsa.net

**Santa Clarita Valley School Food Services Agency
Board of Directors**

Meeting Date: February 21, 2017
Submitted By: Dr. Lynnelle Grumbles
Subject: Emergency Procedures Discussion

RECOMMENDATION # 16-17-08/CC5

Summary

Agency staff is preparing to train employees regarding emergency procedures in a variety of situations and wants to collect information regarding district and site policies, procedures, and expectations in such an event. Agency staff will lead a discussion with members of the Board of Directors to gather as much information as possible to help staff plan training with site and CK staff members this spring.

Financial Impact

None expected.

Recommended Action:

For information and discussion only.

**Santa Clarita Valley School Food Services Agency
Board of Directors**

Meeting Date: February 21, 2017
Submitted By: Dr. Lynnelle Grumbles / Susan Weiss
Subject: Disposal of Assets

RECOMMENDATION # 16-17-08/A1

Summary

After reviewing equipment and miscellaneous assets in storage, Agency staff is recommending the following items be declared obsolete and surplus. The listed equipment is not functioning or no longer used by the Agency.

Description	Asset Price	Asset Date	Estimated Current Value
Golf cart	\$ 2,814.50	2003	\$800.00
Food trailer	\$ 1,300.00	2014	\$100.00
Barbeques (2)	\$800.00	1989	Scrap
Hydraulic cupping machine (estimated)	\$8,000.00	1989	\$1,000.00
Urschel cutter/slicer/chopper	\$27,180.00	1989	\$10,000.00
Hobart slicer	\$2,960.00	1989	\$1,500.00
Epson printer	\$1,385.00	2010	\$500.00
2 burner range	\$1,140.00	1989	\$500.00
Total	\$45,579.50		\$14,400.00

Financial Impact

Potential revenue from sale of equipment, unknown.

Recommended Action:

Approve item as presented.

[illegible]

**Santa Clarita Valley School Food Services Agency
Board of Directors**

Meeting Date: February 21, 2017
Submitted By: Dr. Lynnelle Grumbles
Subject: Board Education Session #3 – Child Nutrition Program Requirements

INFORMATION # 16-17-08/IN2

Summary

Dr. Grumbles will deliver the third of five Board Education Sessions. This month she will discuss Child Nutrition Program Requirements.

Financial Impact

None.

Recommended Action:

For information only.

**Santa Clarita Valley School Food Services Agency
Board of Directors**

Meeting Date: February 21, 2017
Submitted By: Ms. Jane Crawford
Subject: Agency Report

INFORMATION #16-17-08/IN3

Summary

STAFF

The Agency currently has two (2) open positions: One (1) NA1 position at Bridgeport Elementary School for 4.5 hours and one (1) NA2 position at Rio Vista Elementary School for 3.75 hrs.

OPERATIONS

The Agency continues to operate smoothly as Spring time quickly approaches.

OTHER CONCERNS & IMPORTANT DATES

Southern California Annual Super Co-op Food Show: On January 19, 2017 The Annual Southern California Super Co-op Food Show was held at the Pomona Fairgrounds. In attendance were: Dr. Lynnelle Grumbles, Jane Crawford, Tracy Fiscella, Rosa Hernandez and MaryJo Kremer. Dr. Grumbles presented information to the Super Co-op Members and our Industry Representatives.

Annual Information Technology (IT) Luncheon: The Annual IT Luncheon was held on January 27, 2017 at 11:30 a.m. In attendance were representatives from Newhall SD, Saugus USD and Sulphur Springs UESD. After discussing implementation of the on line application process, the district representatives were asked to provide the Agency with student rosters twice a week in order to improve uploads of current student information. This will be necessary when we open the on line application portal to ensure new students appear in our system in a timely manner. This procedure will also expedite the current PayForIt (our online payment system). Thank you to everyone who attended.

New “Super Snack” Program: On January 30, 2017, The Agency launched an additional “Super Snack” Program at Wiley Canyon Elementary School. Newhall School District is offering an afterschool educational program for student’s attending Old Orchard, Peachland and Wiley Canyon Elementary Schools. The program is available Monday through Thursday and the Agency is providing approximately 125 meals per day.

New Produce Stands: On January 24, 2017, the Agency implemented a new produce stand at two (2) school sites: Castaic and James Foster Elementary Schools.

Saugus USD Office Manager Meeting Presentation: On January 25, 2017, Jane Crawford and Tracy Fiscella presented to the Saugus USD Office Managers. The presentation provided valuable information pertaining to: Child Nutrition, School Food Service procedures and important on line resources.

USDA K-12 Processor Link: On Tuesday, February 8, 2017, Dr. Grumbles met with John Purcell from K-12 Foodservice, a USDA Foods Reporting Agency based in Washington DC. After the meeting concluded, they visited Bridgeport Elementary School where they enjoyed a school lunch. After visiting the school, John Purcell commented that he was very impressed by our program and our menu choices!

Honorary Mention: On February 7, 2017, the Central Kitchen experienced a power outage. Julie Sands, Manager at Western Bagel in Valencia, kindly donated coffee and bagels for the entire Central Kitchen Staff. We genuinely appreciated her thoughtfulness and the generosity displayed by Western Bagel.

Agency's "Marketing" Schedule: For the months of January and February 2017, the Agency's focus has been on classroom nutrition education in the Kid's Cooking Classes and the Nutrition Advisory Council (NAC) referenced below:

NAC Class at Valencia Valley: April Drave's sixth grade class is officially our "Nutrition Advisory Class" at Valencia Valley. Sue Peak, RDN, Nutrition Educator, has been meeting with these students monthly. Topics covered during the fall semester included the basics of "MyPlate", label reading and healthy snacking, food safety & sanitation, and "Re-Think Your Drink". After each lesson, the student's goals have been to share the information in some form with their third grade buddy class. Materials to help share the lessons are left with the students.

With National Nutrition Month coming in March, the students have started off the New Year with a lesson on advertising. They explored how best to get our health/nutrition messages across and are currently working on some very creative posters that will be displayed in the lunch room.

In February, the students will practice several fun nutrition-themed "skits" that can be performed during morning announcements or school assemblies. These Student Voices for Healthy Choices are truly the student leaders at Valencia Valley.

"Many Families One Community" Family Resource Fair: The Agency is scheduled to participate in the Many Families, One Community Resource Fair on Saturday, February 25, 2017 from 8:30 am – 2:30 pm. The event will be held at Golden Valley High School and is sponsored by Sulphur Springs Union School District and William S. Hart Union High School District. The purpose of the event is to increase the understanding and knowledge of how the districts' families and staff can utilize Community resources.

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The “2017” Annual Kid’s Cooking Events: The Agency’s Kid’s Cooking Events are well under way! The dates, school sites and teachers who have or will be participating are listed below:

School	Date	Teacher	Grade
Rosedell Elementary	2/08/17	Sandra Pilar	4
Mountainview Elementary	2/09/17	Margaret Yates	4
Old Orchard Elementary	2/16/17	Merly Soni	4
Leona Cox Elementary	3/09/17	Christian Abril	4
Castaic Elementary	3/10/17	Jennifer Harris	4

Operations: Please send us your District information regarding your Summer programs. We are requesting a contact name, the school name and any other additional information before May 1, 2017.